PHOENIX COLLEGE 2022-2023

Catalog & Handbook

PHOENIX COLLEGE
A MARICOPA COMMUNITY COLLEGE

Make It Happen at Phoenix College

REGISTER TODAY!

PHOENIX COLLEGE | 1202 W. Thomas Road, Phoenix, AZ 85013 • 602-285-7777 | **phoenixcollege.edu** |

Welcome to Phoenix College! You have made an exciting decision to take the next step in your education. Perhaps you are starting college for the first time or maybe you are returning to finish a lifelong goal or to fine tune your career skills. Your ultimate goal might be to transfer to a 4 year university, to achieve a certificate or another credential or to take a class or two for personal enrichment; no matter what the ultimate goal, you are now a valued member of the Phoenix College community and part of our legacy of excellence.

Our community is one with a long history rooted in providing opportunities for excellence for all students through innovative, immersive and extraordinary learning experiences. During your time with us I hope you will not settle for anything less.

PC is a proud Hispanic Serving Institution and a proud Minority Serving Institution. The majority of our students are first generation college students. Our faculty and staff stand ready to meet you where you are and take you where you want to be.

More than 100 years ago, the first class of eighteen students started their academic journey at Phoenix College. Those students, and countless since, have gone on to accomplish incredible things. Today, you are writing a new chapter in the legacy of PC as well as your own academic story. I am humbled and honored that you have chosen to attend Phoenix College. We look forward to the great things you will accomplish during your time here.

Aloha,

Clyne G. H. Namuo, Ph.D.
Interim President
Phoenix College

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Visit us on the Web at phoenixcollege.edu

Phoenix College Catalog and Student Handbook — Published February, 2022

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

Vision

Phoenix College will be the premier provider of learning opportunities for our community to go far close to home.

Mission Statement

Phoenix College serves our diverse community with student-centered teaching and learning experiences that inspire the lifelong pursuit of educational, professional, and personal goals.

Mission Goals

We support our mission through a rich tradition of:

- University Transfer Education
- General Education
- Workforce Development
- Developmental Education
- English as a Second Language
- Continuing and Community Education
- Community Partnerships
- Student Support Services
- Civic Responsibility
- Global Engagement

PC Basics – Our Core Values

PC Basics are the core values of Phoenix College. They celebrate our tradition of service excellence and remind our faculty and staff to live it every day, in every encounter. We proudly proclaim them across our college to challenge our students, constituents and neighbors to expect nothing less when coming to Phoenix College.

Engagement — We connect with our campus and community through clear and frequent communications, collaborations, and the valuing of differences.

Excellence — We promote quality teaching and learning experiences that prepare individuals for life, work, and leadership.

Integrity — We are committed to the highest principles of academic, professional, and personal conduct.

Innovation — We support learning, discovery, informed risk taking, and an entrepreneurial spirit that creates new possibilities.

Respect — We value deliberation, tolerance, and our obligation to treat each other with dignity, fairness, and civility.

Stewardship — We are committed to prudent management of our resources.

Accreditation

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

- The Higher Learning Commission of the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 800.621.7440 or 312.263.0456.

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

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

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

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

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

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

MAY 2022

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MAY 2023

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Academic Calendar 2022–2023

SUMMER SCHOOL (2022)

Note: Subject to the 2022-2023 Catalog.

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

Summer Semester Begins . . . . . May 31
Observance of Independence Day . . . . . July 4
Summer Semester Ends . . . . . August 4

FALL SEMESTER (2022

New Student Orientation . . . .Contact Academic Advisement for dates and times.
Classes Begin . . . . . August 20
Observance of Labor Day . . . . . September 5
Find a Class Opens for Spring 2023 . . . . . September 19
Spring 2023 Priority Registration Begins for
Currently Enrolled Students . . . . . October 3
Last day for withdrawal without Instructor's Signature . . . . October 8
Apply for December 2022 Graduation
on or before . . . . . October 10
Student Withdrawals with Instructor's Signature Begins . . October 10
Spring 2023 Open Registration begins . . . . . October 10
Observance of Veterans' Day . . . . . November 11
Thanksgiving Holiday (campus closed) . . . . . November 24-27
Last Day of Regular Classes . . . . . December 11
Final Exams* . . . . . December 12-15
Mid-Year Recess Begins (students) . . . . . December 16
Fall Semester Ends . . . . . December 16

SPRING SEMESTER (2023)

New Student Orientation . . . .Contact Academic Advisement for dates and times.
Classes Begin . . . . . January 14
Observance of M. L. King Jr. Day . . . . . January 16
Observance of Presidents' Day . . . . . February 20
Find a Class Opens for Summer/Fall 2023 . . . . . February 21
Last day for Withdrawal without Instructor's Signature . . . . . March 4
Student Withdrawals with Instructor's Signature Begins . . . . . March 6
Summer/Fall 2023 Priority Registration Begins for
Currently Enrolled Students . . . . . March 6
Apply for May 2023 Graduation
on or before . . . . . March 6
Spring Break . . . . . March 13-19
Summer/Fall 2023 Open Registration Begins . . . . . March 20
Last Day of Classes . . . . . May 7
Final Exams* . . . . . May 8-11
Commencement . . . . . May 12
Spring Semester Ends . . . . . May 12
Observance of Memorial Day . . . . . May 29

*See the appropriate semester schedule of classes.

How To Use Your Catalog and Student Handbook

This catalog and Student Handbook was developed for you.

It includes information about Phoenix College (PC) programs, courses, degree and certificate requirements, policies, procedures, resources, and student support services.

The focus is on your success.

It provides you with the information to be a successful student. It is your responsibility to review the information and use your catalog.

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

- Use your catalog to help you with your plans to be a successful college student. Review the Academic Calendar, Graduation Requirements, and PC Programs. Prior to selecting your courses, make certain you have the time to meet the course requirements.
- Use your catalog to learn about courses, certificate and degree requirements. Knowing what the course is about and how it will fit into your program or academic goals is one of the main requirements for proper course selection.
    - Course Descriptions begin on page 271. Whether your goal is to complete one course or an Associate Degree, Course Descriptions will provide valuable information.
    - If you are working on completing an Associate Degree, you will need to become familiar with the General Education Degree Requirements. Degree information begins on page 113. Degree checksheets to help you keep track of your progress are available in the Advisement Center. If you are planning on completing a degree, or selecting courses prior to transferring to a four-year college or university, you will find information on the Transfer Process (page 143) very helpful.
- Use your catalog to learn where and how to get things done. The catalog will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you, such as Academic Advisement, Admissions and Records, Counseling and Career Services, Special Services, Financial Aid, and the Library. The College Information section begins on page 8.
- Use your catalog to explore educational and career options available to you. The Counseling Department faculty will help you learn more about your interests, work skills, and personal goals.
- Note: Be sure to keep your address, telephone number, e-mail address, and Academic Plan current in your Maricopa account.

College Information

PHOENIX COLLEGE

A **MARICOPA** COMMUNITY COLLEGE

Phoenix College Information

Academic Advisement

(602.285.7777)
https://www.phoenixcollege.edu/students/advisement

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

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

For more information, visit www.phoenixcollege.edu

Accident Insurance

(602.285.7231)
https://www.phoenixcollege.edu/students/student-life/student-resources

The following is a brief summary of our student insurance plans. The master policies contain complete details of the provisions, limitations, and exclusions and will prevail at all times.

Education is expensive - and so are accidents. To protect students against the financial burden of medical expenses resulting from an accident, the Maricopa County Community College District (MCCCD) provides its students with Student Accident Insurance. Every MCCCD student is automatically insured and the cost for the insurance is covered in the student-activity fee.

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

Description of coverage

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

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

All injuries should be reported immediately to the College Safety Office, (602) 285-7911. When an accident or injury occurs, the student and advisor or sponsor should initiate the proper claim forms through the Office of Student Life and Leadership.

For any questions or concerns regarding student accident/health insurance, please visit:

https://business.maricopa.edu/risk-management/insurance/student-insurance-plans

Admissions, Records and Registration

(602.285.7777)
https://www.phoenixcollege.edu/become-student/admissions-and-records

Admissions, Records and Registration is located in the One-Stop Enrollment Center within the Hannelly Center Building. Information and services are provided for the following: admissions, registration, athletic eligibility, international education, enrollment verification, graduation, refunds, residency, schedule changes, grades, and transcripts.
A photo ID is required for all in-person transactions.
Email for more information:
General Questions: ar@phoenixcollege.edu
Graduation: pcgraduation@phoenixcollege.edu
Transcripts: transcripts@phoenixcollege.edu
Online Chat Email: pc-admissions-chat@phoenixcollege.edu

Chat With Us Online: https://www.phoenixcollege.edu/chat
Qless: https://www.phoenixcollege.edu/qless

Adult Education - GED® Test Preparation and English Language Classes

(480.517.8110)
gedinfo@riosalado.edu
www.riosalado.edu/abe

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

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

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

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

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

GED® test preparation and English language classes are taught at six community-based locations across Maricopa County and virtually

in a live online format to meet students' needs.

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

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

(602.285.7667, 602.285.7652 or 602.285.7337)
https://www.phoenixcollege.edu/alumni

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

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

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

For more information, visit www.phoenixcollege.edu

Athletics

(602.285.7175)
https://athletics.phoenixcollege.edu

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

Bookstore

(602.285.7489)
www.phoenixcollegeshop.com

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

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

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

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

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

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

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

Cafeteria – The 'Bear Cave' Café

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

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

Career Services

(602.285.7420)
https://www.phoenixcollege.edu/careerservices

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

Looking for a job?

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

Undecided about your career or major?

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

Enhance your employment options, build your experiences

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

Serving prospective and current students, faculty, staff and employer partners, Career Services offers a broad range of services and resources, including a state-of-the art computer lab. Visit us in the Hannelly Center, Room 113, and the Virtual Career Center at https://www.phoenixcollege.edu/careerservices

For more information, visit www.phoenixcollege.edu

Career Services Virtual Office

Career Services is happy to announce our "VIRTUAL OFFICE":

Monday - Friday

10am - 4pm

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

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

Child Care

(602.560.0000)
https://www.phoenixcollege.edu/current-students/support-services/child-care
https://www.swhd.org/programs/head-start/

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

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

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

College Police (Public Safety)

Emergency: (480.784.0911) (for in-progress and medical emergencies)
Non-Emergency: (480.784.0900) (for requests to unlock doors, delayed reporting)
Campus Business: (602.285.7254) (for parking decals, etc.)
Email: dl-pc-safety@phoenixcollege.edu
Safety tip: Download the Rave Guardian app:
www.phoenixcollege.edu/raveguardian

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

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

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

All students are required to comply with the parking policies and

regulations as established by the college. It is the responsibility of the student to become acquainted with and to adhere to the following parking regulations:

1. All faculty, staff members and students are required to obtain a proper parking decal from the College Police Office. To obtain a decal, you must provide a valid vehicle registration and faculty, staff or student identification. Any vehicle parked in a faculty, staff or student parking space without a proper decal may be issued a citation.
2. All students, staff and faculty will park their cars in designated parking areas. Student parking spaces are identified by white painted lines; yellow-lined spaces are reserved for faculty and staff.
3. Students will comply with all local and state traffic regulations at all times. College Police Officers will issue citations to drivers disobeying stop signs or driving at an excessive speed on campus property. Vehicles will yield to pedestrians and bicycles at all times.
4. Students are not allowed to park in any space not designated for student parking.
5. The following areas are available for student parking:
   a. Lots along 15th Avenue, except restricted areas.
   b. Lot at 15th Avenue and Thomas, except restricted areas.
   c. Lot at 11th Avenue and Flower, except restricted areas.
   d. Curbs that border Phoenix College property, except restricted areas.
   e. Lot at 11th Avenue and Osborn, except restricted areas.
   f. All bicycles must be locked to bike racks situated at various locations on campus. Riding a bicycle on campus is prohibited. Bicycle operators are asked, therefore, to walk their bicycles to the bike rack. Bicycles parked illegally or attached to trees, doors, poles, etc., may be impounded by College Police personnel and a citation issued.
6. Any car parked in such a manner as to obstruct traffic will be subject to removal by College Police and the driver will be cited.
7. College Police Officers have access to a list of all license plates issued by the State of Arizona and are able to identify each car driven on campus.
8. All citations are entered into a computer and kept on file. All outstanding citations at the end of the semester will be traced to the violator and that student's transcripts will be held pending payment of all fines and late charges.

Violations & Penalties
FOR A COMPLETE LISTING OF PARKING VIOLATIONS AND PENALTIES, SEE PARKING FINES ON PAGE 44.
Please note the following cautions:

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

Counseling Department

(602.285.7392)
https://www.phoenixcollege.edu/students/counseling

The Counseling Department's primary purpose is to assist students in achieving their personal, academic, and career goals.

Appointments are available for students who would like to meet with a counseling faculty member. Walk-ins are also welcome. The Counseling Department is located on the lower level of the HC (Hannelly Center) building.

Services

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

Resources Available

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

For more information, visit www.phoenixcollege.edu

Delivery of Instruction

Phoenix College offers a wide variety of classes in many subjects and also provides a choice of different levels, formats, and types of classes to fit your schedule, learning style, and lifestyle.

HONORS – The PC Honors Program is dedicated to challenging students with small classes where active participation is expected. Connections are made across academic disciplines and across cultures to help students realize their potential by providing opportunities for growth both in and outside of the classroom.

HYBRID – Classes offered in a Hybrid format have a portion of the class taught face-to-face in a traditional classroom setting, while the rest of the class takes place online. The mixed format offers the best of both worlds: an effective combination of face-to-face classroom meetings and the opportunity to work independently.

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

INTERNET – Class content is delivered entirely online and is accessed through our e-learning platform. Students should have independent access to the Internet.

Disability Resources and Services (DRS)

(602.285.7477)
https://www.phoenixcollege.edu/drs

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

The staff in Disability Resources and Services assists students with disabilities in most aspects of their education at Phoenix College, such as general advisement and registration assistance. Services available for students with a disability may include providing access to notetakers, readers, scribes, extended testing times, American Sign Language (ASL) interpreters, and adaptive technology. All services are determined on a case-by-case basis each semester.

DRS is located on the first floor of the Hannelly Center.

For more information, visit www.phoenixcollege.edu

Discrimination Complaint

(602.285.7228)
https://www.maricopa.edu/legal/harassment/dcpstudent.htm

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, Vietnam-era veteran status, and physical or mental disability. 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 submit a complaint under the Sexual Harassment Policy for Students 2.4.4. 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 supervisor or department head will notify the Vice President of Student Affairs, who may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. 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 conducted promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint 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. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept the complaint.

A complaint may be submitted by the student verbally or in writing. 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 the student believes is unlawful or MCCCD prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

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. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

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

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor 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 interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et. seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor 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 or the District Associate Vice Chancellor 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 or the District Associate Vice Chancellor 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 student and respondent along with a copy of the investigator's written findings and the Vice President's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor 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.

Interim Measures

If a student alleges discrimination based upon physical or mental disability, the district may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

MCCCD Administrative Review Process

Request for Reconsideration
A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state 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 student 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 or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor 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 student 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.

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

Dress Code

(602.285.7228)
https://www.phoenixcollege.edu

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

Early College Programs

(602.285.7743)
earlycollege@phoenixcollege.edu

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

Achieving a College Education (ACE) Program

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

ACE Program Highlights

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

Program Structure

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

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

Hoop of Learning Program

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

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

Program Goals

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

Dual Enrollment

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

What Dual Enrollment Can Do For You:

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

For more information, visit www.phoenixcollege.edu

"One-Stop" Enrollment Center – Hannelly Center Building

(602.285.7777)
https://www.phoenixcollege.edu/students/enroll/enrollment-center

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

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

For more information, visit www.phoenixcollege.edu

Faculty Office Hours at Phoenix College

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

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

Financial Aid and Scholarships

(480.731.8900)
https://www.phoenixcollege.edu/faid

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

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

Financial aid options include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

is charged from the time the loan is disbursed and continues to be charged until the loan is paid in full. Parents must begin repaying the principal and interest while the student is still in school.

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

For more information, visit www.phoenixcollege.edu

International Education Program

International Main Line: (602.285.7424)
ESL Hotline: (602.285.7375)
https://www.phoenixcollege.edu/become-student/international-students

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

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

For more information:

Email: ISC@phoenixcollege.edu
Oline Chat - https://www.phoenixcollege.edu/chat
Email or call us to request an in-person, phone or video appointment

Learning Commons

(602.285.7486)
https://www.phoenixcollege.edu/current-students/tutoring

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

Learning Commons Contact Numbers:

Director. 602.285.7476
Office Coordinator. 602.285.7808
Tutor Coordinator. 602.285.7909
LC Check-In Desk. 602.285.7486

Hours

See our Web page for current hours of operation.

The Learning Commons follows the Phoenix College Academic Calendar.

Learning Communities

(602.285.7887)
https://www.phoenixcollege.edu/schedule
(Keyword: Learning Community)

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

Library

(602.285.7473)
https://www.phoenixcollege.edu/library

The Phoenix College Library provides reference services by assisting you with your information and research needs. Reference service is available in person, by phone and online through the Ask a Librarian 24/7 service. Individual student appointments for research assistance are also available through the Research Coach service. A current student ID card allows you to check out books and media, while your active MEID enables your access to ebooks, articles, and streaming videos.

The Library Computer Lab is an open computing environment equipped with workstations, printers, scanners, and course-related software. Assistance is available for various software/hardware questions.

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

Library contacts:

Circulation 602.285.7473
Reference 602.285.7470
Text Us 602.207.8483

Student ID Cards

(602.285.7777)
https://www.phoenixcollege.edu/students/enrollment-steps/student-ids

All students should have a Phoenix College Student ID card. Cards may be obtained in the One-Stop Enrollment Center within the Hannelly Center Building. To qualify for a Phoenix College Student ID

card, individuals must be enrolled in the current semester, and present another form of approved photo ID as proof of identity. The first card is free; replacement cards are $5.00, and must be paid for at the Student Business Services (formerly Cashiers) Office. Cards do not need to be updated each semester.

For more information, visit www.phoenixcollege.edu

Student Life And Leadership

(602.285.7231)
https://www.phoenixcollege.edu/students/student-life

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

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

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

For more information, visit www.phoenixcollege.edu

Student Union

(602.285.7231)
https://www.phoenixcollege.edu/students/student-life

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

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

For more information, visit www.phoenixcollege.edu

Testing Services

(602.285.7844)
https://www.phoenixcollege.edu/students/testing-services

The Maricopa Community Colleges accept ACCUPLACER (WritePlacer, Reading, Arithmetic, Elementary Algebra, and College Math) and CELSA scores that are less than 2 years old for course placement; Sentence Skills is not accepted. There is no charge for placement testing. Placement tests are administered on a walk-in basis, first come first served. Students must have a Student Information Form on file with the Admissions and Records Office prior to placement testing. Students will need an approved photo ID and their 8-digit PC Student Number (not MEID) for all testing services. Please refer to Web site for additional details.

Location
Hannelly Center
Lower Level

Transcripts

(602.285.7777)
https://www.phoenixcollege.edu/students/student-records/transcripts

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

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

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

Veterans Services

(602.285.7342)
https://www.phoenixcollege.edu/veterans

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

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

If you are concurrently enrolled in more than one institution while

attending Phoenix College, you must notify the Veterans Services Office at EACH school in order to ensure the correct payment of benefits.

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

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

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

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

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

For more information, visit www.phoenixcollege.edu

Welcome Center

(602.285.7777)
https://www.phoenixcollege.edu

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

Services

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

Materials

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

For more information, visit www.phoenixcollege.edu

COVID-19 Updates:
Visit together.maricopa.edu
to get updated
COVID-19 information
and to see what we're doing
to help you learn safely.

Important Numbers

Service	Contact
Academic Advisement	602. 285.7777 https://www.phoenixcollege.edu/students/advisement
Accident Insurance	602. 285.7231 https://www.phoenixcollege.edu/students/student-life/student-resources
Admissions, Records and Registration	602. 285.7777 https://www.phoenixcollege.edu/become-student/admissions-and-records
Adult Basic Education - GED® Test Preparation and English Classes	(480) 517-8110 gedinfo@riosalado.edu, www.riosalado.edu/abe
Office of Alumni and Development /Phoenix College Alumni Association (PCAA)	602.285.7667, 602.285.7652 or 602.285.7337 https://www.phoenixcollege.edu/alumni
Athletics	602. 285.7175 https://athletics.phoenixcollege.edu
Bookstore	602. 285.7489 www.phoenixcollegeshop.com
Cafeteria (Bear Cave Café)	https://www.phoenixcollege.edu/dining/bear-cave-cafe
Career Services	602. 285.7420 https://www.phoenixcollege.edu/careerservices
Child Care	602.560.0000 https://www.phoenixcollege.edu/current-students/support-services/child-care https://www.swhd.org/programs/head-start/
College Police (Public Safety)	480.784.0911 Emergency (in-progress and medical emergencies) 480.784.0900 Non-Emergency (requests to unlock doors, delayed reporting) 602.285.7254 Campus Business (parking decals, etc.) dl-pc-safety@phoenixcollege.edu, www.phoenixcollege.edu/raveguardian
Counseling Department	602. 285.7392 https://www.phoenixcollege.edu/students/counseling
Disability Resources and Services	602. 285.7477 https://www.phoenixcollege.edu/drs
Discrimination Complaint	602. 285.7228 https://www.maricopa.edu/legal/harassment/dcpstudent.htm
Dress Code	602. 285.7228 https://www.phoenixcollege.edu
Early College Programs – (ACE, Hoop of Learning, and Dual Enrollment)	602. 285.7743 earlycollege@phoenixcollege.edu
Enrollment Center	602. 285.7777 https://www.phoenixcollege.edu/students/enroll/enrollment-center
Financial Aid	480.731.8900 https://www.phoenixcollege.edu/faid
International Education Program	602. 285.7424 (International Main Line), 602.285.7375 (ESL Hotline) https://www.phoenixcollege.edu/become-student/international-students
Learning Commons	602. 285.7486 https://www.phoenixcollege.edu/current-students/tutoring
Learning Communities (Keyword: Learning Community)	602. 285.7887 https://www.phoenixcollege.edu/schedule
Library	602.285.7473 https://www.phoenixcollege.edu/library

Student ID Cards	602. 285.7777 https://www.phoenixcollege.edu/students/enrollment-steps/student-ids
Student Life and Leadership	602. 285.7231 https://www.phoenixcollege.edu/students/student-life
Student Union	602. 285.7231 https://www.phoenixcollege.edu/students/student-life
Testing Services	602. 285.7844 https://www.phoenixcollege.edu/students/testing-services
Transcripts	602. 285.7777 https://www.phoenixcollege.edu/students/student-records/transcripts
Transfer Center	602. 285.7116 https://www.phoenixcollege.edu/students/advisement/transfer
Veterans Services	602. 285.7342 https://www.phoenixcollege.edu/veterans
Welcome Center	602. 285.7777 https://www.phoenixcollege.edu

Notes/Follow-up

MyInfo

MyInfo is a tool that provides you access to personalized information, including class schedules, books, grades, financial aid, and scholarships. This mobile-friendly application supplies the critical information you need for your continued success and engagement on campus.

- Check financial aid award statuses and amounts – *offered, awarded, and disbursed*
- Access your class schedules – *your current semester and up to two future semesters*
- Make payments, see account information, and order transcripts
- Add your schedule to Google Calendar
- Display your grades for all prior semesters
- Visit textbook purchasing links for each of your classes
- Present GPS wayfinding to the buildings for each of your classes
- View to-do items and high-priority holds for your account
- Email your instructor, provide feedback, and see FAQ
- and much more!

Learn how to use MyInfo by downloading our user guide

In the future, you can expect to see updates to MyInfo, just like you do with your other favorite tools like Facebook and Instagram. It also provides you with frequent opportunities to submit feedback to make the application as useful, simple, and intuitive as possible.

MyInfo is available in the Apple App Store and Google Play Store simplying by searching for the "**Maricopa MyInfo**" app.

Login to MyInfo:

https://www.maricopa.edu/tools/myinfo

Student Clubs/Organizations

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

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

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

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

PHOENIXCOLLEGE.EDU

PHOENIX COLLEGE

A MARICOPA COMMUNITY COLLEGE

MCCCD Common Policies

PHOENIX COLLEGE

A MARICOPA COMMUNITY COLLEGE

Maricopa County Community College District

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.

Administrative Regulations (Section 2 – Students)

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 by number, which corresponds with the regulations on the MCCCD web site:

https://district.maricopa.edu/regulations

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

General Regulation (AR 2.1)

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

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

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

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

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

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 (AR 2.2)

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 (A.R.S. §15-1805.01, 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

1. Admission of Regular Students
   Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:
   A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
   B. Has a high school certificate of equivalency.
   C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
   D. Is a transfer student in good standing from another college or university.

2. Admission of Students Under 18 Years of Age
   A. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
      i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
      ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
      iii. A composite score of twelve or more on the American College Test (ACT).
      iv. A passing score on the relevant portions of the statewide assessment.
      v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
      vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
   B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
   C. Home schooled students are exempt from this sub-section.
   D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.

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

4. Western Undergraduate Exchange Program
   The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam, 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 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	$8,010.00	(1)
Living Expenses	$10,140.00	(2)
Books	$800.00	(3)
Health Insurance	$1,400.00	(4)
Total	$20,350.00	(5)

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

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

Footnotes:

(1) Based on 2016-2017 tuition and fee schedule.

(2) Based on estimated living expenses for 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 2016-2017 insurance premiums 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.

Administrative Regulations are referenced as "AR," followed by a regulation number. Web site: https://district.maricopa.edu/regulations

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 in 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 earned an associate degree or higher.

2. **Student Identification Number**
   Disclosure of the social security number is voluntary (A.R.S. ß15-1823). 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**
   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 (A.R.S. ß15-1801 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. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
      ii. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
      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

G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in state student and, while continuously enrolled, does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. 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 entitled to claim the person as an exemption for state and federal tax purposes.

c. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.

d. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the Admissions and Records Office/Office of Enrollment Services.

e. 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. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona Statute HB 2091, Paragraph G, which reads:
   G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or National Guard status, or who has retired from active duty or reserve or National Guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
      1. Registration to vote in this state.
      2. An Arizona driver license.
      3. Arizona motor vehicle registration.
      4. Employment history in Arizona.
      5. Transfer of major banking services to Arizona.
      6. Change of permanent address on all pertinent records.
      7. Other materials of whatever kind or source relevant to domicile or residency status.
8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under Item 7 above (Paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill ® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona Statute HB 2091, Paragraph H:
   H. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

   Students are required to submit the following:
   1. Certificate of Eligibility letter from the VA awarding Chapter 30 or 33 benefits or the Fry Scholarship, <u>or</u> the Dept. of Defense document approving the transfer of Ch. 33 benefits
   2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
   3. Students must also provide at least one of the following:
      a) Registration to vote in this state.
      b) An arizona driver license.
      c) Arizona motor vehicle registration.
      d) Employment history in Arizona.
      e) Transfer of major banking services in Arizona.
      f) Change of permanent address on all pertinent records.
      g) Other materials of whatever kind or source relevant to domicile or residency status.

   Effective August 1, 2021, Section 1005 of the new Public Law 116-315 (Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020) removes the requirement for covered individuals to enroll in a course at a public institution of higher learning within three years of being discharged from the military or within three years after the service member's death in the line of duty in order to receive in-state tuition.

   GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.benefits.va.gov/gibill/.
9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either active duty or reserve or National Guard status, or who has retired from active duty or reserve or National Guard status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

a. Registered to vote in this state.
b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
   1. An Arizona driver license
   2. Arizona motor vehicle registration
   3. Employment history in Arizona
   4. Transfer of major banking services to Arizona
   5. Change of permanent address on all pertinent records
   6. Other materials of whatever kind or source relevant to domicile or residency status

10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:
    1. Registration to vote in this state
    2. An Arizona driver license
    3. Arizona motor vehicle registration
    4. Employment history in Arizona
    5. Transfer of major banking services to Arizona.
    6. Change of permanent address on all pertinent records
    7. Other material of whatever kind or source relevant to domicile or residency status.
11. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

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 A.R.S. § 15-1802 or entitled to classification as a county resident pursuant to A.R.S. § 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 determined. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of the 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 U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
   - L Intracompany Transferee, or Spouse or Child
   - N6 NATO-6
   - U, T Victim of Criminal Activity
   - V Spouses and Dependent Children of Lawful Permanent Residents
4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797c) confirming application for permanent resident status provided their prior visa status is one that allows the visa holder to establish domicile in the United States.. Students must provide required residency documentation in addition to the 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 be 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.
5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying.

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 or an Arizona instruction permit.
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States (A hospital record/certificate and certified abstract of birth are not acceptable).
- A United States certificate of birth abroad.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.

- A United States citizenship and immigration services employment authorization document (work permit) or refugee travel document.
- A United States Permanent Resident Card.
- 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 documentation under Section 1903 of the federal Social Security Act (42 United States Code 1396b, as amended by Section 6036 of the federal Deficit Reduction Act of 2005)**

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

** 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. A combination of the following may be used in determining a student's domicile in Arizona:
      1. Arizona income tax return
      2. Arizona Voter registration
      3. Arizona Motor Vehicle registration
      4. Arizona Driver's license
      5. Employment history in Arizona
      6. Place of graduation from high school
      7. Source of financial support
      8. Dependency as indicated on federal income tax return
      9. Ownership of real property
      10. Notarized statement of landlord and/or employer
      11. Transfer of major banking services to Arizona
      12. Change of permanent address on all pertinent records
      13. Arizona Department of Children Services documents related to foster care placement
      14. Other relevant information
2. County Residency
   a. 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:
      3. 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 (A.R.S. §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, on page 107).

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 students 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*.
   iii. "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.
   iv. "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 not 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.
   v. "Special" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts
   The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs. For verification of course requisites and for determination of academic standing the official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of the Maricopa college you plan to attend to verify which secure websites may be valid. It is the student's responsibility to ensure that official transcripts have been received and are complete.

   Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa college you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.
4. Educational Assessment
   All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Assessment and Course Placement Process (AR 2.2.7), on page 41.

Administrative Regulations, referenced as "AR" and followed by a regulation number, are subject to change. Web site: https://district.maricopa.edu/regulations

Transfer Credit and Prior Learning Assessment Policies (AR 2.2.4)

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records Office of the receiving institutions. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records Office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa associate's degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *Database of Institutions and Programs Accredited by Recognized U.S. Accrediting Organizations* at the time the coursework was taken. To be "recognized" means that the accreditors in the database have been reviewed by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education (USDE) or both and meet the quality standards of the respective organizations.

College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country. It is the student's responsibility to submit all foreign and international transcripts to an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(s). Contact your college Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

Conditions of Transfer Credit:

- Credits transferred from outside of MCCCD graded on a plus/minus grading scale are converted based on the grading scale of the transferring institution. Only courses with a grade of "C" (2.0 on a 4.0 scale) or better are transferable. Course credit below 100 level, earned at an MCCCD institution prior to August 2020 or at a sending institution, cannot be used to calculate grade level.
- Developmental coursework (typically below 100-level) is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another postsecondary institution. It does, however, get added to the Transfer Credit Report as part of the evaluation.
- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.
- The age of credit may be considered in applying credit toward degrees and certificate programs.

Reverse Transfer of Credit

In an effort to assist former Maricopa students who have transferred to a university, the Maricopa Community Colleges offer reverse transfer of credit with participating universities. Former Maricopa students may use this opportunity to fulfill previously incomplete coursework requirements. Interested students at participating universities must meet university criteria to qualify for free transcript exchange when available. Participation in reverse transfer of credit does not guarantee coursework applicability or degree or certificate

eligibility. Students participating in reverse transfer of credit must meet all curriculum and college requirements.

Prior Learning Assessment (PLA)
The Maricopa Community Colleges are committed to the idea that people deserve credit for verifiable college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. Credit is awarded only to certificate or degree seeking students who:

1. Plan to enroll, and
2. Are admitted and matriculated within the college awarding the credit. Exceptions can be made for contractual agreements.

Students may be awarded no more than 45 credit hours through Prior Learning Assessment, unless required by a specific program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from post-secondary institutions and military credit as indicated on joint service transcripts. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records Office.

Prior Learning Assessment Fee Schedule

No fees are assessed for the following types of Prior Learning Assessment: transfer credit from nationally recognized accredited institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as educational credential evaluators), standardized college-level exams (SUCH AS CLEP, AP, IB, DSST,CIE), GED Exams, Military Transcripts, ACE (American Council on Education) transcripts, credit received through organizations and companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (Straighterline, NOCTI, Study.Com, etc.), industry recognized credentials, and skill center and clock hour transcripts.

Departmental Challenge Exam and Credit by Evaluation	$40 administrative fee if awarded transfer credit

CREDIT BY EXAM (COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS)

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the Guide to Educational Credit by Examination. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent coursework as well as elective credit. The number of credits listed in the ACE Guide are recommendations only. A college is not required to grant a student the number of credits recommended.

Scores must be sent directly to the Admissions and Records Office from the specific testing company(s) before credit is awarded; equivalencies are subject to review and change. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the credit for Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit by exam is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICs) and/or Statewide Articulation Task Forces (ATFs).

Maricopa recognizes the following examinations:

- Advanced Placement (AP)
- American College Testing Proficiency Examination Program (ACT-PEP)
- Cambridge International Exams (CIE), A and AS Level
- College-Level Examination Program (CLEP)
- Departmental Exams (also known as "Challenge Exams")
- DSST (formerly Defense Activity for Non-Traditional Education Support or DANTES)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate
- Pearson Vue Exams

Fees for standardized exams are the responsibility of the student.

For a current list of exams and scores, visit:

https://www.maricopa.edu/future-students/assessment-placement/national-standardized-exams#ACT%20Proficiency%20Examination%20Program

Advanced Placement (AP) Credit
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit. Scores must be received directly from CEEB before credit is awarded.

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

Cambridge International Examinations (CIE) A and AS Level
Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE before credit is awarded.

College Level Examination Program (CLEP)
Students who have taken a College Level Examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly from CEEB before credit is awarded.

Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the testing centers at these colleges.

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

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

Additionally:

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. Specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.

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ADVANCED PLACEMENT

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit. Scores must be received directly from CEEB before credit is awarded. Changes to exams and scores are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

Examination	Score	MCCCD Equivalency	Sem.Hrs.
Art – History	5 or 4	ARH101 & ARH102	6
	3	ARH101 or ARH102	3
Art– Studio Art – (2D Design) (Previously Art –Studio – General)	5	ART112	3
	4		3
Art– Studio Art – (3D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art –Studio – Drawing)	5	ART111	3
	4		3
Biology	5 or 4	BIO181 & BIO182	8
	3	BIO100	4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4 or 3	MAT221	4
Calculus BC (with AB subscore 3 or higher)	2 or 1	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4 3	MAT221 & MAT231 MAT221	8 4
Chemistry	4	CHM151 & CHM151LL	4
	5	CHM151 & CHM151LL & CHM152 & CHM152LL	8
Chinese Language and Culture	5	CHI101 & 102 & 201 & 202	20
(Previously Chinese – Language)	4	CHI101 & 102 &, 201	15
	3	CHI101 & CHI102	10
Comparative Government and Politics (Previously Political Science – Comparative Government & Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100 or CSC110	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3
English – Language and Composition	5 or 4	ENG101 or elective credit	3 (and placement into honors comp. at univ.)
English – Literature	5 or 4	ENG101 or elective credit	3 (and placement into honors comp. at univ.)
Environmental Science	5 or 4	Elective Credit	3
French – Language	5, 4, or 3	FRE101 & FRE102 & FRE201 & FRE202	16
French – Literature	5, 4, or 3	FRE101 & FRE102 & FRE201 & FRE202	16
German – Language	5, 4, or 3	GER101 & GER102 & GER201 & GER202	16
German – Literature	5, 4, or 3	GER101 & GER102 & GER201 & GER202	16
History – European	5 or 4	HIS101 & HIS102	6
Human Geography	5 or 4	GCU102	3
Italian Language and Culture	5 4 3	ITA101 & ITA102 & ITA201 & ITA202 ITA101 & ITA102 & ITA201 ITA101 & ITA102	16 12 8
Japanese Language and Culture (Previously Japanese – Language)	5 4 3	JPN101 & JPN102 & JPN201 & JPN202 JPN101 & JPN102 & JPN201 JPN101 & JPN102	20 15 10
Latin: Vergil (Previously Latin – Language)	5 4 3	LAT101 & LAT102 & LAT201 & LAT202 LAT101 & LAT102 & LAT201 LAT101 & LAT102	16 12 8
Music Theory (Previously Music)	5 or 4	MTC105 & MTC106	4
Physics B: Physics 1 - Mechanics	5 or 4	PHY111	4
Physics B: Physics 2 - Electricity and Magnetism Only	5 or 4	PHY112	4
Physics B (through 2013-2014)	5 4	PHY111 & PHY112 PHY111	8 4

ADVANCED PLACEMENT (continued)

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit. Scores must be received directly from CEEB before credit is awarded. Changes to exams and scores are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs).

Examination	Score	MCCCD Equivalency	Sem.Hrs.
Physics C – Electricity and Magnetism	5, 4, or 3	PHY112	4
Physics C – Mechanics	5, 4, or 3	PHY111	4
Psychology	5 or 4	PSY101	3
Research	3 or higher 2	Elective Credit Not accepted	3 0
Seminar	3 or higher 2	Elective Credit Not accepted	3 0
Spanish – Language	5, 4, or 3	SPA101 & SPA102 & SPA201 & SPA202	16
Spanish – Literature	5, 4, or 3	SPA101 & SPA102 & SPA201 & SPA202	16
Statistics	5, 4, or 3	MAT206	3
U.S. Government and Politics (previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (previously History – American)	5 or 4	HIS103 & HIS104	6
World History	5 or 4	HIS110 & HIS111	6

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)*

Students who have taken a College Level Examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly from CEEB before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils and/or statewide Articulation Task Forces (ATFs). Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the testing centers at these colleges.

** The general studies requirement in Natural Sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.*

CLEP Examination		**MCCCD**	
General	Score	Sem. Hrs.	Equivalency
College Composition NOTE: The Maricopa Community Colleges do not award credit for ENG102 through CLEP examination.	50 or higher	3	ENG101 (3) or Elective Credit (3) (and placement into honors composition at universities)
College Composition—Modular NOTE: The Maricopa Community Colleges do not award credit for ENG102 through CLEP examination.	NA	0	NT
Humanities	50 or higher	6	Elective Credit*
Natural Sciences	56 or higher 53-55	6 3	Elective Credit Elective Credit
Social Sciences and History	56	3	Elective Credit

Subject	Score	Sem. Hrs.	Equivalency
American Government	ACE Score	3	POS110
American Literature	50 or higher	6	ENH241* & ENH242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit*
Biology	50 or higher	3	BIO Elective Credit *
Calculus (previously Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	50 or higher	4	CHM151 (3) and CHM151LL (1)*
College Algebra	50 or higher	3	MAT152
College Composition (replaces English Composition with Essay)	50 or higher	3	ENG101 or Elective Credit (and placement into honors composition at universities)
English Literature	ACE Score	3	Elective Credit*
Financial Accounting	50	3	Elective Credit (Students pursuing an AAS at a community college may be able to substitute this exam course to meet an accounting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)* (continued)

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.*

CLEP Examination		MCCCD	
Subject	Score	Sem. Hrs.	Equivalency
Financial Accounting	50 or higher	3	Elective Credit (Students pursuing an AAS at a community college may be able to substitute this exam course to meet an Accounting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101 & FRE102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101 & FRE102 & FRE201 FRE101 & FRE102 & FRE201 & FRE202
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101 & GER102
German Language, Level 2 (Previously German Language)	51-59 60-80	12 16	GER101 & GER102 & GER201 GER101 & GER102 & GER201 & GER202
History of the United States I	56	3	HIS103
History of the United States II	56	3	HIS104
Human Growth and Development	50 or higher	3	CFS205
Information Systems and Computer Applications	NA	0	NT
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50 or higher	3	Elective Credit
Introductory Psychology	50 or higher	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	NA	0	NT
Marketing, Principles of	NA	0	NT
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Precalculus	50 or higher	5	MAT187
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101 & SPA102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101 & SPA102 & SPA201 SPA101 & SPA102 & SPA201 & SPA202
Western Civilization I - Ancient Near East to 1648	56	3	HIS100 or HIS101
Western Civilization II - 1648 to the Present	56	3	HIS102

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE CREDIT

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit as outlined in the table below. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils (ICs) and/or statewide Articulation Task Forces (ATFs).

IB Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology - HL	7, 6, or 5 4	8 3	BIO181 & BIO!82 BIO100
Biology - SL	7, 6, or 5 4	4 0	BIO100 BIO Dept Elective
Business and Management - HL	5 or higher 4	3 0	Elective Credit Not accepted
Business and Management - SL	5 or higher 4	3 0	Elective Credit Not accepted
Chemistry - HL	7, 6, or 5 4	8 4	CHM151 & CHM151LL & CHM152 & CHM152LL CHM151 & CHM151LL
Chemistry - SL	4 or higher	0	Not accepted
Computer Science - SL	5 or higher 4	3 3	Elective Credit Elective Credit

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE CREDIT
(continued)

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.

IB Examination	Score	Sem. Hrs.	MCCCD Equivalency
Computer Science - HL	5 or higher	3	CSC110 or CSC110AA or CCS110AB
Economics - HL	7, 6, or 5	6	ECN211 & ECN212
English A - HL	7, 6, or 5	3	ENG101 or
			Elective Credit
English B - HL	NA		NT
Environmental Systems and Societies-SL	7, 6, or 5	3	Elective Credit
	4	0	Not accepted
Foreign Language A or B - HL	7, 6, or 5	8	Foreign Language 201 & 202
	4	8	Foreign Language 101 & 102
Geography-HL (Previously Human Geography)	7, 6, or 5	6	GCU102
	4	3	Not accepted
History-Africa and the Middle East-HL	5 or higher	3	Elective Credit
History (previously History – American)	7, 6, or 5	6	HIS103 & HIS104
	4	3	HIS103
History (previously History – European)	7, 6, or 5	6	HIS101 & HIS102
	4	3	HIS101
Information Technology in a Global Society - HL	5 or higher	3	Elective Credit
	4	0	Not accepted
Language A: Language & Literature - HL	5	0	Under review
	4	0	Not accepted
Language A: Language & Literature - SL	5 or higher	0	Not accepted
	4	0	Not accepted
Language A: Literature - HL	5 or higher	0	Under review
	4	0	Not accepted
Language A: Literature - SL	5 or higher	0	Not accepted
	4	0	Not accepted
Literature and Performance - SL	5 or higher	0	Not accepted
	4	0	Not accepted
Mathematics - HL	7, 6, or 5	4	MAT221
Mathematics - SL	5 or higher	0	Not accepted
Mathematical Studies - SL	5 or higher	0	Not accepted
Further Mathematics - HL (Previously Mathematics)	5 or higher	0	Not accepted
Music - SL	5 or higher	0	Not accepted
	4	0	Not accepted
Physics	7, 6	8	PHY111 & PHY112
	5	4	PHY111
Psychology - HL	5 or higher	3	PSY101
Social and Cultural Anthropology - SL	5 or higher	0	Not accepted
	4	0	Not accepted
Theatre - SL	4 or higher	3	THP298AC
Theatre - HL	4 or higher	3	THP298AC
Theory of Knowledge	5 or higher	0	Not accepted
Visual Arts - HL (previously Art/Design)	7, 6, or 5	6	ART111 & ART112
	4	3	ART112

Cambridge International Examinations (CIE) A and AS Level

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils (ICs) and/or statewide Articulation Task Forces (ATFs).

CIE Examination	Score	Sem. Hrs.	MCCCD Equivalency
Accounting - A Level	D or E	6	Elective Credit
Accounting - AS Level	D or E	3	Elective Credit
Art & Design - A Level	D or E	6	ART111 & ART112
Art & Design - AS Level	D or E	3	ART111
Biology - A Level	D E	8 0	BIO181 & BIO182 BIO181
Biology - AS Level	D or higher E	4 4	BIO 100 (4) or BIO Dept Elective (4) BIO100
Biology Environmental Management - AS Level	D E	4 0	ENV101 NT
Biology - Marine Science - A Level	D E	8 0	BIO145 (4), BIO149AK (1) & BIO Departmental Elective (3) NT
Biology - Marine Science - AS Level	D E	4 0	BIO145 NT
Business - A Level	D or E	6	Elective Credit
Business - AS Level	D or E	3	Elective Credit
Chemistry - A Level	A	8	CHM151 & CHM151LL & CHM152 & CHM152LL
Chemistry - A Level	B or C	4	CHM151 & CHM151LL
Chemistry - A Level	D or E	4	CHM130 (3) & CHM130LL (1)
Chemistry - AS Level	D	4	CHM130 (3) & CHM130LL (1)
Chemistry - AS Level	E	0	NT
Economics - A Level	D or higher	6	ECN211 & ECN212
English Language - A Level	D or E	3	Elective Credit
English Language - AS Level	D or higher E	0 0	Not accepted Not accepted
English Language & Literature - AS Level	D or higher E	0 0	Not accepted Not accepted
English Literature - AS Level	D or higher E	0 0	Not accepted Not accepted
General Paper - AS Level	D or higher E	0 0	Not accepted Not accepted
Geography - A Level	D or E	6	Elective Credit
Geography - AS Level	D or E	3	Elective Credit
Information Technology- A Level	D or higher E	3 3	Elective Credit Elective Credit
Information Technology- AS Level	D or higher E	3 3	Elective Credit Elective Credit
Mathematics - A Level	E or higher	7, 8, or 4	MAT150 (4) & MAT182 (3) or MAT187 (5) & MAT212 (3) or MAT213 (4)
Mathematics - AS Level	E	5 or 4	MAT150 or MAT151
Music - A Level	D or E	0	Not accepted
Music - AS Level	D or E	0	Not accepted
Psychology - A Level	D or E	6	PSY101 & PSY Elective
Psychology - AS Level	D or E	3	PSY101

DANTES Subject Standardized Test (or DSST) Examinations

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. The Assessment Center at Rio Salado College is a DSST test site. For additional information on registering for DSST examinations, call (480) 517-8560. Students who have taken a DSST Examination may receive college credit. Scores must be received directly from DSST before credit is awarded. The amount of credit awarded, the acceptable scores, and the equivalent courses are determined by the respective Maricopa Instructional Councils (ICs) and/or statewide Articulation Task Forces (ATFs).

DSST Exam Title	Score	Sem. Hrs.	MCCCD Credit
A History of the Vietnam War	400	3	HIS273
Art of the Western World	400	3	ARH101 or ARH102
Astronomy	No credit	0	No credit
Business Ethics and Society	No credit	0	No credit
Business Law II	No credit	0	No credit
Business Mathematics	No credit	0	No credit
Computing and Information Technology	No credit	0	No credit
Criminal Justice	400	3	AJS101
Environmental Science	400	3	Elective Credit
Ethics in America	No credit	0	Not accepted
Foundations of Education	400	3	EDU221
Fundamentals of College Algebra	400	3	MAT152
Fundamentals of Counseling	No credit	0	No credit
Fundamentals of Cybersecurity	400	3	Elective Credit
General Anthropology	400	0	Not accepted
Health and Human Development	400	3	HES100
History of the Soviet Union	400	3	Elective Credit
Human Cultural Geography	400	3	GCU102
Human Resource Management	No credit	0	No credit
Introduction to Business	No credit	0	No credit
Introduction to Law Enforcement	400	3	AJS230
Introduction to World Religions	400	0	Not accepted
Lifespan Developmental Psychology	400	3	PSY240
Management Information Systems	No credit	0	No credit
Math for Liberal Arts	No credit	0	No credit
Money and Banking	No credit	0	No credit
Organizational Behavior	400	3	Elective Credit
Personal Finance	No credit	0	No credit
Principles of Advanced English Compositions	No credit	0	No credit
Principles of Finance	400	3	Elective Credit
Principles of Financial Accounting	No credit	0	No credit
Principles of Physical Science I	No credit	0	No credit
Principles of Public Speaking	400	3	COMELC
Principles of Statistics	400	3	MAT206
Principles of Supervision	No credit	0	No credit
Substance Abuse	400	3	HES201
Technical Writing	400	3	ENG111
The Civil War and Reconstruction	400	3	Elective Credit

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.

GED Exams

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. Students must submit an ACE Credit recommendation transcript to the Admissions and Records Office/Office of Student Enrollment Services in order to be awarded credit. The credit awarded and equivalent courses are established by the MCCCD Instructional Councils (ICs). Disclaimer: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

GED Subject Exam	Score	Credit Hours	MCCCD Equivalency
Mathematical Reasoning	175-200	See Math Department Chair	See Math Department Chair for course placement
Reasoning Through Language Arts	175-200	3	HUMELC
Science	175-200	3	PHSELC
Social Studies	175-200	3	POSELC

(Continued from Page 32)

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

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

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

Students who have taken a DSST Examination may receive college credit. Scores must be received directly from DSST before credit is awarded.

GED Exams
The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office in order to be awarded credit. Disclaimer: Test scores are continually reviewed and may be updated at any time.

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

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

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

International Baccalaureate (IB) Diploma/Certificate
Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

CREDIT BY EVALUATION

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

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

Departmental Credit by Evaluation
Students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office. The completed credit by evaluation form and the required fees are due to the college when the credit by evaluation request is submitted.

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

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

PLA and Transfer Disclaimer
If pursuing a transfer degree (AA, A BUS, AS, AAEE, AAFA, or articulated academic degree program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

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 public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

- A semester in which a student earns course credit will be counted toward continuous enrollment.
- Non-credit courses, audited courses, or courses from which the student withdraws do not count toward continuous enrollment.
- Students enrolling or re-enrolled during a summer term must follow the following annual catalog or any subsequent catalog of continuous enrollment.
- Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment; however, enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect for the academic year in which they re-enroll or any subsequent catalog of their continuous enrollment.
- Students who initially enrolled or re-enrolled during a summer term must follow the annual catalog of the subsequent academic year or any subsequent catalog of their continuous enrollment.

Age of Credit
In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at

the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

*Please note that the above language is guided by statewide practices.

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 on 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.
3. Student Success Course
   Students who will be attending college for the first time, and intend to earn an Associate's degree or transfer to a college/university to complete a Bachelor's degree will be required to successfully complete a college success course (CPD150 or CPD115/AAA115) within the first two semesters at a MCCCD college, unless they have completed high school within the last 10 years with a cumulative, unweighted grade point average of 2.6 or above. Colleges have the leeway to determine if a student who is not first-time or enters with a cumulative grade point average of 2.6 or higher should have the college success course (CPD150 or CPD115/AAA115) added to their program requirements.

Student Assessment and Course Placement (AR 2.2.7)

1. Course Placement
   A. Students who plan to register in English, reading, or math will be advised to enroll into courses based on valid District-approved placement methods.
   B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
   C. A Department/Division Chair or designee may grant a course placement waiver under special circumstances. The *signed* waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.
   D. Course placement will be determined utilizing the District placement options under any one of the following conditions:
      i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
      ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
      iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
   E. Students will be exempt from the course placement process if at least one of the following conditions apply:
      iv. The student has earned an associate or higher degree from a regionally accreditated college.
      v. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
      vi. The student has currently valid district approved course placement scores on file.
      iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.
2. Determining Course Placement
   Maricopa Community Colleges use multiple placement options. In cases when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to: www.maricopa.edu/placement.
   A. Reading placement scores that indicate "Exempt from CRE101" do not expire.
   B. Students will be permitted one re-test in English, reading, or by math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
   C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
3. Implementation of Policy
   To ensure consistency of the course placement process within the Maricopa Community Colleges:
   A. All colleges shall accept the same approved course placement methods.
   B. All colleges shall adhere to the same approved placement scores.
   C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: www.maricopa.edu/placement.
   D. Reading placement scores that indicate "Exempt from CRE101" do not expire.
4. Evaluation
   The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness, noting the number of students assessed, their placement scores, and their success in courses. Every three years, a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils, regarding cut-off scores, course placement assessment tools and procedures.

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 www.maricopa.edu will end at 11:59 p.m. 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 p.m. on the day before the class starts.
3. Exceptions
   - ☐ 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 alternate section of a course taught by the same instructor
     - v. Enrollment in an alternate 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 since the first class meeting.
     - ix. Other exceptions may be granted after faculty consultation with the student.
   - ☐ Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

Tuition And Fees Policy (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)

Residency for tuition purposes is determined in accordance with state law (A.R.S. ß15-1801 et. seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community Colleges/Centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Registration 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, 2021 for fall, spring and summer sessions) (See p. 45)
   Current information can be found at:

   https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4

   The following is a tuition and fees schedule for 2021-2022 and is provided for reference. ***These tuition and fees are subject to change.*** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4, page 45.

   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 (Appendix S-4) (see p. 45)
   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 specific due date or at time of registration.

   F. There may also be additional course fees for classes, please refer to the college schedule for course fees.

   G. If you choose to audit a class, add an additional fee of $25 per credit hour.

   H. 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.

   I. 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 clock hour
Nursing Assistant and Practical Nursing . . $6.00 per clock hour
Skill Centers Cosmetology Application Fee . . . . . Actual cost*
Skill Centers Cosmetology Licensing Exam Fee . . Actual cost*
*As set by Arizona State Board of Cosmetology

Credit by Examination and Credit by Evaluation
(excludes Allied Health courses):
Regular rate . . . . . $85.00 per credit hour
Contract rate . . . . . $42.50 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 Districtwide 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 A.R.S. §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 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 County 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 participant 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 Community Colleges tuition waiver manual.

Special Fees

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

Check Returned from Bank $ 15.00

Child Care Fees:. . . . . .(per clock hour or per Noted)

GC — Students (Childcare now provided by Catholic Charities) .2.25
Drop-in 2.50
Registration - students. 15.00
For each 15 minutes of late pick-up 6.00
GWC — Students 2.00
Staff & Faculty 3.00
Registration . . . . . 10.00 per semester
Late fee for the first 10 minutes 10.00
For each minute of late pick-up. 1.00
MCC — Students. 4.00
Staff & Faculty 5.00
Drop-in 5.00
Registration - students. . . . . 30.00 per semester
Registration - staff & faculty . . . . . 40.00 per semester
For each 15 minutes of late pick-up 5.00
For every week payment is late 5.00

College Bridge Pathways Fee
(0-100% Poverty). 25.00
(101-150% Poverty). 40.00
(151-200% Poverty). 55.00
(Over 200% Poverty). 70.00

Commencement Participation:
Commencement Participation – One-time fee refundable up to 2 weeks prior to graduation 25.00

Custom Workforce Training . . . . . .$5.00 per program hour

Dental Hygiene Skills Enhancement (Rio Salado)
4 hour block $200.00
This is an adjunctive course for students enrolled in the dental hygiene program. This course provides one-on-one instruction to dental hygiene students to improve their technical skills. The fees are used for adjunct dental hygiene instructors, administrative time, clinic use and all disposable supplies in the clinic. (plastic, chair covers, saliva ejectors, sterilization, etc.)
8 hour block $600.00
A clinical session offered to licensed hygienists wanting to reenter, work on advanced skills, or for those needing guidance and a clinical facility to practice after moving into the state of Arizona to take the WREB examination. The additional fees will cover required administration time, additional disposables and supplies, and instrument kit rental costs.

Electronic Health Record Student Access Fee . . . . . Actual cost

Emergency Medical Technology (EMT) . .Actual cost, not to exceed 400.00

EMT104 Practicum Assessment Fee (NREMT Skill) 50.00

Excessive Laboratory Breakage . . . . . Actual cost

Field Studies. . . . . Actual cost
This charge supports specialized opportunities for study outside the traditional classroom. As such, Field Studies charges generally are not refundable as plans and travel must be made in advance. Students

enrolled in credit courses will pay the requisite tuition and fees in accordance with their residency status in addition to the Field Study Fee.

Fitness Center Fee. 20.00

GED Test:
First Test . . . . . .based on State DOE
Repeat Test (per section). . . . . .based on State DOE
Administration Fee. 15.00

Hazardous Materials Certification (EMC) First Responder . . . 100.00
Fees associated with industry certification taken as part of FSC105 Hazardous Materials/First Responder.

Hazardous Materials Certification (EMC) Firefighter I & II . . . 500.00

HCIES Skills Demonstration Assessment Fee . . . . . Actual cost

Health Education Systems, Inc. for Admission Assessment Exam (HESI-A2) and Practical Nurse (HESI-PN) for advanced placement . . . . . Actual cost

Identification Card Replacement Fee
Basic Card Replacement 5.00
Magstripe/Smart Card Replacement. . . . . Actual cost

Incarcerated Student Material Fee 15.00
This fee will be used to provide class materials for our incarcerated students who are unable to access electronic materials online due to prison restrictions. The materials include course work, learning materials and correspondence supplies. The fee is assessed for each course enrollment.

Interpreter Preparation Program Fee. . . . . Actual cost
This fee is used to support the hiring of certified interpreters to assist with the Program Admission process. The certified interpreter reviews student videos submitted to ensure that students have the American Sign Language competencies required to meet the standards to pursue the demands of an Interpreter. The rate charged by interviewers and raters is set by national the Sign Language Proficiency Interview (SLPI).

Library Fines - Lost Materials . . . . . .List price

Maricopa Student Refund Program (MSRP)
Void check 10.00
Copy of check 15.00
Stop payment on check. 25.00

Music Lessons:

Music Majors
First 1/2 hr per wk/per semester. 0.00
To maintain excellence in Music at the Maricopa Community Colleges, a common practice throughout higher education requires all Music students to enroll in private instruction in order to complete their course of study. To accomplish this, all Music students are eligible to receive a private instruction course fee scholarship.
Each additional 1/2 hr per wk/per semester 138.00

Non-Music Majors
First 1/2 hr per wk/per semester 431.00
Each additional 1/2 hr per wk/per semester 431.00

Noyce Scholar Forfeited Stipend Repayment Fee . . . 5% of Forfeited Stipend
NOYCE Fellowship Scholars are awarded a scholarship stipend. Upon their acceptance of the stipend they acknowledge that they are responsible to repay the stipend if they withdraw from the program at any time. Once a student withdraws, Rio Salado creates a repayment amortization which includes a repayment administration fee. On average, the typical NOYCE Scholar pays $10 per month for a 60 month period; $600 over the life of the payment plan.

Open Educational Resources (OER) . . .Actual Cost not to exceed 40.00
OER materials are teaching, learning, and research resources that are copyright-free or have been released under a copyright license that permits others to reuse, revise, remix and redistribute them. Examples of OER include: full courses, course modules, syllabi, lectures, homework assignments, quizzes, lab and classroom activities, pedagogical materials, games, simulations, and many more resources contained in digital media collections from around the world. While openly licensed, there are times that fees are associated with maintaining these resources as well as adding robust openly licensed homework systems, early alert systems and adaptive content systems which can lead to greater student success. An OER fee of up to $40 would enable courses to utilize these resources and reduce the cost of materials for students. The funds would be charged to students in only those sections using these OER systems and would be a pass through to the vendor, no funds would be pooled.

Parking Fines:

(All fines are doubled if not paid within 15 working days.)

Displaying an altered or substituted permit 50.00
Failure to register a vehicle and display a parking permit. 30.00
Falsifying information on registration application 50.00
Improperly displaying a parking permit 15.00
Obstructing a properly parked/moving vehicle 15.00
Parking in an unauthorized parking area 25.00
Parking by a college employee or student in a visitor area 15.00
Parking in a Fire Lane 50.00
Parking on or blocking a pedestrian path 15.00
Parking outside stall lines 15.00
Parking beyond posted time limit 15.00
Removing a barricade or failure to obey vehicle control device. 25.00
Violating disabled parking stall or access 50.00

PED Special Course Charge . . . . . Actual cost

Proctored Exam 25.00
or as established by test publisher

Registration Processing Fee . . . . . .15.00 Per semester/per college

Requests for Public Records
Paper Format - per page . . . . . .$.25
Fax Copies - per page 1.00
Electronic Format - per USB Flash Drive. 15.00
Documents that are readily available in electronic format are copied to USB Flash drive

Electronic Reproduction of Records to alternative formats - per page. . .25
This fee is for the conversion of records to electronic format pursuant to a public records request. This fee will be charged in addtition to $15.00 fee to produce records electronically. However, requests that require staff time and resources to convert from paper to alternative format (such as PDF) in order to place the documents on a flash drive, will be charged at the current per page rate for paper production; $0.25 per page.

Skill Centers
Hourly Tuition. $5.00
Hourly Tuition - Nursing Assistant and Practical Nursing programs . . $6.00
Skill Centers Cosmetology Application Fee . . . . . .Actual Cost
Skill Centers Cosmetology Licensing Exam Fee . . .Actual Cost

Spanish for Industry. 50.00

Student Teaching Lab Schedule change/cancellation (RS). . . 100.00

Transcript Fee 5.00

College Specific Fees:
Please check with your College Admissions and Records Office/ Office of Student Enrollment Services or Student Business Services (formerly Cashiers) Office.

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

Non-Credit Courses/Seminars/Workshops/Community Services:
Fees for these courses are determined by the length and type of each course and will cover total costs.

2022-2023 Academic Catalog Year	Maricopa County Resident (In County)	In County Resident Audit Rate	Out-of-County Resident	Non-Resident Living in Arizona taking online courses	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)	Rio National Distance Learning	Military and Veteran Online Tuition
	IN-STATE			OUT-OF-STATE					
Credit Hours	A	B	C*	D**	E	F***/+	G	H	I
1	$85.00	$110.00	$401.00	$326.00	$205.00	$241.00	$127.50	$250.00	$225.00
2	$170.00	$220.00	$802.00	$652.00	$410.00	$482.00	$255.00	$500.00	$450.00
3	$255.00	$330.00	$1,203.00	$978.00	$615.00	$723.00	$382.50	$750.00	$675.00
4	$340.00	$440.00	$1,604.00	$1,304.00	$820.00	$964.00	$510.00	$1,000.00	$900.00
5	$425.00	$550.00	$2,005.00	$1,630.00	$1,025.00	$1,205.00	$637.50	$1,250.00	$1,125.00
6	$510.00	$660.00	$2,406.00	$1,956.00	$1,230.00	$1,446.00	$765.00	$1,500.00	$1,350.00
7	$595.00	$770.00	$2,807.00	$2,282.00	$1,435.00	$1,687.00	$892.50	$1,750.00	$1,575.00
8	$680.00	$880.00	$3,208.00	$2,608.00	$1,640.00	$1,928.00	$1,020.00	$2,000.00	$1,800.00
9	$765.00	$990.00	$3,609.00	$2,934.00	$1,845.00	$2,169.00	$1,147.50	$2,250.00	$2,025.00
10	$850.00	$1,100.00	$4,010.00	$3,260.00	$2,050.00	$2,410.00	$1,275.00	$2,500.00	$2,250.00
11	$935.00	$1,210.00	$4,411.00	3,586.00	$2,255.00	$2,651.00	$1,402.50	$2,750.00	$2,475.00
12	$1,020.00	$1,320.00	$4,812.00	$3,912.00	$2,460.00	$2,892.00	$1,530.00	$2,750.00	$2,700.00
13	$1,105.00	$1,430.00	$5,213.00	$4,238.00	$2,665.00	$3,133.00	$1,657.50	$2,750.00	$2,700.00
14	$1,190.00	$1,540.00	$5,614.00	$4,564.00	$2,870.00	$3,374.00	$1,785.00	$2,750.00	$2,700.00
15	$1,275.00	$1,650.00	$6,015.00	$4,890.00	$3,075.00	$3,615.00	$1,912.50	$2,750.00	$2,700.00
16	$1,360.00	$1,760.00	$6,416.00	$5,216.00	$3,280.00	$3,856.00	$2,040.00	$2,750.00	$2,700.00
17	$1,445.00	$1,870.00	$6,817.00	$5,542.00	$3,485.00	$4.097.00	$2,167.50	$2,750.00	$2,700.00
18	$1,530.00	$1,980.00	$7,218.00	$5,868.00	$3,690.00	$4,338.00	$2,295.00	$2,750.00	$2,700.00
19	$1.615.00	$2,090.00	$7,619.00	$6,194.00	$3,895.00	$4,579.00	$2,422.50	$2,750.00	$2,700.00
20	$1,700.00	$2,200.00	$8,020.00	$6,520.00	$4,100.00	$4,820.00	$2,500.00	$2,750.00	$2,700.00
21	$1,785.00	$2,310.00	$8,421.00	$6,846.00	$4,305.00	$5,061.00	$2,677.50	$2,750.00	$2,700.00

(Appendix S-4)

County Resident Senior Rate: $42.50 per credit hour. **This rate applies to County Residents age 65 or over taking courses for credit or audit.** This rate allows eligible seniors to enroll in any open seats in credit classes.

*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 A.R.S. ß15-1802F, "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 A.R.S. ß15-1470, 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 resident 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. The nonresident tuition rate of $241 per credit hour for distance learning courses applies to students who both reside in the state and as well as out-of-state. Students not qualifying for resident tuition would pay the nonresident rate whether taking the course in Arizona or in their state of residence. If the distance learning non-resident out of state student is an **eligible** resident of a WICHE state, the lower Western Undergraduate Exchange Program Rate may be charged.

Educational Service Partnership (ESP) Tuition Rate: $71.00 per credit hour. Various Maricopa Colleges have been offering certificate programs to their business, industry and governmental partners as part of their mission to meet the needs of its communities. Each ESP partner provides, at their own cost, the adjunct faculty, training materials, and the required facilities/equipment. Currently, if the colleges had to pay for these materials and services, the cost would be covered by in-state tuition. Due to these significant in-kind contributions by ESP partners, the instructional costs are avoided, which in turn reduces MCCCD costs. The ESP in-state tuition rate of $71 per credit reflects the significant in-kind contribution that our ESP business, industry, and government partners make to the MCCCD.

Phoenix College-Specific Fees

Visit the Student Business Services (formerly Cashiers) Office at https://www.phoenixcollege.edu/pay-college/tuition-and-fees

Interpreter Preparation Program Fee. 100.00
This fee is used to support the hiring of certified interpreters to assist with the Program Admission process. The certified interpreter reviews student videos submitted to ensure that students have the American Sign Language competencies required to meet the standards to pursue the demands of an Interpreter.

Refund Policy (AR 2.2.10)

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

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

**Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any 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.

5. Refund Policy for Department of Defense Tuition Assistance Funds
   Students who receive Tuition Assistance (TA) funds for a course or courses from the Department of Defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.
   A. Per Refund Exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
   B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

Requests for refund should be referred directly to the college of enrollment.

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. (See page 103.)

Vaccinations (AR 2.2.12) (As required by 20 USC §1092(a)(1)(V))

The Maricopa County Community College 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 those programs can be found on college websites.

University Transfer (AR 2.2.13)

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 accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated transfer programs and pathways between the Maricopa Community Colleges and Baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU Pathway Program requirements by major and catalog year is maintained on ASU's website, at transfer.asu.edu.

Arizona Public Community Colleges and Universities
Maricopa is a participant in the Arizona statewide transfer system. Aztransfer.com is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on aztransfer.com is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG

(U.S) and International Institutions
The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide Memorandums of Understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit:

https://curriculum.maricopa.edu/transfer-partners

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

Shared Unique Numbering (SUN) System Course Information
Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The shared unique number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it 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: https://www.aztransfer.com/sun/

Scholastic Standards (AR 2.3)

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. (See AR 2.8.2 on page 71.)

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five (5) or eight (8) weeks in length.

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

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

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

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (See Appendix S-7 for Withdrawal Procedures on page 107).

Course Substitutions (AR 2.3.13)

Course substitutions should only be made in a consistent and transparent manner, according to Administrative Regulations Section 2.2.4 (Transfer Credit and Prior Learning Assessment Policies), academic policies, and the following guidelines:

Important Deadlines for Students (Appendix S-12)

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

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

Students may seek to have course(s) requirements (including Required Courses, Restricted Electives, and prescribed General Education Requirements) in their declared Associate in Applied Science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the Required Courses areas of the Associate in Arts or Associate in Science degrees with Emphasis, Associate in Business - GR, Associate in Business - SR, Associate in Arts, Elementary Education, or the Associate in Arts, Fine Arts.

The course being used as a substitution must meet the content and/or spirit of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course satisfies an Arizona General Education curriculum (AGEC-A, -B, or -S) requirement, the course substitution must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway, industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a Course Substitution Petition from the Admissions and Records Office or academic advisor. Substitutions must be approved by the program department chair, program division chair, academic/occupational program director, or designee and the appropriate instructional dean. The department chair, division chair, or academic/occupational program director will work with other departments as needed for courses outside of the discipline.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an academic advisor specific to the declared transfer emphasis. Students seeking Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

See also, Administrative Regulation 3.5, Course Substitution for Students with Documented Disabilities on page 77.

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. (See page 107.)

1. Official Absences
   A. Official absences are those which 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 which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Grading (AR 2.3.3)

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

   Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade point per credit hour
I	Incomplete	Not computed in grade point average

IP	Course In Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn,failing	0 grade point per credit hour
Z	No Credit	Not computed in grade point average

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

Note: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/ Enrollment Services and the instructor of record or the department/ division chair.

2. Incomplete Grade
   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 the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
   C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details. (See pages 104-105.)
3. Repeating a Course/Improving a Grade
   Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

   Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

   Check individual courses and programs for exceptions.
4. Credit/No Credit Courses (P/Z)
   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).
   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." (See Appendix S-12 on page 48)
   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. See "Important Deadlines for Students." (See Appendix S-12 on page 48)
6. Important Deadlines For Students
   See Appendix S-12 Table on page 48.

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 2.0.

   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 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours. Academic probation and continued probation are calculated at the conclusion of every term, including summer.

Instructional Grievance Process (AR 2.3.5 and 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 on page 106.

Withdrawal (AR 2.3.6)

To withdraw from a course or courses from the college, students must follow approved procedures (See Appendix S-7 on page 107) The Admissions and Records Office/Office of Student Enrollment Services 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 on page 46.

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 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 Presidents' Honors Scholarships.

President's Honor List

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

General Graduation Requirements (AR 2.3.9)

Note: Also see "Catalog Under Which a Student Graduates" (AR 2.2.5, page 40)

Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student’s responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree. For degrees, at least 15 credits must be completed at the awarding college. For certificates that are 15 or more credits, at least 6 credits must be completed at the awarding college. For certificates that are 14 or fewer credits, at least half of the credits must be completed at the awarding college. Exceptions to this institutional residency policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by Maricopa coursework, prior learning assessment, and transfer credit. No more than 45 credit hours can be accepted and applied to a degree using transfer credit and prior learning assessment. Transfer credit and prior learning assessment does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Earn a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 grading scale in all letter-graded courses (100-level and above) used to fulfill requirements at the college granting the degree or certificate. Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college.
- File a Petition for Graduation with the Admissions & Records/Enrollment Services Office.

AutoAward Policy: MCCCD has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (i.e. Reverse Transfer). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

Maricopa Nursing Program

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co- requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

Graduation with Honors

All courses used to fulfill graduation and degree requirements, including courses from other institutions, are used in the grade point average (GPA) calculation at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the folowing graduation honors:

- 3.50 to 3.69 “with distinction”

- 3.70 to 3.89 "with high distinction"
- 3.90 to 4.0 "with highest distinction"

Certificate programs are not eligible for institutional honors.

Transcripts For Transfer (AR 2.3.10)

An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the 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 Student Records (AR 2.5.3) on p. 62). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See Special Fees (page 43) for other official transcripts.

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, 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, assessment tests or examinations and 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; or (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 is also considered plagiarism.

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.
   A. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
   B. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
   C. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

4. Appeal of Sanctions and Consequences for Academic Misconduct
   Students can appeal sanctions imposed for academic misconduct by following the Instructional Grievance Process (AR 2.3.5; Appendix S-6, page 106). 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.

Non-Instructional Complaint Resolution Process (AR 2.3.12)

A student who feels that he or she has been treated unfairly or unjustly by any employee wit h 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 on page 107.

College Environment (AR 2.4)

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 (AR 2.4.2)

See the EEO/AA Section (AR 5.1) of the Administrative Regulations, page 82.

Equal Opportunity Statement (AR 2.4.3)

See the EEO/AA Section (AR 5.1) of the Administrative Regulations, page 82.

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.

Emissions Control Compliance (AR 2.4.6)

Pursuant to A.R.S. ß15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. ß49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student's vehicle meets the requirements of A.R.S. ß49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

Abuse-Free Environment (AR 2.4.7)

See also the Auxiliary Services Section Smoke-Free/Tobacco-Free Environment AR 4.12 on page 79 and the Appendices/Student Section Medical Marijuana Act (See Appendix S-16 on page 108) 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 acknowledgments 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 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 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)
See Section AR 4.13 of the Administrative Regulations, page 79.

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.

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 of 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 on page 108.

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 campus grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of campus buildings 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 campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance: To offset the costs associated with the use of campus 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 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 Campus 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 approved request form, 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 campus 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 campus grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of Campus 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 on pages 54 and 56.

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.

Use of College Grounds by Affiliated Users (AR 2.4.14)

Introduction
The colleges of the Maricopa County Community College District ("MCCCD") are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the educational use and benefit of prospective and enrolled students, the MCCCD employees who serve them, and those who are invited on location by members of the college community to attend or participate in sponsored events. The MCCCD has a long history of supporting expressive activities that are conducted on campuses. For the purposes of avoiding disruption or interference with its educational activities, while protecting the rights of the members of the campus community and their invited guests to express themselves and access information, this administrative regulation governs the use of college grounds by Affiliated Users (as defined in Section 1) for Expressive Activity. Expressive Activity is defined as:

- Meetings and other group activities by registered students and student organizations
- Non-commercial speeches, performances, demonstrations, rallies, vigils and other events that are organized by students or student clubs and organizations.
- Non-commercial leafleting and pamphleting
- Any other student expression that is protected by the First Amendment to the U.S. Constitution

Outdoor campus areas are venues for free expression by Affiliated Users, including speeches, demonstrations, and the distribution of literature, subject to the reasonable time, place and manner restrictions set forth in this regulation.

This regulation will be administered in a manner that is content and viewpoint neutral and seeks to protect the free expression of ideas.

1. Definitions
   a. **MCCCD Affiliated Users**
      Affiliated Users are: 1) individuals employed by MCCCD except when engaging in a commercial activity; 2) individuals contracted by MCCCD who are acting on behalf of or for MCCCD purposes; 3) individuals enrolled

via the registrar as students within the MCCCD system; and 4) external entities and/or individuals invited by student clubs and organizations to participate on behalf of the club or organization in an event that is related to the club or organization's purpose.

b. Non-Affiliated Users
Non-Affiliated Users are organizations, groups or individuals that are not Affiliated Users. Use of MCCCD grounds or facilities by Non-Affiliated Users is governed by Administrative Regulations 1.5 and 2.4.9.

c. Substantial Interference
Substantial Interference includes, but is not limited to, activity that: 1) disrupts instruction, lecture, studying or other academic pursuits; 2) disrupts MCCCD administrative activities; 3) blocks access to buildings or structures; 4) obstructs passageways for vehicles or pedestrians; 5) disrupts previously scheduled events; 6) impairs the health and safety of the college community; 7) is unlawful; and/or 8) otherwise presents a threat to public safety.

The mere potential for Substantial Interference is not sufficient to prohibit or limit Expressive Activity. Instead, it must be reasonably determined that the activity presents a significant likelihood of creating Substantial Interference before Expressive Activity may be prohibited or limited in accordance with this regulation.

d. Planned Expressive Activity
Planned Expressive Activity is when participants seek to reserve space for an established point in time and/or use tables, chairs, amplification or other audio-visual equipment and/or temporary structures such as tents or awnings.

2. Reservation of Campus Space for Planned Expressive Activity
Affiliated Users may reserve outdoor and indoor campus space, as defined below, for Planned Expressive Activity. Reservations are to be made through the respective college's Office of Student Life and Leadership no less than one business day before the activity is intended to occur. Such reservations will be approved on a first come, first served basis unless the Office of Student Life and Leadership determines, without regard to the content of the proposed Expressive Activity, that the activity constitutes Substantial Interference. If the Office of Student Life and Leadership determines an Expressive Activity constitutes Substantial Interference it will work with the Affiliated User in an effort to find an alternative, if any exists, that allows the Expressive Activity to occur without such interference.
   a. **Outdoor Space –** outdoor space available for reservation by Affiliated Users does not include: parking lots, athletic facilities, meditation or peace gardens, areas designated as outdoor study zones, and child care facilities.
   b. **Indoor Space –** indoor space is available for reservation by Affiliated Users if the space is determined by the college to be a common area that is publically accessible. Buildings housing classrooms and/or administrative offices are not available for reservation.

3. Spontaneous Expression
MCCCD recognizes that Expressive Activity may occur in both structured and organic forms. Spontaneous expression by Affiliated Users may be undertaken in outdoor or indoor space, as defined above, without prior reservation as long as the activity does not constitute Substantial Interference.

Campus Sex Crimes Prevention Act (AR 2.4.15)

Federal legislation requires that the MCCCD establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The Registered Sex Offender Notification Procedure is outlined in Appendix item S-18.

Student Rights and Responsibilities (AR 2.5)

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 College District (MCCCD) are vested in the MCCCD District Governing Board. The Governing Board and its agents--the chancellor, administration and employees--are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the MCCCD prefers mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

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 (1) class meeting, 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 moving forward. If a resolution to 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. **"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 MCCCD's Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president, or designee, may act as the appellate board.
2. **"College"** means a Maricopa County Community College or Center/Site.
3. **"College premises**" means all land, buildings, facilities and other property in the possession of or owned, used or substantially controlled by the college or MCCCD.
4. **"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.
5. **"Complainant"** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
6. **"Day"** means business calendar day when college is in session, and shall exclude weekends and holidays.
7. **"Disruptive behavior"** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting/facility.
8. **"District"** means the Maricopa County Community College District (MCCCD).
9. **"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.
10. **"May"** is used in the permissive sense.
11. **"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.
12. **"Organization"** means any number of persons who have complied with the formal requirements for college recognition.
13. **"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.
14. **"Respondent"** (accused) means any student accused of violating MCCCD's Student Conduct Code.
15. **"Shall"** is used in the imperative sense.
16. **"Student"** means any individual who is registered or enrolled for credit or non-credit bearing coursework, full or part-time, camps, and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCD, which means the student is on an approved leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
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. A Student Conduct Board may constitute one person, if designated as such.
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

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. A Student Conduct Board may constitute one person, if designated as such.

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.
4. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the college's respective Student Conduct Administrator for investigation and adjudication under the s\ Student Conduct Code.

Article III: Prohibited Conduct

1. Jurisdiction of the College
   The Student Conduct Code shall apply to conduct that occurs on any college or District premises, or at any college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Jurisdiction under this policy applies to students who are registered or enrolled for credit or non-credit bearing coursework, full or part-time, camps, and other District-sponsored programs or activities, and those who maintain an ongoing relationship with the MCCCD, which means the student is on an approved leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
2. Title IX Sexual Harassment
   Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the college's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.
3. 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 Police may be summoned to provide assistance. For involuntary removal from more than one class period, the faculty member should invoke the procedures outlined in the Student Conduct Code 2.5.1(2) above.

4. Conduct - Rules and Regulations
   Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
   A. Acts of dishonesty, including but not limited to the following:
      ii. Knowingly furnishing false information to any college official, or officer, including during an official investigation (i.e., Title IX, conduct, or campus police investigation).
      iii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
      iv. 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 follow the procedures as outlined in 2.5.1(2) above.
   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.
   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 properly 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 or online 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, 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 their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
   O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
      i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
      ii. Unauthorized transfer of a file
      iii. Unauthorized use of another individual's identification and/or password
      iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
      v. Use of technology facilities or resources to send obscene or abusive messages
      vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
      vii. Use of technology facilities or resources in violation of copyright laws.
      viii. Any violation of the District's technology resource standards.
      ix. Use of technology facilities or resources to illegally download files.
   P. Abuse of the Student Conduct System, including but not limited to:
      x. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
      xi. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
      xii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
      xiii. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System
      xiv. 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
      xv. 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
      xvi. Failure to comply with the sanctions imposed under this Student Conduct Code
      xvii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code System
      xviii. 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 media conduct. All student conduct policies apply to social networking platforms.
   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 their safety.
   T. Sexual misconduct, including but not limited to:
      I. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
      II. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.

III. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.

IV. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the district's education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

V. Sexual exploitation

A. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of sexual exploitation include:

1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
4. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in non-consensual voyeurism;
6. Knowingly transmitting an sti (sexually transmitted infection), such as hiv, to another without disclosing one's sti status;
7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
8. Possessing, distributing, viewing or forcing others to view obscenity.

5. Violation of Law and College Discipline

A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. If a criminal investigation and/or prosecution results from the same factual situation, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise 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.

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

C. Misconduct that would fall under the jurisdiction of 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX regulations (and MCCCD Policy 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the student conduct code for investigation and adjudication.

D. The Student Conduct Administrator shall conduct a prompt, thorough, and impartial investigation to determine if the charges have merit. After the investigation, but prior to the convening of a Student Conduct Board hearing, the Student Conduct Administrator will determine whether the parties mutually agree to dispose of the matter in a way that is acceptable to the Student Conduct Administrator. If there is mutual consent to resolve the matter, such disposition shall be final and there shall be no appeal afforded either party. If the charges 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).

E. 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 their sole discretion.

F. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by article IV.1.I below:

i. Student Conduct Board hearings normally shall be conducted in private.
ii. The complainant, resondent (accused) 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 (beyond the parties and their advisors) 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 their discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
iv. The Complainant, the respondent (accused), 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 the respondent (accused) at least two (2) 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 respondent (accused) 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 Chair, 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 Chair of the Student Conduct Board.
v. The Student Conduct Administrator will present the information they received.
vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the Chair.
vii. All procedural questions are subject to the final decision of the Chair of the Student Conduct Board.
viii. 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.
ix. 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 (preponderance of the evidence).

G. 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.
H. 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.
I. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, respondent, 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:
ii. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.
iii. 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.
iv. Loss of Privileges - denial of specified privileges for a designated period of time.
v. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
vi. 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).
vii. College Suspension - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from one college means a suspension from all colleges in the District.
viii. 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. Disciplinary sanctions are part of a student's educational record. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven (7) years after final disposition of the case.

In situations involving both an respondent student(s) (or group or organization) and a student(s) complainant, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent (accused(s)) and the complainant(s).

D. The following sanctions may be imposed upon groups or organizations:
i. Those sanctions listed above in Article IV 2.A.1 though 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 they were 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 the outcome of the investigation and the Student Conduct Board hearing. scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process as long as such resolution occurs before the Student Conduct Board hearing commences. 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, 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 consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
   C. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

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

Student Records (AR 2.5.3)

1. Definitions
   For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.
   A. "College" includes all colleges, educational centers, skill centers and District office.
   B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
      i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
      ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
      iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
      iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for treatment of a student or made available only to those persons providing treatment.
      v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.
2. Records Request
   Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.
3. Fees
   If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification (See also FERPA Explanation)
   Students will be notified of their further rights annually by electronic mail in a FERPA annual notification. Students' rights may also be provided via the following means: FERPA annual notification placement on the college website, publication in the college catalog and/or the student handbook:

   Individuals requesting admission or enrollment at any of the Maricopa Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa County Community Colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail.

   Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCD offers.
5. Rights of Access to Educational Records
   The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:
   A. ***The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.***
      1. Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The form to do so may be found at https://district.maricopa.edu/sites/g/files/vmcrws416/files/compliance/ferpa/ferpa_request_to_inspect.pdf The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
      2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or district may deny access to the following records:
         a. Parents' financial statements;
         b. Letters of recommendation, if the student has waived his or her right of access;
         c. Records filed before January 1, 1975; or
         d. Records not included in the FERPA definition of educational records.
      3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
         d. The student has an unpaid financial obligation to the college or district;
         e. There is an unresolved disciplinary action against the student; or
         f. The educational record requested is an exam or set of standardized test questions.
   B. ***The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.***
      1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
      2. A proper request to correct a student education record must:
         a. Be written to the college registrar;
         b. Clearly identify the part of the record they want to be changed; and
         c. Specify why the record is inaccurate or misleading.
      3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
      4. 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.***
      1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA release of information consent may be found at https://district.maricopa.edu/sites/g/files/vmcrws416/files/compliance/ferpa/ferpa_request_to_inspect.pdf

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

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

1. To other school officials, including instructors, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the 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, 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 nonforcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her. (§99.31(A)(14))
13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A)(15))

Students who believe that the 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: https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8. See page 107.

D. ***The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.***
The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-5920

E. **2012 FERPA Amendment:** As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without student consent. For more information on this amendment, please see: https://district.maricopa.edu/consumer-information/family-educational-rights-privacy-act-ferpa

F. Student Directory Information
1. 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 Admissions and Records Office/Office of Student Enrollment Services.
2. Students should consider very carefully the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.
3. Students may request their college to withhold the sharing of directory information by filling out a Request to Withhold Directory Information Form (available at https://district.maricopa.edu/consumer-information/family-educational-rights-privacy-act-ferpa) and submitting that form to the college Admissions & Records Office/Enrollment Services.
4. Directory information is considered public information. At any Maricopa Community College, directory information is defined as a student's:
   A. Name
   B. Address
   C. Phone number
   D. MCCCD email address
   E. Photograph/electronic image
   F. Place of birth
   G. Major field of study
   H. Current enrollment status
   I. Participation in officially recognized activities
   J. Dates of attendance
   K. Degrees awarded
   L. Awards and academic honors received/Dean's List selection
   M. Previous institutions attended
   N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

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

Release of Directory (Public) Information
At its discretion, the college or District may provide directory information in accordance with the provisions of FERPA. Types of information considered as directory information are listed below. Additional information may be found at: https://district.maricopa.edu/ under Consumer Information.

Blocking the Release of Directory (Public) Information
By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a privacy block form ("Request to Withhold Directory Information Form," available at https://district.maricopa.edu/consumer-information/family-educational-rights-privacy-act-ferpa).

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it *cannot assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

Additional information:

- If a student blocks directory information, it still may be inspected by those MCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment, or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and Honors lists, contact the office of Admissions & Records/ Enrollment Services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

Using Social Security Numbers
Due to identity theft concerns and privacy issues, students will no longer be asked to provide a Social Security Number as a personal identifier. Instead, students will be assigned a student ID number upon enrollment that can be used to access education records, as needed.

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 student affairs.

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

F. Employee Contracts and Forms
Contact the Financial Aid Office and/or Placement Office. (See Appendix FM-3 at https://district.maricopa.edu/regulations/admin-regs/appendices/fiscal-management/fm-3)

G. Student Employee Grievance Procedure
Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12) or Appendix S-8 on page 107.

2. Student Security Guards

A. Introduction and Philosophy
Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

i. Student security guards shall be enrolled for a minimum of three (3) semester hours.

ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

i. Use of student other than those in Administration of Justice Program:

1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs

ii. Recommended program for students other than those in Administration of Justice programs:
Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:

1. Wearing of the uniform, general appearance, and demeanor
2. The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods
3. Public relations methods used on the campus
4. Crime prevention methods used on the campus; patrol methods used in buildings and grounds.
5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

D. Student Security Guards Employee Benefits
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. Student Employment Records
The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

Student Governance (AR 2.5.5)

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

A representative form of student governance may exist at each college/center as well as districtwide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College isa 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 selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student

governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written District policy. Convicted felons shall be ineligible for office (ARS ß13-904). 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, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president, dean or college president.
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 collegiate 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 County Community College. Pursuant to A.R.S. §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 MCCCD 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 A.R.S. §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

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 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' office.
    C. SUSPENSION: The student club(s)/ organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s) / organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
    D. REVOCATION: The student club(s) / organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The 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 Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

Students with Disabilities (AR 2.8)

Eligibility for Accommodations and Required Disability Documentation (AR 2.8.1)

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office.

Only accommodations granted by the respective college DRS office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accomodations/ academic adjustments to students with disabilities unless the student has registered with DRS and engages in the interactive process.

I. General Eligibility Requirements
   1. To receive services from the DRS, a student must be admitted and enrolled as an MCCCD student.
   2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.

a. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a DRS representative and participating in the interactive process.
b. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. Such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. Any extension beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

II. Who is Eligible for Services
1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).
2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.
3. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

III. Definitions
1. Academic Adjustment means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaption of the manner in which specific courses are conducted. Academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.
2. Accommodation means: an alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. Accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.
Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer- based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.
3. Current Documentation means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
4. Major Life Activities include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.
5. Mental Impairment means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).
6. Physical Impairment means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, Diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

IV. Procedures
1. General Procedures
a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/ accommodations.
b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
c. All requests for academic adjustments/ accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
d. Academic adjustments/accommodations are determined by the DRS Office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/ academic

adjustments in the classroom environment shall require participation of course faculty.

e. MCCCD is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.

2. Material Alteration of class or certification requirement

a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. Since the faculty member will have been part of the discussion regarding requested accommodations/academic adjustments involving a course or course curriculum, issues of material alteration should have already been addressed . In the event such was not addressed, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the Faculty Notification Letter outlining the approved academic adjustment/accommodation. The Parties will attempt to resolve the concern.

b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer's decision is final.

c. Any change in the DRS Office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS Office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

V. Rights and Responsibilities

1. Students served by Disability Resources and Services have the right:

a. to an equal opportunity to access course information and materials

b. to an equal opportunity to participate in and benefit from the college community

c. to choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.

d. to file a grievance if the student believes they have been discriminated against.

2. Students served by Disability Resources and Services Responsibilities:

a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.

b. Check MCCCD email and/or DRS Connect portal for updates and announcements.

c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.

d. Notify DRS if classes are dropped or added.

e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through DRS Connect.

f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.

g. Contact DRS in a timely manner if having any difficulty securing or arranfing accommodations.

h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.

i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.

j. Understand that requesting accommodations does not mean that the student's request will be approved.

k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.

l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30 days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.

m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

VI. Grievance Procedure

1. If a student is not satisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/ accommodations, the student may file a complaint under the Discrimination Complaint Procedures for Students (https://district.maricopa.edu/legal/student-faculty-resources/harassment/discrimination-complaint-procedures-students).

2. The determination generated from the Discrimination Complaint Procedure is final.

VII. General Disability Documentation Guidelines

Physical Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists).

Learning Disabilities

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

Psychiatric Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

VIII. Additional Documentation Guidelines and Resources

The Maricopa County Community College District, Disability Resources and Services can provide a "Disability Verification Form" that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)
2. current severity/impact of the disability (mild/moderate/severe)
3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and
4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

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, Vocation Rehabilitation funding, etc.*
4. Eligibility for Federal Stafford Loans will 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 V) 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 (Appendix S-10)

1. Applications for reduced course loads must be submitted to the Disability and 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, 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 and Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

Technology Accessibility (AR 2.8.3)

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

Veterans Services (AR 2.9)

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

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 - Veteran Readiness And Employment (VR&E)
- Chapter 32 - VEAP Program
- Chapter 33 – Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- Chapter 1607 – REAP Reserve Educational Assistance Program

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.

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.benefits.va.gov/gibill/.

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33 or Chapter 31 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a statement of benefits obtained from ebenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the va is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

No penalty, including the assessment of late fees, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

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

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

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

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

Distance Learning:
The course content and competencies for Distance Learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCCD degrees and/or Certificates of Completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on www.maricopa.edu, the District's website for student access to Maricopa tools. Maricopa-assigned student e-mail addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa E-Mail or by phone.

Externship Programs:
The Maricopa Community Colleges' official District course descriptions for credited Experiential Learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given Experiential Learning opportunity. Each course that includes an Experiential Learning opportunity is assigned a Maricopa Instructor of Record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The Experiential Credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265.

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College District – Center for Curriculum and Transfer Articulation website, located at: https://curriculum.maricopa.edu/transfer-and-articulation

Prior Credit Evaluation:
Department of Veterans Affairs requires that all persons using any type of Veteran's Educational Assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, Veteran Educational Assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

Parking and Traffic Regulations (AR 2.10)

Traffic Control

The College Safety Department at each district/college facility shall be responsible for the safe and orderly movement of traffic, including pedestrian, bicycle and motorized and non-motorized vehicular.

1. Introduction
   The operation and parking of a motorized or non-motorized vehicle on campus is a privilege granted by the District Governing Board and is revocable at any time. The Maricopa County Community College District assumes no responsibility for damage to any vehicle and/or for any loss to any vehicle while it is being operated or parked on college property.
   A. College Regulatory: The State of Arizona provides the Governing Board, the authority to adopt rules and regulations for the control of motorized or non-motorized vehicles on college property.
   B. Authority of Enforcement: The enforcement of all rules and regulations governing the operation of motorized or non-motorized vehicles shall be carried out by the College Safety Department under the direction of the Director of College Safety.
   C. On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The College Safety Department reserves the right to impose any changes as warranted by a particular situation.
   D. Lack of familiarity with these rules and regulations does not constitute a defense for failure to comply. It is the responsibility of the operator and/or that person responsible for the vehicle to operate the vehicle safely in full compliance with these regulations. For college locations that require a parking permit, it shall be presumed that a permit holder has a complete understanding of these regulations.

2. Vehicle Registration
   A college employee or student who operates or parks a motorized vehicle on college property may be required to register the vehicle and secure and display on the vehicle a current college parking permit for a designated parking area. A college president may choose to issue parking permits to only certain classifications of drivers utilizing the campus.

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

   The college may issue color-coded parking permits on the basis of classifications of the registrant. The color of the parking permit indicates the area in which the vehicle may be parked. The permit does not ensure the availability of a parking space, but grants the privilege of parking in a specified area when space is available. A college president may choose not to designate separate parking for employees and students. Students attending a college with unrestricted parking shall be so notified upon receipt of the parking permit.

   The college reserves the right to deny the issuance of a vehicle parking permit to any person who owes money to the college/district until the indebtedness is paid in full. Such person shall be denied the privilege of operating and parking his motor vehicle on college property. The action, however, does not relieve any person of any sanctions contained in this publication.

3. Parking Regulations
   A. Parking may be restricted to vehicles displaying the appropriate permit, seven (7) days a week, twenty-four (24) hours per day.
   B. An area posted with short-term parking limits from ten to forty-five minutes may be used for the purpose of conducting short-term business in the facility it primarily services.
   C. Parking a vehicle in a designated parking space that displays a disabled parking sign, a painted disabled insignia or both, without a current disabled parking permit issued by the State of Arizona is prohibited. These areas are reserved twenty-four (24) hours daily.
   D. Red curbs are no-parking zones. Parking in Red zones, entrances to buildings, driveways, in front of garbage dumpsters, barricades, fire lanes and fire hydrants is prohibited.
   E. Driving into and parking in any area not designated for use or closed by the use of barricades, chains, or other vehicle control devices is prohibited.
   F. Parking a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, striped safety zones, and on bicycle paths is prohibited.
   G. Parking a vehicle in such a manner as to impede or obstruct properly parked/moving vehicles is prohibited.
   H. Parking a bicycle or motorized cycle in areas other than those designated for such parking is prohibited.

   I. Where parking stall lines are marked, operators mu
   J. st park their vehicles within the stall lines. Parking outside such stall lines is prohibited. In diagonal spaces, vehicles must
   be parked facing the center line. No pulling through or backing into spaces is permitted.
   K. Temporary absence of a sign at the entrance of a parking area does not signal the removal of restrictions or reservations upon the area. If reservation hours are altered or restrictions are changed, notices will be posted and the change will be effective immediately.

4. Permits
   E. Multiple Vehicles: Employees or students who use more than one vehicle must obtain a permit for each vehicle, if permits are issued for the college/location that they are attending.
   F. Service Vehicles: College service vehicles are defined as those owned or recognized by the college and properly designated.
      i. Service vehicles are restricted to those parking stalls designated by signs. In an extenuating service situation or unavailability of a service parking area, service vehicles may park in any non-reserved parking stall or outside such space as not to obstruct pedestrian walkways or vehicular movement or cause unnecessary damage or destruction of college property (sidewalks, vegetation, etc.). Vendors that park in areas not designated for general parking are responsible for contacting college safety for prior written or verbal approval.
      ii. It is prohibited for any college service vehicle to park in or block any disabled access or parking space at any time unless it is on a bona-fide emergency basis.

5. Visitors
   Visitors must park their vehicles in a designated visitor parking area if such parking area is available. Vehicles that bear a valid college permit may not park in visitor parking areas. Employees attending other colleges or the district office for business purposes are not considered to be visitors.

Visitors parking in authorized areas or in an unauthorized manner will be warned or cited regarding their violation. Continued violation may result in the vehicle being towed and impounded and a fee charged for the cost of impoundment and storage.

6. Permit Display
College parking permits, if issued, must be affixed to vehicles in the following manner:
   A. Regular Permits:
      ii. On autos/trucks, all permanently affixed permits shall be placed on either the lower left front windshield (driver's side) or lower left back windshield (driver's side). On motorized cycles, the permit shall be affixed where it can be seen without difficulty on the front fender.
   B. Temporary Permits:
      iii. Temporary permits shall be placed on the dashboard so they may be easily viewed from the outside.

7. Removal/Replacement/Exchange Permits
   A. A parking permit, if issued, must be replaced if the original becomes mutilated or obliterated.
   B. A parking permit is not transferable to another vehicle or another person.
   C. Parking permits must be removed from a motor vehicle under the following conditions:
      i. Change of ownership.
      ii. Termination of association of the owner and college.
      iii. Termination of the period for which permit is issued.
      iv. Receipt of a parking permit superseding a prior one.
      v. Change of vehicle requiring a permit replacement.

8. Traffic Regulations
   A. Except for college service vehicles, driving motor vehicles, motorized cycles, and bicycles on pedestrian paths and sidewalks is prohibited.
   B. The maximum speed limit in all college parking lots is 15 mph.
   C. All accidents involving vehicles that occur on college property must be reported to the College Safety Department office.
   D. All state laws governing the movement and operation of motor vehicles are adopted by the Governing Board for control of vehicles on college property.

9. Bicycle Regulations
   A. Bicycle parking is restricted to the racks provided.
   B. A bicycle parked on a sidewalk or at an entrance to or in a building, or secured to a tree, light pole, sign post, or any other unauthorized area shall be subject to impoundment.
   C. Bicycles must comply with Arizona traffic laws and campus traffic regulations. Every bicycle used from dusk to dawn must be equipped with a white headlight and a rear reflector (A.R.S. §28-817).

      The college maintains the right to cut locks, chains, and/or cables for the purpose of impounding any bicycle parked or stored in violation of these regulations at the owner's expense.

10. Other Non-Pedestrian Device Regulations
Each college reserves the right to limit or prohibit the use of skateboards, skates, rollerblades, horses or other transportation devices.

11. Sanctions
Parking Fines (Parking fines are adopted as part of the Tuition and Fee Schedule and are incorporated here by reference. Fee amounts are subject to change upon adoption of the schedule for the new fiscal year.)

Displaying an altered or substituted permit.	$50.00
Falsifying information on registration application.	$50.00
Parking in Fire Lane.	$50.00
Violating disabled parking stall or access.	$50.00
Failure to register a vehicle and display a parking permit.	$30.00
Parking in an unauthorized parking area	$25.00
Removing barricade or failure to obey vehicle control device	$25.00
Obstructing a properly parked/moving vehicle	$15.00
Parking beyond posted time limit	$15.00
Parking by a college employee or student in a visitor area	$15.00
Parking on or blocking a pedestrian path	$15.00
Parking outside stall lines.	$15.00
Pulling through or backing into an angled parking space	$15.00
Expired parking permit	$15.00
Improper display of permit (i.e., not affixed to window)	$15.00

(All fines are doubled if not paid within 15 working days.)

   A. Additional Sanctions: Employees and students violating traffic regulations are also subject to institutional discipline, vehicle towing and impoundment, withdrawal or suspension of parking privileges, encumbrances of records, or both, and oral or written reprimand.

      All fines are doubled if not paid within fifteen (15) working days

   B. Habitual or Aggravated Violations: Habitual or flagrant disregard of vehicle control regulations by students is grounds for suspension or expulsion from the institution. Habitual or flagrant continued disregard of parking regulations by a college employee may affect the individual's salary and continuation of employment (A.R.S. §15-1449C). If a person fails to respond to a notice of violation of a parking and traffic regulation, a report may be sent to the appropriate Dean or Director for action. A report may also be sent to the Arizona Department of Revenue debt setoff program and the student or employee's Arizona tax refund may be garnished.

12. Procedures For Hearings And Appeals
When a notice of violation of the parking and traffic regulations is issued, the recipient shall either pay the penalty directly to the Student Business Services (formerly Cashiers) office, or file a written appeal with the college safety department.

   A. Payment: All monetary penalties shall be paid to the Student Business Services (formerly Cashiers) in the college business office. Payment may be made by mail or in person. Mailing instructions and penalties are listed on the citation. No violation will be considered cleared until the correct amount has been paid. If a violator loses the copy of the citation, information concerning the citation must be obtained from the College Safety Department office.
   B. Unpaid Citations: A citation unpaid after fifteen (15) working days following the day the notice was issued shall be considered delinquent and doubled, unless a written appeal has been made to the college safety department office within this time period.

      The Maricopa County Community College District utilizes a registration hold system to enforce academic and fiscal responsibilities. A hold prevents a student with unpaid citations from registering for classes and from receiving copies of transcripts and records. This hold is released only upon payment of delinquent citations at the college business office. Delinquent citations held by a college employee may affect salary and continued employment (A.R.S. §15-1449C). If a person fails to respond to a notice of violation of a parking and traffic regulation, a report may be sent to the appropriate Dean or Director for action.

      All citations issued to a vehicle will be charged against the student, employee, or the registered owner of the vehicle.
   C. Appeal: A person who receives a college parking or traffic violation notice may appeal the citation in the following manner:

A party wishing to appeal a citation must do so within 15 working days from the date of the citation, or the citation fine will be doubled and all rights of appeal will be lost.

Step 1: if the party wishes to appeal, the citation or a copy of the citation must be attached to the completed written appeal form. The parking and traffic appeals officer will review all appeals. Appeal forms are available at the college safety department. If the citation is appealed and the citation is upheld, payment must be received within twenty one (21) working days of the appeals letter notification date or doubling of the citation amount will occur.

Step 2: if the party receives an unfavorable decision from the parking and traffic appeals officer and wishes to appeal further to the college appeals board, the written appeal, the appeals officer's decision, a paid receipt equal to the amount of the penalty, and all enclosures must be returned to the college safety department

Step 3: Appeals Board. The above enclosures will be held for the next appeals board. The appeals board is composed of representatives of faculty, staff and students. The parking and traffic appeals officer will schedule a hearing with notice to the party to appear and be heard if he/she so chooses. At the hearing, the board may either approve, reverse or modify the decision of the parking and traffic appeals officer. If the party fails to appear for the hearing, the original decision will stand. A refund of the payment in accordance with the decision will be processed for the party by the college business office.

D. Judicial Review: Any person who has received an unfavorable administrative ruling from the appeals board has the right to have the ruling reviewed by the Maricopa County Superior Court in accordance with the provisions of Title 12, Chapter 7, Article 6 of the Arizona Revised Statutes.

The Maricopa County Community College District reserves the right to amend the regulations at any time to promote and ensure fair and safe usage of the property and facilities under the control and jurisdiction of the college.

Notices of change(s) will be published in the local campus media and effective immediately.

Copyright 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 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. Even popular activities, such as file swapping or copying software, or pictures from the Internet, may be copyright infringement and should be avoided.

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

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

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

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

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

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

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

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

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

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

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

Recording of Faculty Lectures (AR 3.4)

1. 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 record (audio/visual) their classes.
2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.
   a. Students, regardless of whether they have permission or not from the faculty member to record class lectures, may not reproduce or otherwise share and/or distribute all or part of recorded class lectures and/or activities taking place during class time, without the written consent of the faculty member. (Reproducing includes, but is not limited to, posting any pre-recorded or real time recording of a class lecture—in whole or in part—to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.).
   b. Any violation of AR 3.4 (2)(a) may constitute "academic misconduct" prohibited by AR 2.3.11 Academic Misconduct.
3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation – subject to engagement in the interactive process and a determination of functional limitation as outlined in AR 2.8 Students with Disabilities – to remedy this inability. Approved accommodation may require a faculty member to modify their recording policy for the affected student.

   In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio record class lectures as a reasonable academic accommodation.

   In an effort to address faculty concerns for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:

   a. The faculty member must have received the Disability Resource Services (DRS) Faculty Notification Letter specifying the recording of classroom lectures as a granted reasonable accommodation.
   b. Such recordings of class lectures are only for the student's personal use in study and preparation related to class.
   c. The student must comply with a faculty request to stop recording during discussions, demonstrations, presentations, guest speakers, and situations of a sensitive nature. The faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.
   d. The student may not share classroom lecture, or any other recordings made during class time with any other person or in any media or on a public or private platform without the written consent of the faculty member.
   e. Information contained in the authorized audio recorded lectures, and any other recordings whether authorized or unauthorized, may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.
   f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as

part of the class activity. This provision is subject to the protections under policy and the law.

g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.

h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.

i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.

j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.

k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

Course Substitution for Students with Documented Disabilities (AR 3.5)

The Governing Board recognizes the need to accommodate students with documented disabilities to the greatest degree possible without compromising the disabled student's course of study or the integrity of any student's degree. The Governing Board authorizes the concept of course substitutions as a means of accommodation under limited circumstances and directs the establishment of an ADA Academic Council to be named by the Chancellor or his/her designee for the purpose of considering course substitutions for students with documented disabilities. Further, the Board directs the Chancellor or his/her designee to develop procedures that address the circumstances under which a disabled student may request a course substitution and the process for requesting same.

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 Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions.

Likewise, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the 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. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

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) (See page 103) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9) (See page 103).

Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a website that violates the .EDU domain request.
6. Use of technology resources for non-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 system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology resources.
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 email 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 record 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 website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of

any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

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

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 through MCCCD's grievance procedures or resolution of controversy.

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.

This includes the Statement on the Arizona Medical Marijuana Act (Proposition 203) (Appendix S-16) (see page 108).

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.

1. No Funds. No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph 8.
2. No Service or Sale of Alcoholic Beverages. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 7.
3. Service at District Events on District-owned Property. The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
4. Event Form Required. A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: https://district.maricopa.edu/regulations/admin-regs/appendices/auxiliary-services/as-6. 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.
5. Service restrictions required by law. An event approved under Paragraph 4 must, by law, comply with the all of the following restrictions:
   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz.;
   B. The gathering must be by invitation only, and not open to the public;
   C. The gathering may not exceed 300;
   D. Invitees may not be charged any fee for either the event or the beer or wine; and
   E. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

6. Culinary Institutes. The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph 5. Any student serving those beverages must, by law, be 19 years or older.
7. Third-Party Event. The Maricopa County Community College District foundation and the friends of public radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
   A. The entity obtains a liquor license , if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
   B. The entity completes the form available at https://district.maricopa.edu/regulations/admin-regs/appendices/auxiliary-services/as-7. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
   C. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
   D. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
   E. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
   F. The contractor provides all of the beverages served and well as the servers or bartenders;
   G. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
   H. The contractor agrees in writing to indemnify the District regarding the service of the beverages.
8. Receipt of beverages; storage. It is not permissible to store wine or beer on premises owned, leased or rented by 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:
   A. 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
   B. Once the wine and beer arrives on MCCCD property, the Director of 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.
9. Compliance with law. In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
10. Residential Housing. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
11. Personal Responsibility. The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
12. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

Consensual Relationships (AR 4.18)

1. General
   The existing Governing Board Policy on Hiring of Relatives prohibits employees from involvement in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that 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 contexts of supervision, purchasing or contract decisions, instruction, coaching, counseling, advisement or security personnel. 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 present or suggest 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 employee, between employees and vendors, 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 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 or prospective 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 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.

Maricopa County Community College District (Non-Discrimination) (AR 5.1)

The Maricopa County Community College District is committed to continue to promote a learning and work environment that is non-discriminatory. This commitment is demonstrated through the value of inclusion, the implementation of policies and regulations that serve to prohibit discrimination and by practicing non-discriminatory actions in both our employment and academic activities.

This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant, employee, or student in any of its policies, procedures, or practices.

This policy covers all selection and decision practices of the employment relationship, as well as admission to, access to, and treatment of students in Maricopa's programs and activities.

Administrative Regulations, referenced as "AR" and followed by a regulation number, are subject to change. Web site: https://district.maricopa.edu/regulations

Maricopa EEO Policy (AR 5.1.1)

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

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination, against any applicant or employee on the basis of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.
2. 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, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.
3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

Maricopa EEO Policy (AR 5.1.2)

Maricopa's Equal Employment Opportunity (EEO) Policy Statement or EEO Clause appears in all major publications distributed to employees, students, and applicants. Copies of these documents are available at each of the colleges, at the District Employee Services Office, and at the EEO/Affirmative Action (AA) Office, as well as the web site: https://district.maricopa.edu/regulations/admin-regs/section-5/5-1.

EEO Policy Statement (AR 5.1.3)

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, pregnancy, veteran status or genetic information.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers.

EEO Clause (AR 5.1.4)

The Maricopa County Community College District is an EEO/AA institution.

Use of the EEO Policy Statement or EEO Clause (AR 5.1.5)

As required by federal regulations, the EEO Policy Statement or EEO Clause MUST appear in all major publications distributed to employees, students, and applicants throughout Maricopa's system. These publications include, but are not limited to, catalogs, handbooks, schedules, policy manuals, recruitment publications, advertisements (internal and external), and application forms (employee and student).

Additionally, the EEO Policy Statement or EEO Clause MUST be included in all purchase orders and contracts.

Policy Statements Declaration (AR 5.1.6)

The Policy Statements Declaration, which is an exhibit to this regulation, is a one-page document of Maricopa's policies that is to be posted on bulletin boards throughout the entire District. It clearly defines Maricopa's firm commitment to EEO/AA and to a workplace that is free from harassment.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator (AR 5.1.7)

The District Office and each Maricopa location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the ADA, Section 504, and Title IX, using the format below:

Dr. Heather Kruse, Interim Vice President of Student Affairs
Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013
602.285.7229
heather.kruse@phoenixcollege.edu

Additionally, each college/center must publish the above information in student handbooks and catalogs.

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.

In accordance with all applicable federal, state, and local regulations, Maricopa will maintain and update its Affirmative Action Plans (AAPs) on an annual basis. Copies of the AAP will be distributed to the Governing Board and CEC members by December 31st of each year. They include the AAP for Minorities and Females, the AAP for Individuals with Disabilities, and the AAP for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans. Students with disabilities may request catalog information in an alternative format from the college ADA/504/Title IX Coordinator.

Mandato de No Descriminación

Es el mandato de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante

debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Asi mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica.

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

Declaración de Igualdad de Oportunidad

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

Declaración de Acción Afirmativa

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

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

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no descriminará ni tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante veterano o veterano de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (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 descriminación 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 Tìtulo IX

Dra. Heather Kruse, Interim Vice President of Student Affairs, ADA/504/Coordinador del Tìtulo IX, Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013, 602.285.7856. 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/Tìtulo 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 Tìtulo IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial segun el género.

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

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT (Maricopa) Policy Statements Declaration

EEO Clause
The Maricopa County Community College District is an EEO/AA institution.

EEO Policy Statement
It is the policy of Maricopa County Community College District (consisting of the District Support Services Center, Chandler-Gilbert Community College, Estrella Mountain Community College, Glendale Community College, GateWay 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 promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, 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 County Community College District to provide an environment for each Maricopa job applicant, employee, and student 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 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, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources 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, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their 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.

Policy Prohibiting Harasment (AR 5.1.8)

A. Policy

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of harassment that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such prohibited harassment includes but is not limited to sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting harassment with regards to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information as defined and otherwise prohibited by state and federal law.

Employee complaints of harassment must be reported to the District Office of Equal Employment and Opportunity.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information violates MCCCD Policy when the conduct is unwelcome, verbal, or physical conduct that is sufficiently severe, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for harassment complaints. Harassment by and between any student or employee (paid, unpaid, or contract), is prohibited by this policy.

Due process is afforded any employee accused of harassment. Upon receipt of a complaint, an immediate preliminary review will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy may have been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator, or designee. If the final decision is that 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 employees, and visitors.

MCCCD affirms its commitment to supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the District's non-discrimination policy.

Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

B. Examples of Policy Violations

It shall be a violation of MCCCD's Harassment Policy for any employee (paid, unpaid, or contract), student or campus visitor to engage in any unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such as to:

1. Engage in offensive conduct that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Such conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Engage in unwelcome verbal or physical conduct, including intimidation, ridicule, insult, or comments, when the behavior can reasonably be considered to adversely affect the work or academic environment, or an employment decision based upon the employee's acceptance or rejection of such conduct. Such verbal or physical conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability,

pregnancy, veteran status or genetic information or on their protected activities under applicable non-discrimination laws and policies.

3. Engage in Sexual Harassment, which includes, but is not limited to:
   A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
   B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
   C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
      1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
      2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
   D. Engage in verbal or physical conduct of a sexual nature that:
      1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
      2. Which creates an intimidating, hostile or offensive work or academic environment;
   E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;
   F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
4. 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), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendoes, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, and bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
6. Engage in sexual misconduct, including but not limited to:
   A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
   B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.
   C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
   D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the District's education programs and/or activities, including employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
   E. Sexual Exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
      1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
      2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
      3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
      4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)
      5. Engaging in non-consensual voyeurism;
      6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
      7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
      8. Possessing, distributing, viewing or forcing others to view obscenity.

7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District Office employee), for initial review in determining the appropriate investigation channel.
8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College or District's respective Human Resources Department for investigation and adjudication under this conduct policy.

Additional Policy Violations (AR 5.1.9)

Mandatory Reporters (as defined in Administrative Regulation 5.1.16) must report allegations of sexual harassment/assault (whether reported by the person who is the subject of the sexual harassment or a witness) to an Official with Authority or the Title IX Coordinator (as defined in Administrative Regulation 5.1.16). Failure to report to an Official with Authority or the Title IX Coordinator is a policy violation subject to discipline up to and including dismissal.

Campus Security Authority (CSAs) are mandatory reporters under the Cleary Act. Failure to report is a policy violation subject to discipline up to and including dismissal.

Mandatory Reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on 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. Failure to report may be a policy violation subject to discipline up to and including dismissal.

Responsibility for Policy Enforcement (AR 5.1.10)

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 5.1.11)

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 MCCCD 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 based on 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.
3. **General**
   A. Complaints by employees will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained on the District website and the MCCCD EEO/AA Office
   B. Complaints by students will be investigated according to the procedures established in the College Environment section of the Administrative Regulations (AR 2.4). Copies of these procedures are posted on the District website.
   C. All complaints will be investigated in a prompt, through, and impartial manner.
   D. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

Confidentiality (AR 5.1.12)

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with the Maricopa County Community College District's (MCCCD) legal obligation to investigate and resolve issues of discrimination and harassment based on one's protected class status as outlined in law and in MCCCD policy. The MCCCD cannot promise complete confidentiality.

Violations of Law (AR 5.1.13)

An employee or student may be accountable for discrimination, retaliation, and/or harassment under applicable local, state, and/or federal law, as well as under Maricopa County Community College District (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 5.1.14)

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 5.1.15)

Retaliation against an employee or student for engaging in protected activity is strictly prohibited. The Maricopa County Community College District (MCCCD) strictly prohibits taking an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws. Protected activity consists of:

(a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCD policy prohibits;

(b) filing a complaint about such practice; or

(c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint.

Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

Title IX Sexual Harassment Policy (AR 5.1.16)

I. DEFINITIONS

1. **Actual Knowledge** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of alleged harassing, discriminatory, and/or retaliatory conduct. Actual knowledge compels the Maricopa County Community College District (MCCCD) to initiate action.
2. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at

the hearing, if a hearing is held. This individual may be an MCCCD employee, a member of the community, or attorney (hired and paid for by a party).

3. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
4. **Formal Complaint** means a document filed with the Title IX Coordinator/signed by a Complainant or signed by the Title IX Coordinator alleging against sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the MCCCD investigate the allegation.
5. **Confidential Resource** means an employee who is not a Mandatory Reporter or an Official with Authority (irrespective of Clery Act Campus Security Authority status). At MCCCD, there is only one confidential resource. This confidential resource is the Ombudsman, who is located in the MCCCD Office of Public Stewardship.
6. **Day(s)** means a business day when the MCCCD is in normal operation.
7. **Education program** or **activity** means locations, events, or circumstances where MCCCD exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the MCCCD.
8. **Final Determination of Responsibility** means a conclusion by preponderance of the evidence that the alleged conduct occurred, or did not occur, and whether it did, or did not violate policy.
9. **Formal Grievance Process** means a method of formal resolution designated by MCCCD to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
10. **Grievance Process Pool** means any investigators, appeal officers, hearing administrators, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
11. **Hearing Decision-maker** means a person who has decision-making and sanctioning authority within the MCCCD's Formal Title IX Grievance process.
12. **Investigator** means the person or persons charged by MCCCD with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
13. **Mandatory Reporter** means an employee of MCCCD who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. Mandatory reporters do not convey actual knowledge to the MCCCD. Mandatory Reporter under this policy does not diminish the requirement under Arizona state law to report alleged or suspected child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory reporter responsibility in this policy.
14. **Official with Authority (OWA)** means an employee of the MCCCD explicitly vested with the responsibility to implement corrective measures for harassment and/or retaliation on behalf of the MCCCD. Notice to an OWA of an allegation of sexual harassment as defined in this policy conveys actual knowledge to the MCCCD and triggers a responsibility to act.
15. **Parties** include the Complainant(s) and Respondent(s), collectively.
16. **Promptness** means the time period in which allegations are acted upon once MCCCD has received notice or a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but MCCCD will avoid all undue delays within its control.
17. **Remedies** means post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to MCCCD's educational program.
18. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity. When the Respondent is a member of the MCCCD community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the MCCCD community.
19. **Resolution** means the result of an informal or formal grievance process.
20. **Sanction** means a consequence imposed by MCCCD on a Respondent who is found to have violated this policy.
21. **Sexual Harassment** means the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.
22. **Title IX Coordinator** is at least one official designated by MCCCD to ensure compliance with Title IX and the MCCCD's Title IX program. References to the coordinator throughout this policy may also encompass a designee of the coordinator for specific tasks.
23. **Student** means any individual who is registered or enrolled for credit or non-credit bearing coursework, camps and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCD, which means the student is on leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
24. **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member(s) of the Grievance Process Pool.

II. RATIONALE FOR POLICY

MCCCD is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MCCCD has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. MCCCD values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

III. TITLE IX COORDINATOR

Each MCCCD college has a designated Title IX Coordinator who oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating MCCCD's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The names and contact information for each college Title IX Coordinator can be found on the following page: https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators. It is the responsibility of each of the MCCCD colleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

To raise any concern involving bias or conflict of interest by the college Title IX Coordinator, contact the Compliance Office in the Office of General Counsel by emailing compliance@domail.maricopa.edu. Concerns of bias or a potential conflict of interest by any other Title IX team member should be raised with the respective college Title IX Coordinator.

Reports of misconduct or discrimination committed by the college Title IX Coordinator should be reported to the college Human Resources Department. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the respective college Title IX Coordinator.

IV. OFFICIALS WITH AUTHORITY AND MANDATORY REPORTERS

OFFICIALS WITH AUTHORITY

MCCCD has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX team members listed in Section 1. Definitions, these Officials with Authority listed below may also accept notice or complaints on behalf of the MCCCD. Knowledge on the part of an Official with Authority conveys actual knowledge to the MCCCD.

1. College/District Title IX Coordinator
2. Chancellor
3. Provost
4. General Counsel and Associate General Counsels
5. Chief Human Resources Officer
6. Chief Executive Officer
7. College Vice Presidents (at all levels)
8. Associate Vice Chancellors
9. Law enforcement
10. Athletic Director
11. Directors (in any administrative area of a college or the District)

MANDATORY REPORTERS

The following classification of employees are mandatory reporters and are required to report actual or suspected discrimination or harassment to the respective college Title IX Coordinator or to the District Compliance Office for District employees. A Complainant who expects formal action in response to their allegations, but does not wish to contact the Title IX Coordinator should report their allegations to any mandatory reporter who can connect them with resources to report crimes and/or policy violations. Mandatory reporters will, within twenty-four (24) hours, refer reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action. Mandatory reporters must promptly (within twenty-four (24) hours) share with the Title IX Coordinator all known details of a report made to them in the course of their employment. The persons occupying the following positions are mandatory reporters. Knowledge to a mandatory reporter does not convey actual knowledge to the MCCCD.

1. Chancellor
2. Provost
3. General Counsel
4. Chief Human Resources Officer
5. Chief Workforce and Economic Development Officer
6. Chief Executive Officer
7. College Presidents
8. Associate Vice Chancellors
9. Director of Communications
10. Associate General Counsels
11. Supervisors/Managers/Directors (but not including division or department chairs)
12. College Vice Presidents, at all levels
13. Deans, at all levels
14. Athletic Directors/Coaches/Trainers
15. Law enforcement

Anonymous Notice to Mandated Reporters

A Complainant may request that the mandatory reporter provide notice to the Title IX Coordinator anonymously, without identification of the Complainant. A mandatory reporter cannot remain anonymous themselves. The MCCCD will investigate matters in which anonymous notice has been given to the •extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the MCCCD's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a mandatory reporter, but all other details of the alleged incident(s) must be shared with the Title IX Coordinator. Supportive measures may be offered to the Complainant as the result of such disclosures without formal MCCCD action.

Failure of a mandatory reporter to report an incident of harassment or discrimination of which they become aware is a violation of MCCCD policy and the mandatory reporter may be subject to disciplinary action, up to and including termination, for failure to comply.

V. CONFIDENTIAL RESOURCES AND FEDERAL RESOURCES -

- On-campus (Maricopa Community Colleges District Office) Office of Public Stewardship
- Off-campus (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys

The Office of Public Stewardship will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

External Inquiries may also be made to:

Office for Civil Rights,
Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov

VI. NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION

Notice or complaints of discrimination, harassment, and/or retaliation in violation of this policy may be made using any of the following options:

1. File a complaint with, or give verbal notice to, a college Title IX Coordinator or an Official with Authority. Such a report

may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page: https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators. It is the responsibility of each of the MCCCD college's Vice President of Student Affairs to ensure this list is up to date with correct information.

2. Report online, using the reporting form posted at https://district.maricopa.edu/consumer-information/reporting. Anonymous reports are accepted, but can give rise to a need to investigate. The MCCCD tries to provide supportive measures to all Complainants, which is impossible with an anonymous report when the name of the Complainant is not shared in the report. Since anonymous reporting carries no obligation to initiate a formal response and since the MCCCD respects a Complainant's requests to dismiss complaints, unless there is a compelling threat to health and/or safety, the matter will be dismissed.

A formal complaint is a document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the MCCCD investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the MCCCD) that contains the Complainant's physical or digital signature, which can include the Complainant's name on the email, or otherwise indicates that the Complainant is the person filing the complaint.

The Title IX Coordinator will contact the Complainant regarding any notice that is submitted in a form that does not comply with these requirements to ensure that it is filed correctly.

VII. SUPPORTIVE MEASURES

MCCCD will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the MCCCD's education program or activity, including measures designed to protect the safety of all parties, the MCCCD's educational environment, and/or deter sexual harassment, discrimination on the basis of sex, and/or retaliation.

The Title IX Coordinator shall make supportive measures available to the parties upon receiving notice of allegations or a formal complaint. There is no statute of limitations for filing a Title IX Complaint. The Title IX Coordinator works with the Complainant to ensure their wishes are considered with respect to the planned and implemented supportive measures.

The MCCCD will maintain the privacy of the supportive measures, provided that maintaining privacy does not impair the MCCCD's ability to provide the supportive measures. MCCCD will act to ensure as minimal an academic impact on the parties as possible. The MCCCD will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

1. Referral to counseling, medical, and/or other healthcare services
2. Referral to the Employee Assistance Program
3. Referral to community-based service providers
4. In-house visa and immigration assistance
5. Student financial aid counseling
6. Education to the community or community subgroup(s)
7. Altering work arrangements for employees or student-employees
8. Safety planning
9. Providing campus safety escorts
10. Implementing contact limitations (no contact orders) between the parties
11. Academic support, extensions of deadlines, or other course/program-related adjustments
12. Trespass orders, when applicable
13. Timely warnings under the Clery Act
14. Class schedule modifications, withdrawals, or leaves of absence
15. Increased security and monitoring of certain areas of the campus
16. Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement and further discipline, as is necessary.

VIII. EMERGENCY REMOVAL

MCCCD can act to remove a Respondent entirely or partially from its education program/activities or MCCCD employment on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the college or District Behavioral Intervention Team (also known as BIT/BAT/TAT/CARE, etc.) using its standard objective violence risk assessment procedures.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion from the MCCCD or termination from employment.

In all cases where an emergency removal is imposed:

1. The Respondent will be given written notice of the action. In the written notice will be the option to request to meet with the Title IX Coordinator as soon as reasonably possible, to show cause as to why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the underlying Title IX allegations, but rather an administrative process intended to determine solely whether the emergency removal is appropriate.
2. The Respondent has three (3) days after the receipt of the emergency removal to request a meeting with the Title IX Coordinator. If the Respondent does not make such a request within the three (3) day time period, objection to the emergency removal is deemed waived.
3. The Respondent may be accompanied by an Advisor of their choosing in the Show Cause administrative meeting with the Title IX Coordinator.
4. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. Such summary will be included in the notification letter regarding the emergency removal.
5. The Title IX Coordinator will issue a Show Cause Meeting Determination letter to the Respondent within two (2) days of the meeting taking place.
6. There is no appeal process for emergency removal decisions.
7. A Complainant and their Advisor may be permitted to participate in this meeting, as it is equitable to do so.

8. MCCCD will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

For additional information regarding emergency removals, please see Emergency Removals.

IX. PRIVACY

Every effort is made by the MCCCD to preserve the privacy of a report under this policy.

For additional information regarding privacy and confidentiality under this policy, please see Privacy and Confidentiality.

X. JURISDICTION

This policy applies to all MCCCD educational programs and activities, and to conduct that takes place on the campus or on property owned or controlled by the MCCCD, at MCCCD-sponsored events, or in buildings owned or controlled by MCCCD's recognized student organizations. The Respondent must be a member of MCCCD's community in order for its policies to apply. Nevertheless, even when the Respondent is not a member of the MCCCD's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

This policy applies to the effects of off-campus misconduct that effectively deprive someone of access to MCCCD's educational programs. The MCCCD may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial MCCCD interest.

Regardless of where the conduct occurred, the MCCCD will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A Title IX Coordinator may be able to provide guidance for a student or employee Complainant who experiences sexual harassment/discrimination in an externship, study abroad program, or other environment external to the MCCCD under the MCCCD's Student Conduct Code or employee conduct or nondiscrimination policies.

For additional information regarding the MCCCD jurisdiction over Title IX matters, please see Jurisdiction (https://district.maricopa.edu/consumer-information/title-ix/jurisdiction-procedures).

XI. TIME LIMITS ON REPORTING

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the MCCCD's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator (except in cases where mandatory dismissal is required), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

The MCCCD will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice of alleged misconduct or complaint of sexual harassment.

XII. ONLINE HARASSMENT AND MISCONDUCT

This policy is written and should be interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the MCCCD's education programs and activities or use MCCCD networks, technology, or equipment.

When harassing communications made on websites, social media, and other venues not controlled by the MCCCD are reported to the MCCCD pursuant to this policy the MCCCD will attempt to address and mitigate the effects of such communications. Any online postings or other electronic communication by students and employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the MCCCD's control (e.g., not on MCCCD networks, websites, or between MCCCD email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption to the student's educational pursuit of MCCCD's educational programs and/or activities.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the MCCCD only when such speech is made in an employee's official or work-related capacity, including where the speaker holds themselves out as employees of an MCCCD college or District office. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech will not be subjected to discipline.

XIII. TITLE IX SEXUAL HARASSMENT

MCCCD has adopted the following definition of Title IX Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment/discrimination, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
   a. an employee of the MCCCD,
   b. conditions the provision of an aid, benefit, or service of the MCCCD,
   c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
   a. unwelcome conduct,
   b. determined by a reasonable person,
   c. to be so severe, and
   d. pervasive, and,
   e. objectively offensive,
   f. that it effectively denies a person equal access to the MCCCD's education program or activity. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which

the alleged incident occurred and any similar, previous patterns that may be evidenced.

3. Sexual assault, defined as:
   a. Sex Offenses, Forcible:
      i. Any sexual act directed against another person,
      ii. without the consent of the Complainant,
      iii. including instances in which the Complainant is incapable of giving consent.
   b. Forcible Rape:
      i. Penetration,
      ii. no matter how slight,
      iii. of the vagina or anus with any body part or object, or
      iv. oral penetration by a sex organ of another person,
      v. without the consent of the Complainant.
   c. Forcible Sodomy:
      i. Oral or anal sexual intercourse with another person,
      ii. forcibly,
      iii. and/or against that person's will (non-consensually), or
      iv. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age (under the age of 18) or because of temporary or permanent mental or physical incapacity.
   d. Sexual Assault with an Object:
      i. The use of an object or instrument to penetrate,
      ii. however slightly,
      iii. the genital or anal opening of the body of another person,
      iv. forcibly,
      v. and/or against that person's will (non-consensually),
      vi. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
   e. Forcible Fondling:
      i. The touching of the private body parts of another person (buttocks, groin, breasts),
      ii. for the purpose of sexual gratification,
      iii. forcibly,
      iv. and/or against that person's will (non-consensually),
      v. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
   f. Sex Offenses, Non-forcible:
      i. Incest:
         1. Non-forcible sexual intercourse,
         2. between persons who are related to each other,
         3. within the degrees wherein marriage is prohibited by Arizona law.
      ii. Statutory Rape:
         1. Non-forcible sexual intercourse,
         2. with a person who is under the Arizona statutory age of consent, which is the age of 18 years old.

4. Dating Violence, defined as:
   a. violence,
   b. on the basis of sex,
   c. committed by a person,
   d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
      i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
      ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
      iii. Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:
   a. violence,
   b. on the basis of sex,
   c. committed by a current or former spouse or intimate partner of the Complainant
   d. by a person with whom the Complainant shares a child in common, or
   e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
   f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Arizona or
   g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Arizona.

   To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:
   a. engaging in a course of conduct,
   b. on the basis of sex,
   c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.

   For the purposes of this definition—
      i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
      ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
      iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

MCCCD reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation:

As used in the offenses above, the following definitions apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and

coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. No one under the age of consent in Arizona, specifically, 18 years old, can consent to sexual activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the MCCCD to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

XIV. RETALIATION

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The MCCCD is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the MCCCD or any member of MCCCD's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for Student Conduct Code violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The following do not constitute retaliation under this policy:

1. The exercise of rights protected under the First Amendment.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure. A determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

For additional information on prohibited retaliation, please see Retaliation (https://district.maricopa.edu/consumer-information/title-ix/retaliation).

XV. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED

If a complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the MCCCD proceeds when the complainant does not wish to do so. The Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision to sign a formal complaint should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the MCCCD to pursue formal action to protect the community.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. The Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the MCCCD to honor that request, the MCCCD will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the MCCCD, and to have the incidents investigated and properly resolved through these procedures.

XVI. FEDERAL TIMELY WARNING OBLIGATIONS

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, MCCCD must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

MCCCD will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

XVII. FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be referred to either the Student Conduct Code or employee conduct policies for appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an investigator or hearing Decision-maker will be subject to discipline under the appropriate student or employee policy as well as under this policy for providing false testimony.

XVIII. AMNESTY FOR COMPLAINANTS AND WITNESSES

The MCCCD community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to MCCCD officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the MCCCD community that Complainants choose to report misconduct to MCCCD officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, MCCCD maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage consumption of alcohol or the use of illicit drugs related to the incident being reported.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. A decision not to offer amnesty to a Respondent should not be based on sex nor gender, but should take into account the rationale for amnesty. The incentive to report serious misconduct is rarely applicable to Respondents with respect to a Complainant.

MCCCD maintains a policy of amnesty for students who offer help to others in need via bystander intervention. While policy violations cannot be overlooked, MCCCD may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

XIX. FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

a. All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;

b. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;

c. VAWA based crimes, which include sexual assault, domestic violence, dating violence, and stalking (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040); and

d. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: presidents, vice-presidents, student affairs/student conduct staff, campus law enforcement/public safety, local police, coaches, athletic directors, student activities staff, human resources staff, Advisors to student organizations, and any other official with significant responsibility for student and campus activities.

XX. ALLEGED VIOLATIONS OF THE TITLE IX POLICY

1. Overview

MCCCD will act on any formal or informal notice/complaint of violation of the Title IX Sexual Harassment policy ("the Policy") that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures.

The procedures below apply only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in Section XIII) involving MCCCD students, staff, administrator, or faculty members.

Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with this policy.

2. Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Policy, MCCCD will initiate a prompt initial assessment to determine the next steps. The Title IX Coordinator will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally;
2. Offering supportive measures and initiating an informal resolution; or
3. Offering supportive measures and initiating a Formal Grievance Process including an investigation and a hearing to determine whether or not the Policy has been violated.

3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator (or designee) will engage in an initial assessment, which is typically one (1) to five (5) business days in duration.

For more information related to the Initial Assessment, please see The Investigative Process (https://district.maricopa.edu/consumer-information/title-ix/investigative-process).

4. Emergency Removal

In the event an emergency removal is considered, the Title IX Coordinator will follow the procedures outlined in Section VIII of this policy.

5. Dismissal (Mandatory and Discretionary)

Mandatory Dismissal: The Title IX Coordinator must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by MCCCD (including buildings or property controlled by recognized student organizations), and/or MCCCD does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States.

Any conduct alleged in the formal complaint that is dismissed under the first (1st) provision above will be referred by the Title IX Coordinator to the Student Code of Conduct administrator (for student Respondents) or the college or district Human Resources administrator (for employee/third party Respondents). Referrals shall take place within three (3) days of the date of the Dismissal Letter being mailed to the parties.

Discretionary Dismissal: The Title IX Coordinator may choose to dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it; or
2. The Respondent is no longer enrolled in or employed by the MCCCD; or
3. Specific circumstances prevent MCCCD from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
4. Upon any dismissal, MCCCD will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

   Both mandatory and discretionary dismissal decisions are appealable by any party under the procedures for appeal below.

6. Counterclaims

MCCCD is obligated to ensure that the grievance process is not abused for retaliatory purposes. MCCCD permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims made with retaliatory intent will not be permitted and may constitute a violation of this policy.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

7. Right to an Advisor

The parties may each have an Advisor of their choice. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the MCCCD community. The Advisor may be present with the Complainant or Respondent for all of their meetings and interviews within the resolution process, if they so choose.

The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. "Available" means the party agrees to act as Advisor and has no conflict of interest in doing so. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker.

If the parties choose an Advisor from the pool available from the MCCCD, the Advisor will be trained by the MCCCD and be familiar with the MCCCD's resolution process. If the parties choose an Advisor from outside the pool of those identified by the MCCCD, the Advisor may not have been trained by the MCCCD and may not be familiar with MCCCD policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing. If either party chooses not to have an Advisor present in the initial stages of the resolution process, this choice will be documented in the record of the case.

For more information regarding the training received by an Advisor, please see Advisors FAQ (https://district.maricopa.edu/consumer-information/title-ix/advisor-faqs).

a. Advisors in Hearings/MCCCD-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, MCCCD will appoint a trained Advisor for the limited purpose of conducting cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed with the hearing without an Advisor. If the party's Advisor will not conduct cross-examination, MCCCD will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker during the hearing.

b. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. In order for a pre-interview meeting to be held it must be requested by the Advisor. This pre-meeting allows Advisors to clarify and understand their role and MCCCD's policies and procedures. A pre-interview meeting is not mandatory.

c. Advisor Violations of MCCCD Policy

All Advisors are subject to the same MCCCD policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings. Advisors may not address MCCCD officials in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not speak on behalf of their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other Decision-maker except during a hearing proceeding, during cross-examination.

The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If an Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

d. Sharing Information with the Advisor

Parties may share documentation and evidentiary information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

MCCCD also provides a consent form (FERPA authorization to release) that authorizes the MCCCD to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before MCCCD is able to share records with an Advisor.

The MCCCD will not comply with any party's request that all communications be made through their attorney Advisor.

e. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by MCCCD. MCCCD may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the MCCCD's privacy expectations.

f. Expectations of an Advisor

The MCCCD expects an Advisor to adjust their schedule to allow them to attend MCCCD meetings when planned. At the sole discretion of the Title IX Coordinator, scheduled meetings may be changed to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. A Title IX Coordinator's decision as to whether to change meeting dates and times is final.

MCCCD may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

g. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

8. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with MCCCD policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. MCCCD encourages parties to discuss this topic with their Advisors before doing so.

9. Formal Grievance Process

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

For more information regarding the Formal Grievance Pool—including selection, training, and responsibilities—please see Formal Grievance Pool (https://district.maricopa.edu/consumer-information/title-ix/formal-grievance-pool).

10. Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of allegations (the "NOA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOA is also copied to the Complainant, who is to be given advance notice of when the NOA will be delivered to the Respondent.

The NOA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A statement of the potential sanctions/responsive actions that could result
- A statement that the MCCCD presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the MCCCD's policy on retaliation,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the MCCCD's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A suggested date and time for an initial meeting (proper time will be given to allow for the selection of an Advisor)
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and will be sent via electronic mail to the MCCCD-issued email account and mailed via regular mail to the local or permanent address as indicated in official MCCCD records. Notice is presumed to have been given upon emailing the NOA to the Respondent's MCCCD-owned email address. The NOA will also be placed in regular mail, postage pre-paid.

11. Resolution Timeline

The MCCCD will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

12. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator shall appoint a team of two (2) investigators to investigate the allegations. Appointment of investigators typically occurs within two (2) business days of determining that an investigation should proceed.

13. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. The Title IX Coordinator's decision allegations of bias or conflict of interest is final.

The Formal Grievance Process involves an objective evaluation of all relevant inculpatory and exculpatory evidence obtained. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

A Respondent is presumed not to be responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable preponderance of the evidence standard.

14. **Delays in the Investigation Process and Interactions with Law Enforcement**

The MCCCD may undertake a short delay in its investigation (several days) if the following circumstances require: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions, or such circumstances as determined by the Title IX Coordinator in their sole discretion.

The MCCCD will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The MCCCD will promptly resume its investigation and resolution process as soon as feasible. During such a delay, MCCCD will implement supportive measures, as deemed appropriate.

The MCCCD's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

15. **The Investigation Process**

All investigations should be thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Either party may submit a written statement to the Title IX Coordinator outlining their position on the allegations.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses (at their own expense), and to fully review and respond to all evidence on the record.

For additional information regarding steps in the investigative process, please see Investigative Process (https://district.maricopa.edu/consumer-information/title-ix/investigative-process).

16. **Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees or students of the MCCCD are expected to cooperate with and participate in the MCCCD's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. MCCCD will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in addition to being interviewed.

17. **Recording of Interviews**

No audio or video recording of any kind is permitted during investigation meetings.

18. **Evidentiary Considerations in the Investigation**

The investigation does not consider:

1. incidents not directly related to the possible violation, unless they evidence a pattern;
2. the character of the parties; or
3. questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

19. **Referral for Hearing**

The Title IX Coordinator will refer the matter for a hearing, once the final investigative report is shared with the parties.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is made available to the Parties and the Decision-maker for review and comment, unless all parties, and the Decision-maker agrees to an expedited timeline. This agreement must be in writing.

The Title IX Coordinator will select a Decision-maker that is hired from a list of approved attorneys for any hearing held under the Title IX policy.

20. **Hearing Decision-maker Composition**

The MCCCD will designate a single decision-maker. The single Decision-maker will also be the Chair of the hearing. The Decision-maker will not have had any previous involvement with the investigation. The Decision-maker is an out-sourced position. The Decision-maker will not be an MCCCD employee. The Decision-maker will have had no previous involvement in the matter at hand.

21. **Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider:

1. incidents not directly related to the possible violation, unless they evidence a pattern;
2. the character of the parties; or
3. questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties, if they so choose, may submit a written impact statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence--whether it is more likely than not that the Respondent violated the policy as alleged.

22. **Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties via email to the individual MCCCD-issued email address. Once emailed, notice will be presumptively delivered.

The notice will contain:

I. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. Thoroughness and fairness are the primary FOCI of any Title IX hearing process. Hearings are generally scheduled for two (2) hours, but can be extended, as needed at the discretion of the Decision-maker, to ensure that both parties are able to present the information relevant to their

position. (e.g., complicated fact pattern, numerous witnesses, etc.).

3. Any technology that will be used to facilitate the hearing.
4. A list of all those who will attend the hearing, along with an invitation to object to the Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
5. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Decision-maker may reschedule the hearing.
7. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the MCCCD will appoint one. Each party must have an Advisor present. There are no exceptions.
8. An invitation to each party to submit to the Decision-maker an impact statement. Pre-hearing that the Decision-maker will review during any sanction determination.
9. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
10. Direction that the parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the MCCCD and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

23. **Virtual Hearings**

All hearings will occur virtually by use of technology, specifically WebEx or Zoom technology. Each party will be located in a separate room from the Decision-maker, but will be able to see and hear each other. Witnesses will testify in the same room as the Decision-maker, but not the room where the parties and their Advisors sit. The Title IX Coordinator will arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

24. **Pre-Hearing Preparation**

The Decision-maker, or designee, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity to review and comment on the final investigation report and available evidence.

The Decision-maker, or designee will also provide the parties a copy of the pre-hearing preparation checklist/document. A copy of the pre-hearing preparation checklist/document may be found on the MCCCD's Title IX webpage: https://district.maricopa.edu/consumer-information/title-ix/ .

25. **Hearing Procedures**

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX policy.

Participants at the hearing will include the Decision-maker, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused from attendance.

26. **Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the parties may agree to hear the allegations jointly. All parties must agree to a joint hearing. If one party does not agree, the default will be to hold the hearings separately.

In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

27. **Refusal to Submit to Cross-Examination and Inferences**

The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker may consider all evidence it deems relevant.

If a party's Advisor of choice refuses to comply with MCCCD's established rules of decorum for the hearing, MCCCD may require the party to use a different Advisor. If a MCCCD-provided Advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

28. **Recording Hearings**

Hearings (but not deliberations) are recorded by MCCCD for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of the MCCCD will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given a copy or be allowed to make a copy of the recording.

29. **Deliberation, Decision-making, and Standard of Proof**

The Decision-maker will deliberate alone to determine, by a preponderance of the evidence, whether the Respondent is responsible or not responsible for the policy violation(s) in question. The deliberation period is not to exceed five (5) days. The Decision-maker may consider the previously submitted party impact statements in determining appropriate sanction(s), when there is a finding of responsibility as to one or more of the allegations.

The Decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker may--at their discretion--consider the statements, but they are not binding.

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions. This report typically should not exceed three (3) to five (5) pages in length and must be submitted electronically to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties in writing of the extension.

30. **Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will prepare a Notice of Outcome, which shall include the final determination, rationale, and any applicable sanction(s). The Title IX Coordinator will then provide the Notice of Outcome to the parties and their Advisors within five (5) business days of receiving the Decision-maker's deliberation statement. The Notice of Outcome must be shared with the parties simultaneously.

Notification will be made in writing and will be mailed to the local or permanent address of the parties as indicated in official MCCCD records, or emailed to the parties' MCCCD-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

For more information about the Notice of Outcome Letter, please see Notice of Outcome (https://district.maricopa.edu/consumer-information/title-ix/notice-outcome-faqs).

31. **Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the violation(s)
2. The Respondent's disciplinary history
3. Previous allegations or allegations involving similar conduct
4. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
5. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
6. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
7. Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. **Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

1. *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any MCCCD policy, procedure, or directive will result in more severe sanctions/responsive actions.
2. *Required Counseling*: A mandate to meet with and engage in external counseling to better comprehend the misconduct and its effects.
3. *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
4. *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at MCCCD.
5. *Expulsion:* Permanent termination of student status and revocation of rights to be on any MCCCD campus for any reason or to attend MCCCD-sponsored events.
6. *Withholding Diploma:* MCCCD may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
7. *Revocation of Degree:* MCCCD reserves the right to revoke a degree previously awarded from MCCCD for fraud, misrepresentation, and/or other violation of MCCCD policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
8. *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including MCCCD registration) for a specified period of time.
9. *Other Actions:* In addition to or in place of the above sanctions, MCCCD may assign any other sanctions as deemed appropriate.

b. **Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Warning – Verbal or Written
2. Performance Improvement/Management Process
3. Required Counseling
4. Required Training or Education
5. Probation
6. Loss of Annual Pay Increase
7. Loss of Oversight or Supervisory Responsibility
8. Demotion
9. Suspension with pay
10. Suspension without pay
11. Termination
12. Other Actions: In addition to or in place of the above sanctions, the MCCCD may assign any other sanctions as deemed appropriate.

32. **Withdrawal or Resignation While Charges Pending**

Students: If a student is a Respondent in a pending matter alleging a violation of the Title IX policy, the MCCCD may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the MCCCD, the resolution process ends, as the MCCCD no longer has disciplinary jurisdiction over the withdrawn student. A student who withdraws or leaves while the process is pending may not return to any MCCCD college. Such exclusion applies to all campuses of MCCCD. A hold will be placed on their ability to be readmitted. They may also be barred from MCCCD property and/or events.

However, MCCCD will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

During the resolution process, MCCCD may put a hold on a responding student's educational record that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as MCCCD no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with any MCCCD or any campus of the MCCCD, and the records retained by the Title IX Coordinator will reflect that status. Human Resources should also be notified and make the appropriate notation on its list of people who are not permitted to be rehired.

However, MCCCD will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

All MCCCD responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

33. **Appeals**

Any party may file a Request for Appeal by submitting such a request in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome Letter. Once the five (5) days have passed, the matter will be deemed closed.

The request for appeal will be forwarded to the Provost or Chief Academic Officer for the MCCCD, acting as the Appeal Chair, for consideration to determine if the request meets the grounds for appeal.

a. **Grounds for Appeal**

Appeals are limited to the following grounds:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. An allegation that the Title IX Coordinator, Investigators, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

The Appeal Chair will deny any request for appeal that does not meet the grounds in this policy and will notify the parties and their Advisors in writing of the denial and the rationale. Denials based on lack of grounds shall be communicated to the requesting party within five (5) days of the request for appeal being received by the Appeal Chair.

If any of the grounds in the Request for Appeal meet the grounds in this policy, then the appeal chair will:

1. Notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original Decision-maker.
2. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker a copy of the appeal request with the approved grounds outlined.
3. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and when appropriate, the investigators and/or the original Decision-maker five (5) days to submit a response to the portion of the appeal that was approved and involves them.
4. Collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and render a decision in no more than fifteen (15) days from the date the Request for Appeal was filed, barring exigent circumstances. All decisions apply the preponderance of the evidence.

5. Prepare a Notice of Appeal Outcome letter and send it to all parties simultaneously, which includes the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome letter will also outline specific instructions for remand or reconsideration of any sanction imposed by the Decision-maker, which MCCCD is permitted to share according to state or federal law.

The Notice of Appeal Outcome letter will be mailed to the local or permanent address of the parties as indicated in official institutional records and emailed to the parties' MCCCD-issued email or otherwise approved account. Notice is presumed to have been made once the letter is emailed.

b. **Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be continued or reinstated, subject to the supportive measures procedure in Section VII of this policy.

MCCCD may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

34. **Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

1. Referral to community services including counseling and health services
2. Referral to the Employee Assistance Program
3. Education to the individual and/or the community
4. Permanent alteration of work arrangements for employees
5. Provision of campus safety escorts
6. Climate surveys
7. Policy modification and/or training
8. Implementation of long-term contact limitations between the parties
9. Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the MCCCD to the Respondent to ensure that the Respondent did not experience effective denial of educational access.

The MCCCD will maintain the privacy of any Party subject to any long-term remedies/actions/measures, provided doing so does not impair the MCCCD's ability to provide these services.

35. **Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All parties are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Chair).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the MCCCD.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

36. **Recordkeeping**

MCCCD will maintain for a period of seven (7) years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the MCCCD's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, investigators, Decision-makers, and any person who facilitates an Informal Resolution process. MCCCD will make these training materials publicly available on MCCCD's website. (Note: If the MCCCD does not maintain a website, MCCCD must make these materials available upon request for inspection by members of the public.); and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
   a. The basis for all conclusions that the response was not deliberately indifferent;
   b. Any measures designed to restore or preserve equal access to the MCCCD's education program or activity; and
   c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The MCCCD will also maintain any and all records in accordance with state and federal laws. The MCCCD will follow the destruction of records policy as outlined by the state of Arizona.

37. **Disabilities Accommodations in the Resolution Process**

MCCCD is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the MCCCD's resolution process. Anyone needing such accommodation should contact the Title IX Coordinator and request the accommodation. The Title IX Coordinator shall seek consultation from the college Disability Resource Services Manager (for students) or Human Resources (for employees).

38. **Mandatory Training**

This policy requires that annual training for the Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will include:

1. the definition of sexual harassment under this policy,
2. the scope of the MCCCDs education program or activity,
3. how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and
4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers will receive annual training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators will receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

39. **Revision of this Policy and Procedures**

This policy and procedures supersede any previous policy(ies) addressing Title IX sexual harassment and discrimination. The policy (administrative regulation) will be reviewed and updated as needed by the Title IX Coordinator, in consultation with any other stakeholders deemed necessary by the Title IX Coordinator and upon approval by the Chancellor. MCCCD reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. District legal may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedures are effective August 14, 2020.

ATIXA 2020 one policy, two procedures model.

Use and adaptation of this model with citation to ATIXA is permitted through a limited license to Maricopa County Community College District all other rights.

Administrative Regulations, referenced as "AR" and followed by a regulation number, are subject to change. Web site: https://district.maricopa.edu/regulations

Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8)

The Maricopa Community Colleges are committed to the continuous improvement of its employees through training, tuition waivers and reimbursement as well as professional growth. Maricopa also supports a productive friendly work environment for employees. Since Maricopa has been updating computer usage policies, it is important to help clearly define and identify some acceptable, though incidental, uses of Maricopa technology in relation to these goals.

These guidelines have been written to specifically address two different but broad employee incidental usage scenarios. The first is the employee usage, outside their normal hours of accountability, of Maricopa technology resources to improve their educational experiences. The second is the practice of having inconsequential personal information, such as pictures or music on their local computer to promote a productive friendly work environment.

In relation to expanding one's educational experience, whether the employee is working on professional growth activities or homework for an educational program, using Maricopa technology in support of these efforts has an inconsequential impact on Maricopa's technical infrastructure. This type of usage, outside one's hours of accountability, is considered acceptable incidental computer usage of Maricopa's technology resources.

Another illustration of incidental computer usage is the placement of personal pictures or music, owned by the employee, on their local computer. In a normal work environment having a picture of ones family as a background image or screen saver or privately listening to music has no impact on Maricopa technical resources but helps promote a positive work environment.

The following are examples of incidental computer usage. These examples do not supersede any expanded local college guidelines that might prohibit such use:

1. Employees that are working on a course for their bachelor's degree stay after work to use their computer to do research for their course. They search the internet, local library resources, and other online resources to gather material for their research paper. They use their local computer word processing program to write and prepare their paper. When completed, the employees save their work on portable media (thumb drive, floppy, etc.) and take it home for printing and/or review.
2. An employee places pictures of their family and uses one as their desktop background picture and saves the rest into a pictures folder used by the operating system screen saver program.
   a. At no time would the employee download any special screen saver application software and install it on their local computer.
2. An employee plays personally owned music stored on a mobile device (example: CD, Thumb Drive, etc.) on their local computer at work. An employee shall not copy personally owned music to server disk space and will comply with applicable copyright law. It is important to note that while playing personally owned music is listed as an example of incidental computer usage, this activity is subject to the appropriateness of the work environment as well as a supervisor's discretion.

Note: In all cases, local college and Maricopa policies and regulations supersede these guidelines.

Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9)

The Maricopa Community Colleges are committed to the continuous improvement of its employees through training, tuition waivers and reimbursement as well as professional growth. Maricopa also supports a productive friendly work environment for employees. Since Maricopa has been updating telephone usage policies, it is important to help clearly define and identify some acceptable, though incidental, uses of Maricopa technology in relation to these goals.
Incidental telephone usage refers to those calls which are unrelated to the conduct of official Maricopa business, but are authorized if they:

1. Do not adversely affect the performance of the duties of the employee or the employee's department; and
2. Are not for commercial purposes, for-profit activities unrelated to Maricopa, or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sales or supply of goods or services).
3. Are of a reasonable duration and frequency; and
4. Could not reasonably have been made at another time; and
5. Do not result in additional charges to Maricopa (e.g. long distance, toll calls, 900#). Note that employees who are participating in the accountable plan may utilize a cell phone for incidental use, but must reimburse the district for those charges.

The following are examples of incidental telephone usage. These examples do not supersede any expanded local college guidelines that might prohibit such use:

1. Calls to notify family members and/or physician in case of an emergency.
2. Calls to notify family members of work schedule changes, delays or changes in travel plans.
3. Brief local calls to an employee's residence, family member, child's school, child care provider, or elder-care provider.
4. Brief calls to local businesses (including government agencies, physicians or auto and home repair) that can only be reached during normal work hours.

Note: In all cases, local college and Maricopa policies and regulations supersede these guidelines.

Student Financial Assistance (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. 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 nstitution 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/resdev/scholarships/apply.php or by calling 480-731-8400.

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

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

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

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 on page 107 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 www.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 www.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 purpose of financial aid.*

• Grade Point Measurement:

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

Total Credits Attempted*	Min CGPA
≤15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

**for which grade points are computed.*

• Pace of Progression 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 Bachelor's 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.

Definitions and Terminology 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, 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, TEACH Grants, Stafford Loans, PLUS Loans, FederalSupplemental 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, receive 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 https://district.maricopa.edu/regulations/admin-regs/section-2/2-2

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. If the grade issue is the final grade, Article 20.7.6 of the Faculty Agreement governs.

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

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten (10) working days following the previous deadline. The written grievance will be given to the faculty member five (5) 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 vice president of academic affairs or designee will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division 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.

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 using the online 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" on page 48. 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. (See Refund Policy, page 46.)*

2. **Complete Withdrawal from College**
   Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Student 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" on page 48. 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. (See Refund Policy, page 46.)*

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). A grade of W (Withdrawn passing, not computed in GPA) or a grade of Y (Withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course

syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation. **Requests for withdrawals should be referred directly to the College of Enrollment.**

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.

Important Deadlines for Students (Appendix S-12)

See chart on page 48.

The Maricopa Community Colleges Allied Health or Nursing Program (Appendix S-13)

See page 230.

Phoenix College Procedure for Petition Signature Solicitation (Appendix S-14)

This information can be retrieved by visiting the Office of Student Life and Leadership.

Phoenix College Procedure for Solicitation (Appendix S-15)

This information can be retrieved by visiting the Office of Student Life and Leadership.

Statement on the Arizona Medical Marijuana Act (Proposition 203) (Appendix S-16)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 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.

FERPA Appeal Process (Appendix S-17)

See page 65.

Maricopa County Community College District Registered Sex Offender Notification Procedure (Appendix S-18)

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCD) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCD's colleges or working at the District office or at any of the MCCCD colleges (in paid or unpaid positions).

GENERAL INFORMATION

I. In accordance with the CSCPA, the MCCCD will provide on its Sex Offender Information and Notification website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.

II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor; 5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense; 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See A.R.S. §13-3821).

III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.

IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. (A.R.S. §13-3821).

a. Level Two and Level Three Offender's Obligation to Notify the College:
STUDENTS

i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the District Office can be found at the MCCCD Police website (https://police.maricopa.edu/). The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.

1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.

ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the District Office can be found at the MCCCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.

1. A person who is classified as a Level Two or Three sex offender who has been admitted to MCCCD and who has failed to timely register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

EMPLOYEES

iii. Current Employees who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange a meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the District Office can be found at the MCCCD Police website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.

iv. Potential Employees who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the District Office can be found at the MCCCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

V. *COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER*

a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCD Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.

b. *For Students:* MCCCD Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCD college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.

i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.

c. For Employees: MCCCD Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCD or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.
   i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.

b. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
   i. The College's knowledge of his/her final classification.
   ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
   iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
   iv. If the offender is classified at Level 3, he/she is further informed of:
      1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
      2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
      3. The functional areas of the College which will be provided with the public notification that will be posted.
   v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.

VI. *FERPA:* The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.

VII. *ANNUAL AND OFF-CYCLE REVIEWS:* Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off-cycle reviews should be conducted when an RSO student or employee transfers within MCCCD or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.

VIII. *FAILURE TO NOTIFY CAMPUS ADMINISTRATION:* Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.

IX. *CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS:* Pursuant to Arizona law, the MCCCD shall make campus notifications of RSO status, as follows:
   a. For level two and level three offenders, the MCCCD Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
   b. The Sex Offender Information and Notification website (https://district.maricopa.edu/consumer-information/sex-offender-information-notification) will host the notification of RSO's employed by or attending a MCCCD college, including employment with the District office.
   c. For colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer in the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
   d. Any criminal activity involving a registered sex offender should be reported to police.

X. *ADMINISTRATIVE OVERSIGHT:*
   k. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
   l. Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

Emergency Preparedness

Maricopa Emergency Management System (MEMS): Emergency Alerts

PC Emergency Alerts are issued in the event of an emergency that affects, or has the potential to affect, the safety of people and property.

Phoenix College Emergency Communications

At Phoenix College, the safety and well-being of our students, faculty, and staff is of primary importance. It is our hope that you will familiarize yourself with the emergency notification systems. In the event of an emergency, PC will use these systems to communicate instructions and other vital information during a crisis situation.

Phoenix College has created a multi-modal crisis communications plan in an effort to maximize communication efforts during an emergency. In addition to the systems listed below (Emergency Alerts), PC may also message through the web page, text alerts, and e-mails to communicate with students and their families, as well as faculty and staff, in the event of an emergency.

PC Alerts – Emergency Text and Email Alert (RAVE)

Keep your contact information updated in www.maricopa.edu – especially mobile devices and e-mail addresses. Manage your alerts through Rave *(Your username is your Phoenix College email address: e.g., john.doe@phoenixcollege.edu).*

Emergency Procedures – more information at our web site: www.phoenixcollege.edu/public-safety/emergency-procedures

Distribution of Course Syllabus (AR 3.6)

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included or referenced in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
  - Title, prefix, course number and section number(s)
  - Academic term and year, e.g., Fall 2016
  - MCCCD Course Description and/or Overview
  - Course format, e.g., Online, Hybrid, Face-to-Face
  - Credit Hours
  - Instructional Contact Hours and Minimum
  - Expectations for number of hours spent out-of-class to complete coursework (See Federal Credit Hour Definition)
- MCCCD Course Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (e.g., Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."
- Statement or link regarding services for students with disabilities, unless instructor has placed the statement as an announcement in the classroom with the subject header classroom accommodations for students with disabilities, or the statement is placed on another piece of mandatory course material. Statement may be found here: Mandatory DRS and Title IX Syllabus Statements (https://district.maricopa.edu/mandatory-drs-title-ix-syllabus-statements)
- Statement or link regarding Title IX /sexual assault, sexual harassment, dating/domestic violence, stalking, unless instructor has placed the statement as an announcement in the classroom with the subject header addressing incidents of sexual harassment/assault, dating/domestic violence, and stalking, or the statement is placed on another piece of mandatory course material. Statement may be found here: Mandatory DRS and Title IX Syllabus Statements (https://district.maricopa.edu/mandatory-drs-title-ix-syllabus-statements)

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

Maricopa Colleges
Degrees

PHOENIX COLLEGE

A **MARICOPA** COMMUNITY COLLEGE

MCCCD Degrees

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 2018. . . . .(Active)

   Continued at a Public Community College
   Spring 2019, Fall 2019 . . . . . (Active)

   Transferred to a University
   Spring 2020 . . . . . .(2018 or Any Subsequent Catalog)

   EXAMPLE B:

   Admitted & Earned Course Credit at a Public Community College or University
   Fall 2018. . . . . .(Active)

   Enrolled But Earned All Ws, Zs, or Fs
   Spring 2019 . . . . . (Inactive)

   Enrolled in Audit Courses Only
   Fall 2019. . . . . (Inactive)

   Nonattendance
   Spring 2020 . . . . . (Inactive)

   Transferred to a University
   Fall 2020. . . . . .(2020 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring/fall or spring/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 2018. . . . . (Active)
   Nonattendance. .Spring 2019, Fall 2019, Spring 2020 (Inactive)

   Readmitted & Earned Course Credit at a Public Community College
   Fall 2020. . . . . (Active)

   Transferred to a University
   Spring 2021 . . . . . .(2020 or Any Subsequent Catalog)

   EXAMPLE B:

   Admitted & Earned Course Credit at a Public Community College or University
   Fall 2018. . . . . (Active)

   Nonattendance
   Spring 2019 . . . . . (Inactive)

   Readmitted & Earned Course Credit at a Public Community College
   Summer 2019 . . . . . (Active)

   Nonattendance
   Fall 2019, Spring 2020. . . . . (Inactive)

   Transferred to a University
   Fall 2020. . . . . .(2018 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 2018 . . . . . (Active)

   Continued at a Public Community College
   Fall 2018, Spring 2019. . . . . (Active)

   Nonattendance Fall 2019. . . . . (Inactive)

   Readmitted & Earned Course Credit at a Public Community College
   Spring 2020 . . . . . (Active)

   Transferred to a University
   Summer 2020 . . . . . .(2018 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.

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.

GENERAL GRADUATION REQUIREMENTS

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with no 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. Minimum semester credits for completion of major-specific pathway versions of the AA and AS degrees vary slightly by pathway. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. For specific certificate programs, be credited with no 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 must 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 must 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 minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. (The exception is the Nursing program; Nursing students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.) Courses from the General Education Core and Distribution areas are excluded. 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.
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 graduation ceremony fee, if participating in ceremony. See fee schedule (page 43) for charges. See Graduation with Honors (page 51) for information on honors designation.

CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, which are conferred on students who have 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 Arts, Elementary Education; (6) Associate in Arts, Fine Arts; (7) Associate in Business-General Requirements; (8) Associate in Business-Special Requirements; (9) Associate in Science; (10) Associate in Applied Science (Career Program Specified); (11) 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 Studies Education Designations (example: (FYC), [SB], [HU], etc.)

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

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

AGEC – A, B, S

Description: The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35* credit hours, and the AGEC-S requires a minimum of 36* credit hours.

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.

There are three types of AGECs in MCCCD: AGEC-A, AGEC-B, and AGEC-S. As described below, these AGECs are also a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECs require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Applications [MA/CS] (Exception: The AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Fine Arts, and Design [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas: Cultural Diversity in United States [C] and either Global Awareness [G] or Historical Awareness [H].

Purpose of the AGECs

AGECs were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: 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 an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematical Applications [MA] requirement.
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 Mathematical Applications [MA] requirement.
3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematical Applications [MA] requirement, and a minimum of eight credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits of Subject Options comprised of math and/or science appropriate to their major.

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

- Requires completion of at least 35 credit hours* (AGEC-A, AGEC-B) and 36 credit hours* (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCD colleges. See First Year Composition [FYC] notes in the following AGEC descriptions for credit minimum exceptions.*
- All courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.
- A single course can simultaneously count toward one or more Awareness Areas and other AGEC requirements. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas.
- The AGEC-A and AGEC-B require a minimum of 35* credits and the AGEC-S requires a minimum of 36* credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with other AGEC requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Transfer Credit from Institutions Outside of MCCCD

- Credits transferred from outside of MCCCD must be a grade of "C" (2.0 on a 4.0 scale) or better.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.

- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer:

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECs follow, and appear on pages 115-120. The following website identifies the courses that apply to the different requirements within each AGEC: AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History, Associate in Arts, Fine Arts, Emphasis in Theatre, Associate in Science, Emphasis in Physics), the AGEC course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at curriculum.maricopa.edu for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.

Credits

Arizona General Education Curriculum--Arts (AGEC-A).....35 (min.)*

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Programr (Degree) Search at curriculum.maricopa.edu for specific course requirements.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**3**

C. Mathematical Applications [MA].....**3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.

D. Computer/Statistics/Quantitative Applications [CS].....**3**

E. Humanities, Arts and Design [HU].....**6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB].....**6**
Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas.....**0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] OR Historical Awareness [H] (0-3)

Credits

Arizona General Education Curriculum--Business (AGEC-B).....35 (min.)*

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-B requirements vary by emphasis. Refer to the Programr (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**3**

C. Mathematical Applications [MA].....**3-5**
MAT212 Brief Calculus OR (3)
MAT213 Brief Calculus OR (4)
Higher [MA] designated course (3-5)

D. Computer/Statistics/Quantitative Applications [CS].....**3**
CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU].....**6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB].....**6**
ECN211 Macroeconomics AND ECN212 Microeconomics

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas.....**0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] OR Historical Awareness [H] (0-3)

Credits

Arizona General Education Curriculum--Business (AGEC-S).....**36 (min.)***

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (fewer than 33 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-S requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree.See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.
**0 only if shared with HU or SB

B. Literacy and Critical Inquiry [L].....**0-3**
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

C. Mathematical Applications [MA].....(**4-5)**
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

D. Humanities, Arts and Design [HU].....**6**
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

E. Social-Behavioral Sciences [SB].....**6**
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

F. Natural Sciences [SQ/SG].....**8**
Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors, or Physical and Historical Geology Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR
PHY115 or PHY121 University Physics I
AND
PHY116 or PHY131 University Physics II
OR
BIO181 or BIO181XT General Biology (Majors) I
AND
BIO182 or BIO182XT General Biology (Majors) II
OR
GLG101IN Introduction to Geology I - Physical or
GLG101 Introduction to Geology I - Physical Lecture and
GLG103 Introduction to Geology I – Physical Lab
AND
GLG102IN Introduction to Geology II – Historical or
GLG102 Introduction to Geology II - Historical Lecture and
GLG104 Introduction to Geology II – Historical Lab

G. Subject Options - Math/Science..... **6-10**
Use a transfer guide to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.

Mathematics course(s) above Calculus I and/or
Computer Science course(s) [CSC] and/or
Science courses from the following disciplines:
Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, EEE, ECE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas.....**0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] OR Historical Awareness [H] (0-3)

AGEC Area Requirements Descriptions/Definitions

First-Year Composition (FYC)

First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]

In the [L] course, students, typically at the sophomore level, 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.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

Mathematical Applications [MA]

The Mathematical Applications requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]

AGEC-A and AGEC-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

Humanities, Arts and Design [HU]

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

Social-Behavioral Sciences [SB]

Social-Behavioral Sciences provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

Natural Sciences [SQ/SG]

In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

AWARENESS AREAS

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGEC requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

Cultural Diversity in the United States [C]

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

Global Awareness [G]

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can

produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term "history" designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

The following academic policies govern the associate degrees designed for university transfer: Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS).

Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9)
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at curriculum.maricopa.edu/ for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of "C" or better. These credits must include a minimum of 35 in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD's Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at curriculum.maricopa.edu/.

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
    - First Year Composition [FYC]
    - Mathematical Applications [MA]
    - Computer/Statistics/Quantitative Applications [CS] ([CS] not required for Associate in Science)
    - Literacy and Critical Inquiry [L]
    - Humanities, Arts and Design [HU]
    - Social-Behavioral Sciences [SB]
    - Natural Sciences (Science Quantitative [SQ], Science-General [SG])
    - Awareness Area: Cultural Diversity in the U.S. [C]
    - Awareness Area: Global [G] or Historical [H] Awareness
- Note that there are three different AGECs each aligning with a different subset of associate Degrees--AGEC-A for the AA, AAEE, and AAFA degrees, AGEC-B for the ABUS-GR and ABUS-SR degrees, and AGEC-S for the AS degree. For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward one or more Awareness Areas, other AGEC requirements, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of the AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science (AS) degree, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C],[G] and/or [H].
- The AGEC-A and AGEC-B require a minimum of 35 credits* and the AGEC-S requires a minimum of 36 credits*, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCCD courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

Coursework beyond General Education:

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCD Additional Requirements required for Associate in Arts, Associate in Arts, Elementary Education, Associate in Arts, Fine Arts and Associate in Science degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, or departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and advisement information are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as

well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291 Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit from Institutions Outside of MCCCD:

- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment or by evaluation is transferable to other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

Completion and Transfer:

- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- While MCCCD's Associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

  Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at aztransfer.com and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

* Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ for a single course that meets First Year Composition in full. See notes on individual degree policies.

AA

Description: The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AA degree is governed by the MCCCD General Academic Policies for Associate Degrees Designed for University Transfer (curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies).

The Associate in Arts degree includes the following components:

I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts (AA) 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. Transferability does not guarantee applicability to a specific university degree, however, and transfer universities and other receiving institutions have the prerogative to evaluate coursework according to their institutional policies.

In most cases, courses used to satisfy the MCCCD Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts (AA) follow. No versions of the Associate in Arts require fewer than a minimum of 60 credits; however, minimum credits for the AA vary by specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements ***Credits***

I. Program Prerequisites.....**Number varies**

Program prerequisites for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

II. Required Courses.....**Number varies**
Required (major-specific) courses for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

III. Restricted Electives.....**Number varies**
Restricted electives for the Associate in Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum -- Arts (AGEC-A) .....**up to 44**
The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**3**

C. Mathematical Applications [MA].....**3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.

D. Computer/Statistics/
Quantitative Applications [CS].....**3**

E. Humanities, Arts and Design [HU].....**6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB].....**6**
Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG].....**8**
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ -Science Quantitative. Eight (8) credits of SG -Science General will not satisfy this requirement.

H. Awareness Areas:.....**0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C].....(0-3)
2. Global Awareness [G] OR
Historical Awareness [H].....(0-3)

V. MCCCD Additional Requirements.....**0-6**
As noted below, courses in this area may also be applied towards AGEC-A requirements.

A. Oral Communication.....(0-3)
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading.....(0-3)
CRE101 [L] College Critical Reading and Critical Thinking OR
equivalent as indicated by assessment

VI. General Electives.....**0-28**

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, https://www.maricopa.edu/degrees-certificates/transfer/pathways-partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL **60-64***

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

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

AS

Description: The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits for vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 is required to earn the degree.The ASdegreeis governed by the MCCCD General Academic Policies for Transfer Degrees (curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies).

The Associate in Science degree includes the following components:

I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Science (AGEC-S)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Science (AS) 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 (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of their Associate in Science degree.

Special Academic Policies that Govern the Associate in Science Degree

- The AGEC-S does not require a course with [CS] Computer/ Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

Degree Requirements

The requirements for the Associate in Science follow. All versions of the Associate in Science require a minimum of 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-S and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on each MCCCD college's website.

Requirements ***Credits***

I. Program Prerequisites.....**Number varies**
Program prerequisites for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

II. Required Courses.....**Number varies**
Required (major-specific) courses for the Associate in Science degree vary by specific emphasis, and are not required for theversion of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

III. Restricted Electives.....**Number varies**
Restricted electives for the Associate in Science degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum -- Science (AGEC-S) .....**up to 56**
The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*, however, prerequisite/required/ restricted elective courses may also meet AGEC-S requirements and credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (33 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**0-3****
**0 only if shared with HU or SB
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

C. Mathematical Applications [MA].....**4-5**
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

D. Humanities, Arts and Design [HU].....**6**
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

E. Social-Behavioral Sciences [SB].....**6**
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

F. Natural Sciences [SQ/SG].....**8-10**
Students must complete eight (8) credits of General Chemistry, University Physics General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR
PHY115 or PHY121 University Physics I
AND
PHY116 or PHY131 University Physics II
OR
BIO181 or BIO181XT General Biology (Majors) I

AND
BIO182 or BIO182XT General Biology (Majors) II

OR
GLG101IN Introduction to Geology I - Physical or
GLG101 Introduction to Geology I - Physical Lecture and
GLG103 Introduction to Geology I – Physical Lab
AND
GLG102IN Introduction to Geology II – Historical or
GLG102 Introduction to Geology II - Historical Lecture and
GLG104 Introduction to Geology II – Historical Lab

G. Subject Options - Math/Science..... **6-10**
Refer to transfer resources, including academic advisement and transfer guides, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or
Computer Science course(s) [CSC] and/or
Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, EEE, ECE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas: **0-3**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C].....(0)
Met by EDU222 and EDU230 in Required Courses.
2. Global Awareness [G] OR
Historical Awareness [H].....(0-3)
May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

V. MCCCD Additional Requirements.....**0-6**
Some courses in this area have [SB] and [L] designations and may also be applied to the corresponding AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication.....(0-3)
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits)
OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading.....(0-3)
Students may demonstrate proficiency through assessment.
CRE101 [L] College Critical Reading and Critical Thinking
OR
equivalent as indicated by assessment

VI. General Electives.....**0-28**
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

TOTAL **60-64***

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an advisor for additional transfer pathways.

AAEE

Description: The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AAEE degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts, Elementary Education degree includes the following components:

I. Required Courses
II. Restricted Electives
III. Arizona General Education Curriculum for Arts (AGEC-A)
IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

Purpose of the Degree
The Associate in Arts, Elementary Education (AAEE) degree 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, and in most cases, its required courses apply to graduation requirements for these Education majors.

Degree Requirements
The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements ***Credits***

I. Required Courses.....**17**
EDU221 Introduction to Education.....(3)
EDU222 Introduction to the Exceptional Learner.....(3)
EDU230 Cultural Diversity in Education.....(3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems.....(4)
MAT257 Investigating Geometry, Probability, and Statistics...(4)

II. Restricted Electives.....**8**
A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives.

Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250).....(3)
Recommended:
EDU110 Education in Film
EDU220 Introduction to Serving English Language Learners (ELL)
EDU236 Classroom Relationships
EDU/HUM/STO292 The Art of Storytelling

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A and/or those used to fulfill an Education Foundations requirement.

Content Area Electives: Select 5 credits from the following:.....(5)
AAA/CPD115 Creating College Success
ARH+++ Any ARH Art Humanities course(s)
ART+++ Any ART Art course(s)
BPC+++ Any BPC Business-Personal Computers course(s)
CFS/ECH176 Child Development
CFS205 Human Development
CIS+++ Any CIS Computer Information Systems course(s)
ECN+++ Any ECN Economics course(s)
EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)
EED215 Early Learning: Health, Safety, Nutrition and Fitness
ENG+++ Any ENG English course(s)
ENH+++ Any ENH English Humanities course(s)
GCU+++ Any GCU Cultural Geography course(s)
GPH+++ Any GPH Physical Geography course(s)
HIS+++ Any HIS History course(s)
MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
MHL+++ Any MHL Music: History/Literature course(s)
MTC+++ Any MTC Music: Theory/Composition course(s)
POS+++ Any POS Political Science course(s)
THE+++ Any THE Theatre course(s)
THF+++ Any THF Theatre and Film course(s)
THP+++ Any THP Theatre Performance/Production course(s)
Any Foreign Language course(s)
Any Natural Science course(s)

C. Arizona General Education Curriculum -- Arts (AGEC-A).....**32-44**
The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (III) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**3**
COM225 Public Speaking

C. Mathematical Applications [MA].....**3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite. (Note that MAT182, MAT206, MAT256, MAT257 do NOT meet this requirement.)

D. Computer/Statistics/ Quantitative Applications [CS].....**3**
BPC110 Computer Usage and Applications OR
CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU].....**6**
Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)
1) Select one of the following ARH, DAH, MHL or THE courses:.....(3)
ARH100 Introduction to Art OR
ARH101 Prehistoric through Gothic Art OR
ARH102 Renaissance through Contemporary Art OR
DAH100 Introduction to Dance OR
DAH201 World Dance Studies OR
DAH250 Dance in Popular Culture OR
MHL140 Survey of Music History OR
MHL145 American Jazz and Popular Music OR
MHL146 Survey of Broadway Musicals OR
MHL153 Rock Music and Culture OR
THE111 Introduction to Theatre OR
THE220 Modern Drama
AND
2) Select one of the following EDU, ENH or HUM courses:.....(3)
EDU/ENH291 Children's Literature (Recommended) OR
ENH110 Introduction to Literature OR
ENH241 American Literature Before 1860 OR
ENH242 American Literature After 1860 OR
HUM250 Ideas and Values in the Humanities: Early Civilizations to the Renaissance OR
HUM251 Ideas and Values in the Humanities: Renaissance to the Contemporary World
(EDU/ENH291 recommended)

F. Social-Behavioral Sciences [SB].....**6**
Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)
1) Select one of the following US History/ Government courses*.....(3)
These courses satisfy the United States Constitution requirement for state teacher certification.
GCU/POS113 United States and Arizona Social Studies OR
HIS103 United States History to 1865 OR
POS110 American National Government
AND
2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses..... (3)
CFS/ECH176 Child Development OR
CFS205 Human Development OR
ECN211 Macroeconomic Principles OR
ECN212 Microeconomic Principles OR
GCU121 World Geography I: Eastern Hemisphere OR
GCU122 World Geography II: Western Hemisphere OR
HIS104 United States History 1865 to Present OR
PSY101 Introduction to Psychology
(CFS/ECH176 recommended)

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

1) Life Sciences: Select four (4) credits of SQ in Biology (BIO) from the following courses:.....(4)
BIO100 Biology Concepts
BIO101 Introduction to Human Genetics for Non-Majors
BIO102 Cells to Systems: An Introduction to Biology for Non-Majors
BIO105 Environmental Biology
BIO107 Introduction to Biotechnology
BIO108 Plants and Society
BIO156 Introductory Biology for Allied Health
BIO156XT Introductory Biology for Allied Health
BIO181 General Biology (Majors) I
BIO241 Human Genetics
AND
2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes:.....(4)
AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

H. Awareness Areas: **0-3**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C].....(0)
Met by EDU222 and EDU230 in Required Courses.

2. Global Awareness [G] OR Historical Awareness [H].....(0-3)
May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

IV. MCCCD Additional Requirements.....**0-6**
These requirements may be shared with other AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication.....(0)
Met by COM225 in Required Courses.
B. Critical Reading.....(0-3)
Students may demonstrate proficiency through assessment.
CRE101 [L] College Critical Reading and Critical Thinking OR equivalent as indicated by assessment

TOTAL.....60-68**

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

*NOTE: State certification requirements include courses on the constitutions of US and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

**64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

Associate in Arts, Fine Arts (AAFA) Degree

Description: The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AA-FA degree is governed by the MCCCD General Academic Policies for Transfer Degrees (curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies).

The Associate in Arts, Fine Arts degree includes the following components:
I. Program Prerequisites (if applicable, (for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Arts, Fine Arts (AAFA) 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.

In most cases, courses used to satisfy the MCCCD Associate in Arts, FIne Arts (AAFA) will apply to general university graduation requirements of the majors that align with the AAFA degree; however, students need to be aware of any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements ***Credits***

I. Program Prerequisites.....**Number varies**

Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

II. Required Courses.....**Number varies**

Required (major-specific) courses for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

III. Restricted Electives.....**Number varies**

Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum -- Arts (AGEC-A) .....**up to 44**

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**3**

C. Mathematical Applications [MA].....**3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.

D. Computer/Statistics/
Quantitative Applications [CS].....**3**

E. Humanities, Arts and Design [HU].....**6**

F. Social-Behavioral Sciences [SB].....**6**
Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ -Science Quantitative. Eight (8) credits of SG -Science General will not satisfy this requirement.

H. Awareness Areas: **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C].....(0-3)
2. Global Awareness [G] OR
Historical Awareness [H].....(0-3)

V. MCCCD Additional Requirements.....**0-6**

These requirements may be shared with other AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication.....(0-3)
Refer to emphasis area (Art, Dance, Music, Musical Theatre, Theatre) for specific COM course required from the following:
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading.....(0-3)
Students may demonstrate proficiency through assessment.
CRE101 [L] College Critical Reading and Critical Thinking OR equivalent as indicated by assessment

VI. General Electives.....**0-25**

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For

appropriate course selection, students should consult with an academic advisor.

MINIMUM TOTAL CREDITS REQUIRED*:

AAFA, No Emphasis.....**60**
AAFA, Emphasis in Art.....**60**
AAFA, Emphasis in Dance..... .**62**
AAFA, Emphasis in Music..... .**66**
AAFA, Emphasis in Musical Theatre.....**66**
AAFA, Emphasis in Theatre.....**61**

***64** semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an advisor for additional transfer pathways.

ABUS - GR

Description: The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The Associate in Business-General Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor's degrees at Arizona's public universities, refer to the AZTransfer Business Matrix. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

I. Required Courses
II. Restricted Electives
III. Arizona General Education Curriculum for Business (AGEC-B)
IV. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously: Awareness Area(s), other AGEC-B requirements, Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-72 semester credits required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

Requirements ***Credits***

I. Required Courses.....**21-25**

Accounting.....(6-9)

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
OR
ACC111 Accounting Principles I **AND**
ACC112 Accounting Principles II **AND**
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B requirement. See AGEC matrix for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles . . . . . (3)
ECN212 [SB] Microeconomic Principles . . . . . (3)
GBS205 . . . . Legal, Ethical, and Regulatory Issues in Business. . . . . (3)
GBS221 [CS] Business Statistics . . . . . (3)
Quantitative Methods . . . . . .(3-4)
GBS220 . . . . Quantitative Issues in Business **OR**
*MAT217 or *MAT218 . . Mathematical Analysis for Business
Note: Students planning to transfer to ASU`s W.P. Carey School of Business BS program should take MAT217 or MAT218. Students planning to transfer to the University of Arizona should take GBS220.

II. Restricted Electives.....**0-6**

Complete six (6) credits from the following options. Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements simultaneously. See the AGEC matrix on aztransfer.com for course designations. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

CIS114DE Excel Spreadsheet
CIS133DA Internet/Web Development Level I
CIS162AD C#: Level I
GBS110 Human Relations in Business and Industry OR
MGT251 Human Relations in Business
GBS151 Introduction to Business (Recommended)
GBS220 Quantitative Methods in Business (If course used to satisfy Required Courses, it cannot be used to satisfy Restricted Electives.)
GBS233 Business Communication
IBS101 Introduction to International Business
MGT253 Owning and Operating a Small Business
MKT271 Principles of Marketing
PAD100 21st Century Public Policy and Service
REA179 Real Estate Principles I
REA180 Real Estate Principles II
REA201 Real Estate Principles I and II
SBU200 Society and Business

III. Arizona General Education Curriculum--Business (AGEC-B).....**29-37***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 (fewer than 32 if FYC is met by single transfer course)* credits as long as all requirements listed in this section (III) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as aother AGEC requirements , Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107 AND.....(3)*
ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L]..... **3**
(***Note:*** *Students planning to attend ASU W.P. Carey will be required to take COM225.)*

C. Mathematical Applications [MA].....**(3-5)**
MAT212 Brief Calculus OR.....(3)
MAT213 Brief Calculus OR.....(4)
Higher [MA] designated course.....(3-5)

D. Computer/Statistics/Quantitative Applications [CS].....**3**
CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU].....**6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB].....**0**
Met by Required Courses ECN211 and ECN212.

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG -Science General will not satisfy this requirement.

H. Awareness Areas:..... **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C].....(0-3)
2. Global Awareness [G] OR
Historical Awareness [H].....(0-3)

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:
Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
COM100 Introduction to Human Communication (3) OR
COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) OR
COM259 Communication in Business and Professions (3)
Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

III. General Electives.....**0-12**
Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. For appropriate course selection, students should consult with an academic advisor. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL **62-72***

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an advisor for additional transfer pathways.

ABUS - SR

Description: The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona`s public universities. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Business-Special Requirements degree includes the following components:

I. Required Courses
II. Arizona General Education Curriculum for Business (AGEC-B)
III. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business' Computer Information Systems majors at Arizona's public universities. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously: Awareness Area(s), other AGEC-B requirements, Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-71 semester credits required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool at each MCCCD college's website.

Requirements ***Credits***

I. Required Courses.....**27-31**

Accounting.....(6-9)

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
OR
ACC111 Accounting Principles I **AND**
ACC112 Accounting Principles II **AND**
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. See AGEC matrix for each course's value(s) in the semester it is taken.

CIS162AD C#: Level I . . . . . (3)
CIS250 . . . . . Management of Information Systems . . . . . (3)
ECN211 [SB] Macroeconomic Principles . . . . . (3)
ECN212 [SB] Microeconomic Principles . . . . . (3)
GBS205 . . . . Legal, Ethical, and Regulatory Issues in Business . . . . . (3)
GBS221 [CS] Business Statistics . . . . . (3)
Quantitative Methods . . . . . .(3-4)
GBS220 . . . . Quantitative Issues in Business **OR**
*MAT217 or *MAT218 . . Mathematical Analysis for Business
Note: Students planning to transfer to ASU`s W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218. Students planning to transfer to the University of Arizona should take GBS220.

II. Arizona General Education Curriculum--Business (AGEC-B).....**29-37***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 (fewer than 32 if FYC is met by single transfer course)* credits as long as all requirements listed in this section (II) are completed.

A. Core Areas:
Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements or Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107 AND.....(3)*
ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L]..... **3**
(***Note:*** *Students planning to attend ASU W.P. Carey will be required to take COM225.)*

C. Mathematical Applications [MA].....**(3-5)**
MAT212 Brief Calculus OR.....(3)
MAT213 Brief Calculus OR.....(4)
Higher [MA] designated course.....(3-5)

D. Computer/Statistics/Quantitative Applications [CS].....**3**
CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU].....**6**
Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB].....**0**
Met by Required Courses ECN211 and ECN212.

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG -Science General will not satisfy this requirement.

H. Awareness Areas:..... **0-6**
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C].....(0-3)
2. Global Awareness [G] OR
Historical Awareness [H].....(0-3)

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:

Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
COM100 Introduction to Human Communication (3) OR
COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) OR
COM259 Communication in Business and Professions (3)
Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

III. General Electives.....**0-6**

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. For appropriate course selection, students should consult with an academic advisor. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL **62-71***

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an advisor for additional transfer pathways.**

AGS

Description: The Maricopa County Community College District Associate in General Studies degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

I. General Education (minimum of 38 credits)
   Core curriculum (requires a grade of "C" or better)
   Distribution courses (requires a grade of "D" or better)
II. General Electives (enough additional courses numbered 100 or above, passed with a grade of "D" or better, to bring total credits to at least 60)

Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The degree allows students to apply any course numbered 100 or above, including some that are not transferable to the Arizona public universities and may not be transferable to other universities, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor's degree, this degree may be less appropriate than other Associate degrees offered (Associate in Arts; Associate in Arts, Elementary Education; Associate in Fine Arts; Associate in Business-General Requirements; Associate in Business-Special Requirements; Associate in Science, and all emphases under these degrees) by the Maricopa Community Colleges.

Academic Policies that Govern the Associate in General Studies Degree:

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and <u>underscored</u>** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.
- Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelors degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

Summary of Degree Requirements:

Details on how to identify courses approved for each of the different categories is described following the outline.

Credits

I. MCCCD General Education.....35-48*

Core Areas.....13-19

1. First-Year Composition (FYC).....6*
   ENG101 OR ENG107 AND
   ENG102 OR ENG108
   *First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.
2. Mathematics.....3-6
3. Computer Usage.....1
4. Oral Communication.....3
   <u>COM100</u> [SB] Introduction to Human Communication OR
   <u>COM110</u> [SB] Interpersonal Communication OR
   <u>COM225</u> [L] Public Speaking OR
   <u>COM230</u> [SB] Small Group Communication (3 credits) OR
   <u>COM100AA & COM100AB & COM100AC</u> [SB] (3 credits) OR
   <u>COM110AA & COM110AB & COM110AC</u> [SB] (3 credits)
5. Critical Reading 0-3
   Students may demonstrate proficiency through assessment.
   <u>CRE101</u> College Critical Reading and Critical Thinking OR equivalent as indicated by assessment

Distribution Areas......22-29

1. Humanities, Arts and Design 9
   Students are encouraged to choose course work from more than one discipline.
2. Social-Behavioral Sciences 6-9
   Students are encouraged to choose course work from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Sciences requirements.
3. Natural Sciences.....7-8
   Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.
4. Literacy and Critical Inquiry. 0-3
   Literacy requirement may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.

II. General Electives.....13-26

Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

Associate in General Studies Total Credits:.....**60-64**

All courses listed meet AGS requirements as specified. Courses in *<u>Italic Underline</u>* also meet Arizona General Education Curriculum AGEC requirements.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

AGS 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*** or Equivalent as indicated by assessment

Mathematics (3 credits)

MAT . . . . . Mathematics 112, 114, 115, 120, 121, 122, 126, *140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187*, 206, *212, 213, 217, 218, 220, 221, 225, 227, 230, 231, 240, 241*, 256, 257, *261, 276, 277*, Equivalent course/Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC . . . . . Accounting 115
ADA . . . . . Advertising Arts 169/175/177183/283/289
AJS. . . . . Administration of Justice Studies 205
ARC . . . . . Architecture 243/244/245
ART. . . . . Art 100/169/170/173/175/177/179/ any 180 module/183/283/289
BIO . . . . . Biology *283*
BPC . . . . . Business-Personal Computers Any BPC Course(s)), including *110*
CIS . . . . . Computer Information Systems Any CIS Course(s) , including *105, 162AB, 162AD, 163AA* (and except 159, 162AC, 217AM, 259)
CSC . . . . . Computer Science Any CSC Course(s), including *100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283* (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
CTR. . . . . Court Reporting 101/102
DFT. *105AA***, 251, 254AA
***Must be taken with CSC100AA or AB to meet AGEC value*
ECH . . . . . Early Childhood Education 238
EDU . . . . . Education *115*
EED. . . . . Early Education *115*
EEE. . . . . Electrical Engineering *120*
ELE . . . . . Electronic 131/181/241/243/245
ELT . . . . . Electronic Technology 131/243
ENG . . . . . English 100AE
FON . . . . . Food & Nutrition 100
GBS . . . . . General Business *221*
GIS . . . . . Geographic Information Science *205, 211*
HRM . . . . . Hotel Restaurant Management 126
JRN. . . . . Journalism 133
LAS. . . . . Paralegal Studies 229
MAT . . . . . Mathematics *206*
MTC . . . . . Music Theory/Composition *180*/191
NET. . . . . Networking Technology 181
OAS . . . . . Office Automation Systems 111AA
PSY . . . . . Psychology *230*
SWU. . . . . Social Work *225*

AGS GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits – grade of "D" or better)

Humanities, Arts and Design (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), including *100, 101, 102,* 109, 110, 112, *115, 118, 131, 145, 201, 203, 204*, 216, *217,* 240, 250
ART. . . . . Art *131*
ASB . . . . . Anthropology *211/214/220/222/223/253*
CCS . . . . . Chicana and Chicano Studies *101*
COM. . . . . Communication *241*
CON . . . . . Construction *101 (formerly CNS101)*
DAH . . . . . Dance Humanities *100, 201, 250, 255*
EDU . . . . . Education *230/291/292/294*
ENG . . . . . English *200/213/218*
ENH . . . . . English Humanities Any ENH Course(s), including *110,* 111, *112, 113, 114,* 117, 130, *140AA*, *190, 201, 202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251,* 253, *254, 255, 256, 259, 260, 275,* 277, 277AG, 277AA-AK, *280, 284, 285, 291, 294, 295* (and except 250)
FRE. . . . . French *265*
GST. . . . . Game Studies 202
HCR . . . . . Health Care Related *210*
HIS . . . . . History *101, 102,103, 108,110, 111, 113, 114, 203, 212, 251, 252*
HUM. . . . . Humanities Any HUM course(s), including 100, *101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA,* 211AE, 212, *213, 214, 215, 216, 220, 245, 250, 251, 260, 261, 292,* 295 (and except 120, 225)
INT . . . . . Interior Design *115/120*
LAT . . . . . Latin *201/202*
MHL . . . . . Music: History/Literature *140/143/145/146/ 153/155/241/242/295*
PHI . . . . . Philosophy Any PHI Course(s), including *101, 103, 104, 105, 201, 212, 213,* 214, 215, *216, 218, 224, 233AA, 233AB,* 233AC, *244, 245,* 250, *251,* 282AC
REL. . . . . Religious Studies Any REL Course(s), *100, 101, 151, 200, 202, 203, 205, 206, 207, 210,* 211, 212, 213, 214, 218, 223, *225,* 230, *240, 244,* 245, 248, *250, 251, 270, 271,* 277, 282AA-AC, *290, 291,* 292, 294, 295
SLC. . . . . Studies in Language and Culture *201*
SPA. . . . . Spanish *241/242/265/266*
SPH . . . . . Spanish Humanities *241/245*
SSH . . . . . Sustainability/Social Sciences and Humanities *111*
STO . . . . . Storytelling *292/294*
SWU. . . . . Social Work *183*
TEC. . . . . Textiles and Clothing *105*
THE. . . . . Theater *111/220*
THF. . . . . Theatre and Film *205/206/210*
THP . . . . . Theater/Performance/Production *217, 241*
WST . . . . . Women's Studies *209/284/285/290*

Social-Behavioral Sciences (6-9 credits)

Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Sciences requirements.

AFR . . . . . African American Studies *202*
AIS . . . . . American Indian Studies *101/140/141*/160
AJS. . . . . Administration of Justice Studies *101*, 119, *200, 225, 258, 270*
ASB . . . . . Anthropology *100/102/202/211/222/223/226/230/235/252*
ASM . . . . . Anthropology *104/275*
BHS . . . . . Behavioral Health Services Technology *150, 210*
CCS . . . . . Chicana and Chicano Studies *202*
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*
CPD . . . . . Counseling and Personal Development *180*
ECH . . . . . Early Childhood Education *176*
ECN . . . . . Economics *160, 211, 212, 213, 250*
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*
GCU . . . . . Cultural Geography *102/113/121/122/141/221*
HES . . . . . Health Science *100*
HIS . . . . . History any HIS Course(s), including *100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 140, 145, 173,* 190, *201, 203, 204, 209,* 240, *241, 242, 273, 277* (and except 111, 170, 251, 252)
HON . . . . . Honors *201*
HUM. . . . . Humanities *235*
IBS . . . . . International Business *109*
IFS . . . . . Information Studies *201, 210, 213*
MCO. . . . . Mass Communications *120*
MGT . . . . . Management *229, 230*
PAD . . . . . Public Administration *200*
POS . . . . . Political Science Any POS course(s), including *100*, 101, *110, 113, 115, 120, 125, 130, 140*, 180, *210*, 221, 222, *223*, 281AB, 282AA-AC, *285*
PSY. . . . . Psychology *101*/123/*132*/156/*157/215/218/225/235/240/241/243/250/260/262/266/277/280/292*
REC . . . . . Recreation *120*
SBU . . . . . Society and Business *200*
SLC. . . . . Studies in Language and Culture *201*
SOC . . . . . Sociology Any SOC course(s), including *101, 110, 130, 141, 157, 180, 212, 220, 241 251, 266* (and except 143, 245, 253, 265, 270)
SSH . . . . . Sustainability/Social Sciences and Humanities *111*
SUS . . . . . Sustainability/Natural Sciences *110*
SWU. . . . . Social Work *171/182/250/258/295*
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 *164/260*
ASB . . . . . Anthropology *231*
ASM . . . . . Anthropology *104/265/275*
AST. . . . . Astronomy *101/106/111/112*
BIO . . . . . Biology *100/101/102/105/107/108/109/111/145/*149AF/149AH/149AK/149AL/149AM/149AN/*156/156XT/160/181/181XT/182/182XT/201/201XT/202/205/245*
CHM. . . . . Chemistry *107&107LL/130&130LL/130AA/150/150AA/151/151AA/151LL/152AA/152&152LL/154&154LL/230&230LL*
CON . . . . . Construction *106 (formerly CNS106)*
ENV . . . . . Environmental Sciences *101*
FON . . . . . Food and Nutrition *241&241LL*
FOR . . . . . Forensic Science *105/106/275*
GLG . . . . . Geology *101&103, 101IN, 102&104, 102IN, 105, 106, 110&111, 110IN*, 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH . . . . . Physical Geography *111&112/113/211/212&214, 213&215*
PHS . . . . . Physical Science *110/115/120*
PHY . . . . . Physics *101/101AA/111/111AA/112/115/116/121/131*
PSY. . . . . Psychology *275/290AB/290AC*

Literacy & Critical Inquiry (0-3 credits)

Literacy requirement may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.

AIS . . . . . American Indian Studies *203, 213*
COM. . . . . Communication *222/****225****/241*
CPD . . . . . Counseling and Personal Development *160*
CRE . . . . . Critical Reading ***101,*** *201*
CUL . . . . . Culinary Arts *223*
DAH . . . . . Dance Humanities *255*
EDU . . . . . Education *282AC*
ENG . . . . . English *111/200/215/216/217/218*
ENH . . . . . English Humanities *241/254/255/277AG*
EXS. . . . . Exercise Science *290*
FON . . . . . Food and Nutrition *225*
GBS . . . . . General Business *233*
GPH . . . . . Physical Geography *267*
HUM. . . . . Humanities *225, 235, 250, 251*
IFS . . . . . Information Studies *101*
JRN. . . . . Journalism *201/215/234*
MCO. . . . . Mass Communications *220*
MHL . . . . . Music: History/Literature *204*
PHI . . . . . Philosophy *103, 218, 224, 244*
POS . . . . . Political Science *115*
PSY. . . . . Psychology *290AB/290AC*
REL. . . . . Religious Studies *203/205/207/244*
SLC. . . . . Studies in Language and Culture *202*
THE. . . . . Theatre *220*
THP. . . . . Theatre Performance/Production *241*

Elective Courses (15-22 credits)

May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

AAS Requirements

Description: The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

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 in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can be searched alphabetically or by field of interest. Requirements for each degree can be found on the linked webpages and in the corresponding college(s)'s catalog.

Academic Policies that Govern the AAS degree:

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- 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.

AAS GENERAL EDUCATION CORE
(12-15 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]
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Oral Communication (3 credits)

COM. . . . . Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading (3 credits)
CRE . . . . . Critical Reading 101 or Equivalent as indicated by assessment

Mathematics (3 credits)
MAT . . . . . Mathematics 112/114/115/120/121/122/126/140/141/142/145/146/150/MAT150&182/151/152/152&182/155/155&182/156/156&182/172/187/206/212/213/216/217/218/220/221/225/227/230/240/241/256/257/261/276/277/equivalent course/Satisfactory completion of a higher level mathematics course

AAS GENERAL EDUCATION DISTRIBUTION AREAS
(9-10 credits)

Humanities, Arts and Design (2-3 credits)
AHU . . . . . Arabic Humanities 245
AIS . . . . . American Indian Studies 213
AJS. . . . . Administration of Justice Studies 123
ARH . . . . . Art Humanities Any ARH Course(s)
ART. . . . . Art 131
ASB . . . . . Anthropology 211/214/220/222/223/253
CCS . . . . . Chicana and Chicano Studies 101
COM. . . . . Communication 241
CON . . . . . Construction 101 (formerly CNS101)
DAH . . . . . Dance Humanities 100/201/250/255
EDU . . . . . Education 230/291/292/294
ENG . . . . . English 200/213/218
ENH . . . . . English Humanities Any ENH Course(s)
FRE. . . . . French 265
GST. . . . . Game Studies 202
HCR . . . . . Health Care Related 210
HIS . . . . . History 101/102/103/108/110/111/113/114/203/212/251/252/275
HUM. . . . . Humanities Any HUM course(s) (except 120, 225)
INT . . . . . Interior Design 115/120
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)
SLC. . . . . Studies in Language and Culture 201/202
SPA. . . . . Spanish 241/242/265/266
SPH . . . . . Spanish Humanities 241/245
SSH . . . . . Sustainability/Social Sciences and Humanities 111
STO . . . . . Storytelling 292/294
SWU. . . . . Social Work 183
TEC. . . . . Textiles and Clothing 105
THE. . . . . Theater 111/220
THF. . . . . Theatre and Film 205/206/210
THP. . . . . Theater/Performance/Production 217/241
WST . . . . . Women's Studies 209/284/285/290

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 164/260
ASB . . . . . Anthropology (Soc/Behv. Science) 231
ASM . . . . . Anthropology (Science/Math) 104/265/275
AST. . . . . Astronomy 101/106/111/112
BIO . . . . . Biology 100/101/102/105/107/108/109/111/145/149AN/156/156XT/160/181/181XT/182/182XT/201/201XT/202/205/241/245
CHM . . . . . Chemistry 107&107LL/130&130LL/130AA/150AA/150&151LL/151AA/151&151LL/152AA/152&152LL/154&154LL/230&230LL
CON . . . . . Construction 106 (formerly CNS106)
ENV . . . . . Environmental Sciences 101
FON . . . . . Food and Nutrition 241 & 241LL
FOR . . . . . Forensic Science 105/106/275
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

Social-Behavioral Sciences (3 credits)
AFR . . . . . African American Studies 202/203/204
AIS . . . . . American Indian Studies 101/140/141/160/170
AJS. . . . . Administration of Justice Studies 101/200/225/258/270
ASB . . . . . Anthropology 100/102/202/211/220/222/223/226/230/235/252
ASM . . . . . Anthropology 104/275
BHS . . . . . Behavioral Health Services Technology 150/210
CFS. . . . . Child/Family Studies 112/157/159/176/205/235/259

COM . . . . . Communications 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/163/230/250/263
CPD . . . . . Counseling and Personal Development 180
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
GCU . . . . . Cultural Geography 102/113/121/122/141/221
HES . . . . . Health Science 100
HIS . . . . . History Any HIS course(s) (except 111, 170, 251, 252)
HON . . . . . Honors 201
HUM. . . . . Humanities 235
IBS . . . . . International Business 109
IFS . . . . . Information Studies 102/210.213
MCO. . . . . Mass Communications 120
MGT . . . . . Management 229/230
PAD . . . . . Public Administration 200
POS . . . . . Political Science Any POS course(s)
PSY. . . . . Psychology 101/123/132/156/157/215/218/225/235/240/241/243/250/260/262/266/277/280/292
REC . . . . . Recreation 120
SBU . . . . . Society and Business 200
SLC. . . . . Studies in Language and Culture 201
SOC . . . . . Sociology Any SOC course(s) (except 143, 157, 245, 253, 265, 270)
SSH . . . . . Sustainability/Social Sciences and Humanities 111
SUS . . . . . Sustainability/Natural Sciences 110
SWU. . . . . Social Work 171/182/250/258/295
TEC. . . . . Textiles and Clothing 105
WED. . . . . Wellness Education 110
WST . . . . . Women's Studies 100/110/160/161
YAQ . . . . . Yaqui Indian History and Culture 100

AC

Purpose of the Academic Certificate

The Maricopa County Community College District Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See AGEC matrix for current course values.)

Academic Policies that Govern the Academic Certificate:

- Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;
- Requires a cumulative GPA of 2.0 or better in required courses for completion;
- Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;
- Although ACs may include a subset of coursework required in a particular transfer degree, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
- May have admission criteria established by the college if and when appropriate;
- Generally offered at a limited number of colleges. For a listing of all ACs available in the District and their affiliated college(s), see the CCTA Web site at curriculum.maricopa.edu.

MCCCD Field of Interest Matrix – 2022-2023

DESCRIPTION

The Maricopa County Community College Field of Interest Matrix identifies all awards currently available for offering within the ten (10) community colleges and skill centers of the district. The awards are grouped under Field of Interest as requested by the colleges. For specific information regarding individual awards, contact the college(s) listed as participating institutions.

Areas/Programs	Institution
APPLIED TECHNOLOGY	
Air Conditioning and Electrical Accessories	GW
Air Conditioning/Refrigeration/Facilities	GW
Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology - Airframe	CG
Aircraft Maintenance Technology - Powerplant	CG
Airway Science Technology, Flight Emphasis	CG
Applied Electrical Technologies	RS
Architectural and Civil CAD Technology	GC
Architectural Technology	SC
Automated Industrial Technology	EM, MC
Automated Industrial Technology I	EM, MC
Automated Industrial Technology II	EM, MC
Automotive Automatic Transmission and Transaxle	CG, GW. MC
Automotive Brake Systems	GC, GW, MC
Automotive Chassis	GC, GW, MC
Automotive Drive Train	GC, GW, MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems	GC, GW, MC
Automotive Electronic/Electrical Systems	GC, GW, MC
Automotive Engine Performance	GC, GW, MC
Automotive Engine Repair	GC, GW, MC
Automotive Engine Repair and Performance	GC, GW, MC
Automotive Heating, Ventilation and Air Conditioning Systems	GC, GW, MC
Automotive Maintenance and Light Repair	GC, GW, MC
Automotive Manual Drive Train and Axles	GC, GW, MC
Automotive Service	GC, GW, MC
Automotive Steering and Suspension	GC, GW, MC
Basic Automotive Maintenance	RS
Brakes, Alignment, Suspension and Steering	MC
Building Inspection	GW, MC
Cable and Wiring Assembly	MC
CAD Application	GC
CAD Fundamentals	GC
Carpenter Apprenticeship	GW
Caterpillar Technician Training	MC
Certified Flight Instructor Instrument Airplane Rating	CG
CNC Machine Operator	GW, MC
CNC Machine Operator (Day)	GW
CNC Machine Operator (Night)	GW
CNC Machining I	GW, MC
CNC Machining I (Day)	GW
CNC Machining I (Night)	MC
CNC Machining II	GW, MC
CNC Machinist (Day)	GW
CNC Machinist (Night)	GW
Collision Repair Technician (Day)	GW
Collision Repair Technician (Night)	GW
Computer Aided Drafting	MC
Construction Building Codes	MC

Areas/Programs	Institution
Applied Technology (continued)	
Construction Management	MC
Construction Safety OSHA 30	MC
Construction Technology	MC, SM
Construction Trades - Mechanical Trades: Pipefitting	GW
Construction Trades - Mechanical Trades: Plumbing	GW
Construction Trades - Mechanical Trades: Sheet Metal	GW
Construction Trades: Carpentry	GW, MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential	MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential (Day)	GW
Construction Trades: Construction Management	GW, MC
Construction Trades: Electrical	MC, RS, SM
Construction Trades: Electrical (Day)	GW
Construction Trades: Electrical (Night)	GW
Construction Trades: Electricity	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Plumbing	GW, MC, RS, SM
Construction Trades: Plumbing, Commercial and Residential	GW, MC, RS, SM
Construction Trades: Pre-Apprenticeship	GW
Drafting and Design Technology	MC
Electric Utility Technology	CG
Electrical Installer (Day)	GW
Electrical Installer (Night)	GW
Electrical Systems Technology	EM
Electrical Technician (Day)	GW
Electrical Technician (Night)	GW
Electrical Technology	GW
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Energy and Industrial Technology	EM
Engine Performance and Diagnosis	GW
Environmental Science and Water Resources Technologies	GW
Environmental Science Technology	GW
HVAC Commerical Installation and Service Technician	GW
HVAC Residential Installation and Service Technician	GW
HVAC Residential Installation and Service Technician (Day)	GW
HVAC Residential Installation and Service Technician (Night)	GW
HVAC Technician (Night)	GW
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist	GW
International Residential Code	MC
J-STD Soldering Certification	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Maintenance Technician: Apartments	GW
Manufacturing Production Technology	MC
Mechanical Drafting	MC
Manufacturing Production Technology	MC
Mechanical Systems Technology	EM
Millwrighting	GW
Nanotechnology	RS
Nuclear Power Technology	EM
Power Systems Technology	EM
Quality Assurance	GW

Areas/Programs	Institution
Applied Technology (continued)	
Salt River Project Relay Apprentice	MC
Unmanned Aircraft Systems	CG
Water and Wastewater Treatment	GW
Welding	MC
Welding: Combination (Day)	GW
Welding: Combination (Night)	GW
Welding: Fundamentals	MC
Welding: Fundamentals (Day)	GW
Welding: Fundamentals (Night)	GW
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW)	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Day)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Night)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous	MC
Welding: Pipe and Plate (Day)	GW
Welding: Pipe and Plate (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe	MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Plate	MC
Welding: TIG (GTAW) (Day)	GW
Welding: TIG (GTAW) (Night)	GW
BEHAVIORAL SCIENCE AND HUMAN SERVICES	
Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Administration of Justice	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Administration of Justice Studies	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Adolescent Studies	**PC**
Advanced Behavioral Health Sciences	GC, SM
Advanced Corrections and Detention	RS
Advanced Juvenile Corrections	RS
Associate in Arts, Emphasis in Counseling and Applied Psychological Science	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Criminal Justice	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Family Life Education	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Law and Policy	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Political Science	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Psychology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM

Areas/Programs	Institution
Behavioral Science and Human Services (continued)	
Associate in Arts, Emphasis in Social Work	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Basic Behavioral Health Sciences	GC, SM
Basic Corrections	RS
Basic Detention	RS
Behavioral Sciences	GC, SM
Child and Family Organizations Management and Administration	GC, RS
Community Emergency Response Team (CERT): Level I	**PC**
Corrections	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Corrections and Detention	RS
Crime Scene Investigation	CG, GC, MC, **PC**, PV, SC, SM
Deaf Studies	**PC**
Developmental Disabilities Specialist	GC
Driver Operator	GC, MC, **PC**, PV
Emergency Communications	RS
Emergency Communications and Deployment	**PC**
Emergency Management	GC, MC, **PC**, PV
Fingerprint Identification and Photography	CG, GC, MC, **PC**, PV, SC, SM
Fire Science	GC, MC, **PC**, PV
Fire Service Management	GC, MC, **PC**, PV
Firefighter Operations	GC, MC, **PC**, PV
Forensic Science	CG, GC, MC, **PC**, PV, SC, SM
Hazardous Materials Response	**PC**
Homeland Security	CG, GC, GW, MC, **PC**, PV, RS, SM
Human Services - Specialist: Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS
Human Services-Assistance: Public Assistance Eligibility	RS
Interpreter Preparation	**PC**
Juvenile Corrections	RS
Law Enforcement	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Law Enforcement Field Training	RS
Law Enforcement Investigation	GC, RS
Law Enforcement Training	CG, GC, RS
Law Enforcement Training Academy	CG, GC, RS
Leadership Development, Level I	PV
Leadership Development, Level II	PV
Leadership in Public Safety Organizations	CG, GC, MC, **PC**
Legal Studies	CG, EM, GC, MC, **PC**, PV, RS, SM
Non-Sworn Fire Service Professional	GC, MC, **PC**, PV
Paralegal	RS
Paralegal Studies	**PC**
Professional Addictions Counseling	RS

Areas/Programs	Institution
Behavioral Science and Human Services (continued)	
Public Safety Leadership	RS
Public Safety Technology	RS
Search Warrant Preparation	RS
Stage Combat	PV
Substance Use Prevention and Interventions	RS
Terrorism Liaison Training: Level I	**PC**
Terrorism Liaison Training: Level II	**PC**
Victimology	CG, GC, MC, **PC**, PV, RS, SM
Workforce Development and Community Re-Entry	RS
Workforce Development: Foundations in Addictions and Substance Use Disorders	RS
BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT	
Accounting	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Administrative Professional	CG, EM, GC, GW, MC, **PC**, PV, SM
Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Apprentice Meat Cutter	GW
Associate in Business, General Requirements (ABUS-GR)	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Business, Special Requirements (ABUS-SR)	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Automobile Insurance Claims: Customer Service	RS
Automobile Insurance: Customer Service	RS
Automobile Insurance: Policy Services	RS
Automobile Insurance: Sales	RS
Automobile Insurance: Sales Service	RS
Bank Account Management: Customer Service	RS
Banking and Finance	GW, **PC**
Beauty and Wellness	GW, MC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operations	RS
Business Administration Fastrack	CG, GC, MC, **PC**, SC
Business Technology Specialist	GW
Commercial Baking and Pastry	EM, **PC**, SC
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Culinary Arts	EM, SC
Culinary Arts I	EM, SC
Culinary Arts II	EM, SC
Culinary Fundamentals	SC, SM
Debt Resolution: Customer Service	RS
Debt Resolution: Sales	RS
Enrolled Agent	CG, GC, GW, MC, **PC**, PV, RS, SC, SM
Entrepreneurial Studies Level I	GC, GW, MC, **PC**, PV, RS, SC, SM
Entrepreneurial Studies Level II	GC, GW, MC, **PC**, PV, RS, SC, SM
Esports	CG, **PC**, PV, RS, SM
Fashion Merchandising	MC, **PC**
Financial Industry	GW

Areas/Programs	Institution
Business, Entrepreneurialism, and Management (continued)	
General Business	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Health Care Insurance: Customer Service	RS
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Meeting and Event Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Human Resources Management	CG, GC, GW, MC, **PC**, RS, SC, SM
Insurance: Customer Service	RS
Licensed Residential Appraiser	MC
Management	CG, GC, GW, MC, **PC**, PV, RS, SC, SM
Marketing	GC, GW, MC, **PC**, PV, SC, SM
Marketing and Sales	GC, GW, MC, **PC**, PV, SC
Motor Vehicle: Customer Service	RS
Organizational Leadership	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Organizational Management	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Personal Loans: Customer Service	RS
Project Management	MC
Property Insurance: Customer Service	RS
Public Administration	RS
Public Administration: Legal Services	RS
Public Relations	MC
Quality Customer Service	RS
Real Estate: Prelicense	GC, MC, PV, RS, SC, SM
Residential Appraisal Trainee	MC
Retail Management	CG, EM, GC, GW, MC, **PC**, RS, SC, SM
Retail Pharmacy: Customer Service	RS
Risk Management and Insurance	CG, GC, GW, MC, RS, SC
Securities Industry Essentials	CG, GW, MC, **PC**, PV, SC, SM
Small Business Management Level I	EM, GC, GW, MC, **PC**, RS, SM
Small Business Management Level II	GC, GW, MC, **PC,** RS, SM
Small Business Start-Up	CG, PV
Social Media Marketing	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Utilities: Customer Service	RS
Water Services: Customer Service	RS

COMPUTER AND INFORMATION TECHNOLOGY

Adobe Foundations: Animation and Graphics Production	CG, GC, MC, PV, SM
Adobe Foundations: Audio and Video Production	MC, SM
Amazon Web Services Cloud Associate	CG, GC, GW, MC, **PC**, PV, SC, SM
Amazon Web Services Cloud Practitioner	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Amazon Web Services Cloud Specialist	CG, GC, GW, MC, **PC**, PV, SC, SM
Android App Development	CG, GW, MC, **PC**, PV, RS, SM
Associate in Science, Emphasis in Computer Science	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Cisco Certified Network Professional: Enterprise	CG, GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Advanced Routing and Services	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Core	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration and Security	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration: CCNA	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration: CCNP	CG, EM, GC, GW, MC, PV, SC, SM
CompTIA A+ Certification Prep	GW
CompTIA Security+ Certification Prep	GW
Computer Support Specialist (Day)	GW
Computer Support Specialist (Night)	GW
Computer System Configuration and Support	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Computer System Configuration and Support, Linux	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Computer System Configuration and Support, Network	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Computer System Configuration and Support, Security	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Critical Infrastructure	EM, GC
Cross-Platform App Development	GW, MC, **PC**, PV, RS, SM
Cyber Engineering	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Cyber Operations	CG, EM, GC, GW, MC, PV, SM

Areas/Programs	**Institution**
Computer and Information Technology (continued)	
Cybersecurity	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Cybersecurity Fundamentals	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Data Analytics	EM, GW, MC, PV, RS, SC
Database Development	EM, MC, SC
Desktop Support	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Foundations of Mobile App Development	MC, PC, PV, RS, SM
Information Security	GC
Information Security Technology	GC
Information Technology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
iOS App Development	CG, GC, GW, MC, **PC**, PV, RS, SC, SM
IT Security Associate	EM
Linux Associate	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Linux System Administration	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Microsoft Desktop Associate	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Microsoft Office Professional	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Microsoft Office Specialist	CG, EM, GC, GW, MC, PV, RS, SC, SM
Microsoft System Administration	CG, EM, GC, GW, MC, **PC**, PV
Mobile App Development	MC, **PC**, PV, RS, SC, SM
Native Mobile App Development	GW, MC, **PC**, PV, RS, SM
Network and Cyber Fundamentals	GW
Network and Systems Administration	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Network Specialist (Day)	GW
Network Specialist (Night)	GW
Network Support Specialist	GW
Network Support Technician	GW
Oracle Database Operations	CG
Programming	EM, RS, SM
Programming and Systems Analysis	CG, EM, GC, MC, **PC**, PV, RS, SC
Programming and Systems Analysis Level I	CG, EM, GC, MC, **PC**, PV, RS, SC
Programming and Systems Analysis Level II	CG, EM, GC, MC, **PC**, PV, RS, SC

Areas/Programs	Institution
Computer and Information Technology (continued)	
Red Hat Linux Administrator	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Red Hat Linux Engineer	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Security Specialist	GW
Video Game Production	GC, MC, PV
Video Game Production: Audio and Sound	GC, MC, PV
Video Game Production: Coding and Scripting	GC, MC, PV
Video Game Production: Game Art	GC, MC, PV
Video Game Production: Game Narrative	GC, MC, PV
VMware Foundations	EM, GC, GW, MC, **PC**, PV, SC
VMware Network Administrator	CG, EM, GC, MC, PV
VMware Systems Administrator	EM, GC, GW, MC, **PC**, PV, SC
Web App Development	CG, GC, GW, MC, **PC**, PV, RS, SC, SM
Web Design	CG, EM, GC, MC, PV, RS, SC, SM
Web Design/Development	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Web Development	CG, EM, GC, GW, MC, **PC**, PV, SC, SM
Web Foundations	CG, EM, GC, MC, **PC**, PV, RS, SC, SM
Windows App Development	GW, MC, **PC**, PV, RS, SM
CULTURE AND SOCIETY	
African-American Studies	MC
American Indian Studies	MC, **PC**, SC
Applied Storytelling	EM, SM
Associate in Arts, Emphasis in American Indian Studies	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Anthropology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Communication	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Economics	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Creative Writing)	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Literature)	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM

Areas/Programs	Institution
Culture and Society (continued)	
Associate in Arts, Emphasis in History	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Humanities	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Information Studies and eSociety	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Japanese	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Philosophy	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Religious Studies	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Sociology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Spanish	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Women and Gender Studies	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Chicana and Chicano Studies	GC, PC
Communication Competence in the Workplace	GC, MC
Communication Skills for Non-Native English Speakers	GC, MC
Creative Writing	CG, EM, GC, MC, **PC**, PV, RS, SC
Deaf Studies	**PC**
Foundations of Storytelling	EM, SM
Global Citizenship	MC
International Studies	**PC**
Interpreter Preparation	**PC**
Journalism and New Media Studies	GC, MC
Language and Literary Culture of the USA	RS
Language Studies	CG, GC, MC, RS
Oral Communication Fluency for Non-Native English Speakers	GC, MC
Southwest Studies	**PC**
Spanish Language and Culture	CG, MC, RS
Sustainability and Ecological Literacy	EM, RS, SM
Sustaining and Advancing Indigenous Nations	SC
Traditional and Fact-Based Storytelling	EM, SM
Women and Gender Studies	CG, MC
EDUCATION	
Associate in Arts, Elementary Education (AAEE)	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM

Areas/Programs	Institution
Education (continued)	
Associate in Arts, Emphasis in Early Childhood Education	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Educational Studies Early Childhood	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Secondary Education	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Secondary Education	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Early Childhood Education	CG, EM, GC, MC, **PC**, PV, RS, SM
Foundations of Early Childhood Education	CG, EM, GC, MC, **PC**, PV, RS, SM
Gifted Education	EM
Instructional Assistance	MC, SM
K-12 eLearning Design	RS
K-12 Online Teaching	RS
HEALTH SCIENCES	
Aesthetician (24 Hours Per Week)	GW
Aesthetics Instructor	GW
Associate in Arts, Emphasis in Exercise Science	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Nutritional Science	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Speech and Hearing Science	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Community Dental Health Coordination	RS
Community Health Paramedicine	GC, MC, **PC**, PV
Computed Tomography	GW
Cosmetologist (20 Hours Per Week)	GW
Cosmetologist (32 Hours Per Week)	GW
Cosmetologist (High School)	GW
Cosmetology Instructor	GW
Critical Care Paramedicine	GC, MC, **PC**, PV
Dental Assisting	PC
Dental Hygiene	MC, **PC**, RS
Diagnostic Medical Sonography	GW
Electrocardiogram (ECG) Technician	GW
Electroneurodiagnostic (END) Technology	GW
Emergency Medical Services and Fire Preparatory Academy	GW
Emergency Medical Technology	CG, GC, MC, **PC**, PV
Emergency Medical Technology (EMT)	GW
Emergency Medical Technology (EMT) (High School)	GW
Emergency Medical Technology Comprehensive	CG, GC, MC, **PC**, PV

Areas/Programs	Institution
Health Sciences (continued)	
Exercise Science: Health, Fitness and Sports Performance	CG, GC, MC, PV, SC, SM
Fast Track Practical Nursing	GW
Foundations of Sports Medicine	RS
Group Fitness Instructor	MC
Hair Stylist (20 Hours Per Week)	GW
Hair Stylist (32 Hours Per Week)	GW
Health Information Technology	**PC**
Health Information: Long Term Care Settings	**PC**
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Healthcare Regulatory Compliance	GW
Healthcare Technology Systems	GC, PV
Histologic Technology	**PC**
Hospital Central Service Technology	GW
Integrated Public Health	PV
Integrated Public Health: Health Administration	PV
Integrated Public Health: Health Education	PV
Integrated Public Health: Mobile Integrated Health	PV
Laboratory Assisting	**PC**
Magnetic Resonance Imaging	GW
Massage Therapy	**PC**
Massage Therapy (24 Hours Per Week)	GW
Medical Administrative Assisting	**PC**
Medical Assisting	**PC**
Medical Assisting (Day)	GW
Medical Assisting (Night)	GW
Medical Billing and Coding: Physician Based (Day)	GW
Medical Billing and Coding: Physician Based (Night)	GW
Medical Billing and Coding: Physician-Based	**PC**
Medical Coding: Hospital-Based	**PC**
Medical Interpreter - Spanish (12 Hours Per Week)	GW
Medical Interpreter - Spanish (6 Hours Per Week)	GW
Medical Laboratory Science	**PC**
Micro Certificate in Recreation Management	SC
Musculoskeletal Sonography	GW
Nail Technician	GW
Nail Technician Instructor	GW
Nuclear Medicine Technology	GW
Nurse Assisting	EM, GC, GW, MC, PV
Nursing	CG, EM, GC, GW, MC, **PC**, PV, SC
Nursing Refresher	GW, MC
Nutrition and Dietetic Technology	PV
Nutrition for Personal Trainers and Coaches	SC
Occupational Therapy Assistant	GW
Operating Room Nursing	GW
Ophthalmic Medical Administrative Assistant Apprenticeship	GW
Ophthalmic Medical Assistant	GW
Ophthalmic Medical Assistant Apprenticeship	GW
Paramedicine	GC, MC, **PC**, PV
Personal Trainer	CG, GC, MC, PV, SC, SM
Personal Trainer: Advanced	CG, GC, MC, PV, SC, SM
Pharmacy Technician	GW
Pharmacy Technician Apprenticeship	GW
Phlebotomy	**PC**
Phlebotomy (Day)	GW
Phlebotomy (Night)	GW
Physical Therapist Assisting	GW
Polysomnographic Technology	GW
Practical Nursing	CG, EM, GC, GW, MC, **PC**, PV, SC

Areas/Programs	Institution
Health Sciences (continued)	
Radiologic Technology	GW
Recreation Management	SC
Respiratory Care	GW
Spanish Interpreting for Healthcare Professionals	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Sustainable Food Systems	RS
Tactical Emergency Casualty Care	GC, MC, **PC**, PV
Yoga Instruction	SC
Yoga Therapy	SC
SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS	
Artifcial Intelligence and Machine Learning	CG, EM
Associate in Arts, Emphasis in Food Science and Technology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Geography	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Mathematics	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Emphasis in Sustainability and Environmental Studies	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Astronomy	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Biochemistry	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Biological Sciences	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Chemistry	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Engineering	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Geography - Meteorology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Geology	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Science, Emphasis in Physics	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Biomedical Equipment Technology	GC, MC
Biotechnology and Molecular Biosciences	GC
Electronics Engineering Technology	MC
Electronics Technology	MC
Engineering Technology	EM, GC, PV, SM

Areas/Programs	Institution
Science, Technology, Engineering and Mathematics (continued)	
Environmental and Natural Resource Conservation	**PC**
Environmental and Natural Resource Stewardship	**PC**
Equine Science	SC
Food Science and Technology I	SM
Food Science and Technology II	SM
Geospatial Technologies	MC
Landscape Aide	MC
Landscape Horticulture	MC
Landscape Specialist	MC
Mortuary Science	CG
Sustainability	CG, GC, MC, PV, RS, SC, SM
Sustainable Agriculture	MC
Veterinary Assisting	MC
Veterinary Technology	MC
Workforce Development: Introduction to Sustainable Food Systems	RS
VISUAL AND PERFORMING ARTS	
Alteration Specialist	MC, **PC**
Animation	GC, MC, **PC**
Animation and Time-Based Media	GC, MC, **PC**
Apparel Construction	MC, **PC**
Associate in Arts, Fine Arts	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Art	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Dance	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Music	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Musical Theatre	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Theatre	CG, EM, GC, GW, MC, **PC**, PV, RS, SC, SM
Audio Production Technologies	GC, MC, **PC**, PV, SC
Beginning Piano Pedagogy	MC
Ceramics	MC
Commercial and Freelance Photography	GC, **PC**
Costume Design and Production, Level I	MC, **PC**
Costume Design and Production, Level II	**PC**
Dance Performance and Technology	SC
Digital Arts: Digital Photography	MC
Digital Media Arts	GC, **PC**
Disc Jockey Techniques	MC, SC
Disc Jockey Techniques I	MC, SC
Disc Jockey Techniques II	MC, SC
Documentary Film Production	GC
Drawing and Painting	MC
Editing	SC
Electronic Music	GC, MC, **PC**, SC
Fashion Design	MC, **PC**
Fashion Design: Entrepreneur	**PC**
Fashion Design: Level I	MC, **PC**

Areas/Programs	Institution
Visual and Performing Arts (continued)	
Fashion Design: Level II	**PC**
Fashion Illustration	**PC**
Film and Media Production	GC
Graphic Design	MC, **PC**
Illustration	CG, MC, **PC**
Illustration and Sequential Art	CG, MC, **PC**
Image Consultant	MC
Interior Design	**PC**, SC
Interior Design Kitchen and Bath	**PC**, SC
Interior Design Professional	SC
Interior Design Technology	**PC**, SC
Interior Design Upholstery and Soft Goods Production	**PC**
Interior Merchandising and Home Staging	EM, **PC**, SC
Intermediate Piano Pedagogy	MC
Motion Picture Production	SC
Motion Picture, Television, and New Media Production	SC
Music Business I	GC, MC, **PC**, PV, SC, SM
Music Business II	GC, MC, **PC**, PV, SC, SM
Music Industries: Music Business	GC, MC, **PC**, PV, SC, SM
Pattern Design, Level I	**PC**
Pattern Design, Level II	**PC**
Photography	CG, GC, MC, **PC**
Retail Sales Manager	MC
Screenwriting	SC
Sequential Art	CG, MC, **PC**
Technical Theatre	MC, **PC**, SC
Technical Theatre: Audio Technician	GC, MC, **PC**, PV
Technical Theatre: Cosplay I	MC
Technical Theatre: Cosplay II	MC
Technical Theatre: Costuming	GC, MC, **PC**, PV
Technical Theatre: Hair and Makeup	MC
Technical Theatre: Lighting	MC, **PC**, PV
Technical Theatre: Properties	MC, **PC**, PV, SC
Technical Theatre: Puppetry	MC, **PC**, PV
Technical Theatre: Set/Scenic Construction	MC, **PC**
Technical Theatre: Stage Crew Technician	GC, MC, **PC**, PV, SC
Textile and Apparel: Fashion Stylist	MC
Time-Based Media	MC, **PC**
Visual Communication	SC
Visual Communication: Creative Branding	SC
Visual Communication: Design	SC
Visual Communication: Digital Process Management	SC

College Acronyms/Name:
CG: Chandler Gilbert Community College
EM: Estrella Mountain Community College
GC: Glendale Community College
GW: GateWay Community College
MC: Mesa Community College
PC: Phoenix College
PV: Paradise Valley Community College
RS: Rio Salado College
SC: Scottsdale Community College
SM: South Mountain Community College

About the Maricopa Community Colleges: Our Story

Who we serve: It's all about our students

Maricopa Community Colleges is committed to providing quality, accessible education to as many members of the community as possible.

From students looking to transfer to university, to those with the goal of learning a new skill or trade, from elementary and high school students getting started with college courses, to senior citizens participating in lifelong learning, from future first-responders, and nurses to veterans – we are here to serve you.

We invite our community – diverse in educational background, ethnicity, age, life experiences, and with varying educational and career goals – to join us in creating empowering and enriched lives through education.

Maricopa Community Colleges is devoted to the economic growth and well-being of the communities we serve. This starts with a positive relationship with our Earth.

We support our sustainability goals by:

- Creating and implementing interdisciplinary programs.
- Sharing sustainability programs and forging partnerships.
- Infusing sustainability throughout the disciplines via staff development offerings and faculty engagement strategies.
- Purchasing socially and environmentally-conscious products.
- Building and renovating facilities using socially and environmentally-responsible practices.
- Expanding college-community partnerships and service-learning opportunities for sustainable development.

Partner universities: We've got you covered

One of our cornerstone commitments to you is our collaboration with colleges throughout the country so you can achieve your ultimate degree goals. A majority of our students transfer to one of Arizona's quality, public partner universities – Arizona State University, Northern Arizona University, and University of Arizona, and we have partnerships with more than 40 institutions within and outside of Arizona. Our Transfer Pathways agreement with these institutions is based on specific program requirements designed to encourage a smooth transfer of your degree course credits so you can continue your higher education, and a high level of achievement in the next stage.

Funding and taxes: Community in support of education

The monies that fund Maricopa Community Colleges come from tuition and fees, property taxes, Salt River Project (SRP), state aid, and other sources such as donations. Property taxes are a major source of funding for Maricopa Community Colleges. Thus, property owners in the communities support the educational goals of the colleges.

Revenues support general operations, such as salaries, benefits, supplies, and travel, as well as capital needs, such as land, buildings, improvements, and equipment that meets capitalization requirements.

Monies provide students with outstanding learning opportunities and venues by supporting our dedicated faculty and staff, as well as campus operations. We help our students develop the skills to become workforce-ready and contribute directly to the economic health of our state and communities. As members of the public, your taxes and donations not only make a difference for our students, but also benefit the economic security of our state.

How to Transfer

Many students who begin their college career at Phoenix College plan to continue on for a bachelor's degree. Every year almost 1000 students transfer to Arizona State University, Northern Arizona University and the University of Arizona. And many others transfer out of state or to private colleges and universities in Arizona. These students take advantage of the excellent instruction, small classes, lower cost and outstanding support services available at Phoenix College.

The Transfer Center works collaboratively with your academic advisor to help you make the most of your educational experience and plan for a smooth and successful transfer.

Start on the Right Path

Choose the associate's degree pathway for your major. These degrees are transferable to most universities.

Learn How and Where to Transfer

Meet with an academic advisor who will help you select the right courses, choose an associate degree, and explore transfer opportunities.

Maximize Your Credits

Be selective and take courses that count toward both your associate and bachelor degree programs.

Check Your Progress

As you complete your classes, a degree audit helps check your progress and keeps you on track.

Meet University Requirements

Become familiar with all university admission requirements and application dates. Some applications, such as financial aid, have deadlines.

Unlimited Opportunities.

Your goals matter. We want to help you reach them.

Whether you want to earn an associate degree, get a head start on your bachelor's, or receive workforce training.

Fields of Interest organize degrees and certificates that share similar areas of study, allowing you to identify your skills and interests to find a career path that's best for you.

For an overview of the Maricopa Community Colleges' Fields of Interest, please watch the following video:

https://www.youtube.com/embed/QTk-powzIgI

Maricopa Community Colleges can help pave the best path for you.

From day one, you'll see how our affordable tuition, world-class faculty, small class sizes, and innovative programs can support your success.

New Associate degrees created for Guided Pathways

AA/8101	Associate in Arts, Elementary Education
AA/8109	Associate in Arts, Emphasis in Anthropology
AA/8110	Associate in Arts, Emphasis in English (Literature)
AA/8111	Associate in Arts, Emphasis in Economics
AA/8113	Associate in Arts, Emphasis in Geography
AA/8114	Associate in Arts, Emphasis in History
AA/8115	Associate in Arts, Emphasis in Nutritional Science
AA/8117	Associate in Arts, Emphasis in Social Work
AA/8118	Associate in Arts, Emphasis in English (Creative Writing)
AA/8119	Associate in Arts, Emphasis in Sociology
AA/8120	Associate in Arts, Emphasis in Political Science
AA/8121	Associate in Arts, Emphasis in Exercise Science
AA/8122	Associate in Arts, Emphasis in Psychology
AA/8123	Associate in Arts, Emphasis in Sustainability and Environmental Studies
AA/8124	Associate in Arts, Emphasis in Communication
AA/8125	Associate in Arts, Emphasis in Mathematics
AA/8126	Associate in Arts, Emphasis in American Indian Studies
AA/8128	Associate in Arts, Emphasis in Women and Gender Studies
AA/8129	Associate in Arts, Emphasis in Spanish
AA/8130	Associate in Arts, Emphasis in Japanese
AA/8131	Associate in Arts, Emphasis in Information Studies and eSociety
AA/8132	Associate in Arts, Emphasis in Early Childhood Education
AA/8134	Associate in Arts, Emphasis in Educational Studies Early Childhood
AA/8135	Associate in Arts, Emphasis in Philosophy
AA/8136	Associate in Arts, Emphasis in Food Science and Technology
AA/8137	Associate in Arts, Emphasis in Counseling and Applied Psychological Science
AA/8138	Associate in Arts, Emphasis in Religious Studies
AA/8139	Associate in Arts, Emphasis in Family Life Education
AA/8140	Associate in Arts, Emphasis in Secondary Education
AA/8141	Associate in Arts, Emphasis in Law and Policy
AA/8142	Associate in Arts, Emphasis in Speech and Hearing Science
AA/8143	Associate in Arts, Emphasis in Humanities
AA/8144	Associate in Arts, Emphasis in Criminal Justice
AA/8145	Associate in Arts, Emphasis in Community Health
AAFA/8310	Associate in Arts, Fine Arts
AAFA/8311	Associate in Arts, Fine Arts, Emphasis in Art
AAFA/8312	Associate in Arts, Fine Arts, Emphasis in Dance
AAFA/8313	Associate in Arts, Fine Arts, Emphasis in Music
AAFA/8314	Associate in Arts, Fine Arts, Emphasis in Musical Theatre
AAFA/8315	Associate in Arts, Fine Arts, Emphasis in Theatre
AS/8601	Associate in Science, Emphasis in Computer Science
AS/8602	Associate in Science, Emphasis in Biological Sciences

New Associate degrees created for Guided Pathways (continued)

AS/8603	Associate in Science, Emphasis in Chemistry
AS/8604	Associate in Science, Emphasis in Geography-Meteorology
AS/8605	Associate in Science, Emphasis in Astronomy
AS/8606	Associate in Science, Emphasis in Physics
AS/8607	Associate in Science, Emphasis in Engineering
AS/8608	Associate in Science, Emphasis in Geology
AS/8609	Associate in Science, Emphasis in Secondary Education
AS/8610	Associate in Science, Emphasis in Biochemistry

Academic Planning Worksheet

PHOENIX COLLEGE

Name:_____ Associate Degree:_____

Major: _____ University:_____

Projected graduation date:_____ Apply for graduation:_____

Projected transfer date:_____ Apply to university:_____

Sample Academic Plan

Fall 2022	Spring 2023	Summer 2023
ENG101 (3)	ENG102 (3)	CHM130 (3)
MAT152 (3)	MAT187 (5)	CHM130LL (1)
COM100 (3)	Select Humanities (3)	ARH102 (3) Online
PSY101 (3)	BIO100 (4)	
SPA101 (4)		
Total Credits: 16	Total Credits: 15	Total Credits: 7

Your Future Academic Plan

Fall	Spring	Summer
Total Credits:	Total Credits:	Total Credits:

Fall	Spring	Summer
Total Credits:	Total Credits:	Total Credits:

Notes:

Please bring this worksheet and other materials with you whenever you visit with an academic advisor.

Arizona Transfer Resources

Arizona General Education Curriculum (AGEC)

https://aztransmac2.asu.edu/cgi-bin/WebObjects/agec
A set of 35-38 general education credits that transfer as a block. Most university majors are matched to an AGEC:

AGEC A—For liberal studies majors
AGEC B—For business majors
AGEC S—For science and math-based majors

AZ Statewide Transfer Pathways

Each public university major is matched to a community college pathway: www.aztransfer.com
Select Getting Started and explore transfer options

- Maricopa Community College District degrees for designated majors:
  Associate in Arts (AA)
  Associate in Arts in Elementary Education (AAEE)
  Associate in Business — General Requirements (ABus-GR)
  Associate in Business — Special Requirements (ABus-SR)
  Associate in Science (AS)
  Associate in Arts — Fine Arts (AAFA in Art, Dance, or Theatre)
- Majors not matched to a degree:
  Transfer Guide — Exceptional Requirements (TG-XR)
  Refer to university requirements and Academic Advisors

State of Arizona Universities & Community Colleges

Transfer Student Ombudsperson (TSO)/ Transfer Coordinator

Provided at each community college and university campus, a designated representative to help students who are experiencing problems in admission/transfer to an Arizona university.

Contact Advisement at
(602) 285-7777

AZ Transfer

aztransfer.com

An on-line advisement tool to assist in exploring your options and academic planning. Visit this user-friendly site for:

- Step-By-Step Guide to learn the transfer process
- On-line Course Equivalency Guide (CEG) to determine general studies values and transfer rules
- Exam Equivalency Guide (EEG) - Know how your exam scores translate
- Transfer Planning Aids—see how your courses apply to specific university majors
- Links to the Transfer Guides for Arizona universities and Degree search
- AGEC course search
- Shared Unique Number (SUN) system to ensure successful transfer of credits

University Transfer

www.maricopa.edu/transfer/

- Web tools to assist transfer students
- Transfer guides and degree check sheets
- Events and publications
- University partners

IMPORTANT!
Consult with an advisor for assistance in planning your courses and using these resources.
Advisement
Hannelly Center (HC), (602) 285-7777

Visit the Transfer Center web site for convenient transfer links
www.phoenixcollege.edu/transfer

Transfer

Maricopa Community Colleges Associate Degree Programs

Arizona Transfer Resources

Each public university major is matched to one of the following degree pathways

Associate in Arts (AA), page 120

- **60-64 credits**
- **AGEC A–35 cr.** General Education block includes Core Areas, Awareness Areas
- **MCCCD Requirements**–0-3 cr. Communication Reading
- **General Electives–** Select courses to complete 60 credits but no more than 64 credits

Associate in Business (ABus), pp. 127-128

General Requirements ABus-GR/62-63 credits
For most business majors except CIS

- **AGEC B–35 cr.** General Education block Core Areas and Awareness Areas
- **Common Lower Division Requirements**– 27 cr.
- **General Electives–** Select courses to complete minimum of 62 credits but no more than 63 credits

Special Requirements ABus–SR/62-63 credits
For CIS majors

- **AGEC B–35 cr.** General Education block Core Areas and Awareness Areas
- **Common Lower Division Requirements**– 27 cr.
- **General Electives–** Select courses to complete minimum of 62 credits but no more than 63 credits

Associate in Science (AS), page 121

- **60-64 credits**
- **AGEC S–36-38 cr.** General Education block includes Core Areas, Awareness Areas
- **MCCCD Requirements**–0-6 cr. Communication Reading
- **General Electives–** Select courses to complete 60 credits but no more than 64 credits

Associate in Arts in Elementary Education (AAEE), page 123

- **60-63 credits**
- **AGEC A–35-38 cr.** General Education block with specified requirements for Core Areas and Awareness Areas
- **MCCCD Requirements**–0-3 cr. Communication Reading
- **Elementary Education Requirements –** 25 cr.
- Education Foundations – 18 cr.
- Restricted Electives – 7 cr.

Transfer Guide

Some majors are not matched to a degree pathway due to sequencing or major requirements. For these majors, refer to the Transfer Guides issued by each university.

For a complete list of Arizona university majors and the corresponding pathway, see:

– www.aztransfer.com
– specific university websites

Consult with an advisor for assistance in developing an academic plan.

Advisement Center –
Hannelly Center Building
602.285.7777

Associate in Arts, Fine Arts (AAFA), p. 125
Guided Pathways, pp. 144-145

Guided Pathways provides a clear roadmap of courses of a chosen major used to develop an academic plan to align with your educational and career goals.

Associate in General Studies (AGS), p. 130

- **Minimum 60 cr.**
- **MCCCD General Education Core, 16 cr.**
- **General Education Distribution Areas, 28-29 cr.**
- **Elective Courses, 15-16 cr.**

Associate in Applied Science (AAS), p. 132

- **Minimum of 60 cr.**
- **General Education Core Areas, 15 cr.**
- **General Education Distribution Areas, 9-10 cr.**
- **Required Courses, cr. will vary by program**
- **Restricted Electives, cr. will vary by program**
- **Transferable to BAS degree programs to AZ public universities**

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A **MARICOPA** COMMUNITY COLLEGE

Phoenix College Programs

PHOENIX COLLEGE

A MARICOPA COMMUNITY COLLEGE

INSTRUCTIONAL DEPARTMENTS

DEPARTMENT NAME — CHAIRPERSON	PROGRAMS OFFERED (STUDENT INTENT)	SUBJECTS/ PREFIXES OFFERED (See p. 270 for prefix listings)	CONTACT INFORMATION
Applied Technology, Family and Consumer Sciences — Charlynn Brandom	Adolescent Studies, Apparel Construction, Alteration Specialist, Commerical Baking and Pastry, Costume Design and Production, Level I; Costume Design and Production, Level II; Costuming, Early Childhood Education, Foundations of Early Childhood Education, Fashion Design, Fashion Design: Entrepreneur, Fashion Design, Level I; Fashion Design, Level II; Fashion Illustration, Interior Design, Interior Design Kitchen and Bath, Interior Design Technology, Interior Design Upholstery and Soft Goods Production, Interior Merchandising and Home Staging, Nutrition, Pattern Design	ARC, CAD, CFS, CNS, CUL, ECH, FON, INT, TEC	(602) 285-7287 charlynn.brandom@phoenixcollege.edu
Behavioral Sciences — Deborah Webster	Transfer Option in Psychology	PSY, SOC, SWU, WST	(602) 285-7794 deborah.webster@phoenixcollege.edu
Biosciences — Patricia Finkenstadt	Biology	BIO	(602) 285-7108 https://www.phoenixcollege.edu/academics/departments/biosciences
Business — Brenda Maynard	Accounting, Administrative Professional, Banking and Finance, Business Administration Fastrack, Enrolled Agent, Entrepreneurial Studies Level I, Entrepreneurial Studies Level II, Esports, Fashion Merchandising, General Business, Human Resources Management, Management, Marketing, Marketing and Sales, Microsoft Office Professional, Organizational Leadership, Organizational Management, Retail Management, Securities Industry Essentials, Small Business Management Level I, Small Business Management Level II, Social Media Marketing, Transfer Options – All Business majors	ACC, BPC, CIS, EPS, GBS, IBS, MGT, MKT, PAD, SBS, SBU	(602) 285-7387 https://www.phoenixcollege.edu/business

INSTRUCTIONAL DEPARTMENTS

DEPARTMENT NAME — CHAIRPERSON	PROGRAMS OFFERED (STUDENT INTENT)	SUBJECTS/ PREFIXES OFFERED (See p. 270 for prefix listings)	CONTACT INFORMATION
Communication, Reading, American Sign Language, and Education — Rody Randon	Deaf Studies, Interpreter Preparation, Transfer Option in Communication, Transfer Options in Education Offers a wide variety of reading and study-based courses to support learning.	ALT, ASL, COM, CRE, EDU, EED, HON, IPP, RDG	IPP/SLG: (602) 285-7190 amanda.westphal@phoenixcollege.edu COM/RDG/EDU: (602) 285-7319 norma.pina@phoenixcollege.edu
Computer and Information Technology — Nick Rouse	Amazon Web Services Cloud Associate, Amazon Web Services Cloud Practitioner, Amazon Web Services Cloud Specialist, Android App Development, Computer System Configuration and Support; Computer System Configuration and Support, Linux; Computer System Configuration and Support, Network; Computer System Configuration and Support, Security; Cross-Platform App Development, Cyber Engineering, Cybersecurity, Cybersecurity Fundamentals, Desktop Support, Foundations of Mobile App Development, Information Technology, iOS App Development, Linux Associate, Linux System Administration, Microsoft Desktop Associate, Microsoft System Administration, Mobile App Development, Native Mobile App Development, Network and Systems Administration, Programming and Systems Analysis, Programming and Systems Analysis Level I, Programming and Systems Analysis Level II, Red Hat Linux Administrator, Red Hat Linux Engineer, VMware Foundations, VMware Systems Administrator, Web App Development, Web Developer, Web Design/ Development, Web Development, Web Foundations, Windows App Development, Transfer Options in Computer and Information Technology	BPC, CIS, CLD, CNT, ITS, MST	(602) 532-8700 https://www.phoenixcollege.edu/iti
Counseling — Roberto Villegas-Gold	Instruction and individual counseling to meet your academic, career, and personal needs	AAA, CPD, CWE, FYE, LDR	(602) 285-7392 https://www.phoenixcollege.edu/students/counseling

INSTRUCTIONAL DEPARTMENTS

DEPARTMENT NAME — CHAIRPERSON	PROGRAMS OFFERED (STUDENT INTENT)	SUBJECTS/ PREFIXES OFFERED (See p. 270 for prefix listings)	CONTACT INFORMATION
Criminal Justice, Emergency Response, and Legal Studies — Bill Williams	Administration of Justice, Administration of Justice Studies, Community Health Paramedicine, Critical Care Paramedicine, Community Emergency Response Team (CERT) Level I, Corrections, Crime Scene Investigation, Driver Operator, Emergency Communications and Deployment, Emergency Management, Emergency Medical Technology, Emergency Medical Technology Comprehensive, Fingerprint Identification and Photography, Firefighter Operations, Fire Science, Fire Service Management, Forensic Science, Hazardous Materials Response, Homeland Security, Law Enforcement, Leadership in Public Safety Organizations, Legal Studies, Non-Sworn Fire Service Professional, Paralegal Studies, Paramedicine, Tactical Emergency Casualty Care, Terrorism Liaison Training: Level I, Terrorism Liaison Training: Level II, Victimology, Transfer Option in Fire Science	AES, AJS, DPR, ECT, EMT, FOR, FSC, LAS, LET, MIS, PME	Administration of Justice: (602) 285-7893 Emergency Medical Technology/Fire Science: (602) 285-7125 Paralegal Studies: Academic Advising: (602) 285-7224 lasadvisor@phoenixcollege.edu
Dental — Rebecca Horton	Dental Assisting, Dental Hygiene	DAE, DHE	(602) 285-7323
English — Pamela Duty	Creative Writing	CRW, ENG, ENH, ESL	(602) 285-7694 or (602) 285-7807
Fine and Performing Arts — Karl Schindler	Animation, Animation and Time-Based Media, Associate in Fine Arts (Art, Dance, Music, Theatre), Audio Production Technologies, Comic and Sequential Art, Commercial Photography, Digital Media Arts, Electronic Music, Graphic Design, Illustration, Illustration and Sequential Art, Media Arts programs in Computer Art/Illustration, Digital Animation, Digital Imaging, Graphic Design, Web Design, Music, Music Business, Photography, Transfer Options in Art and Music, Technical Theatre, Technical Theatre: Audio Technician, Technical Theatre: Costuming, Technical Theatre: Lighting, Technical Theatre: Properties, Technical Theatre: Puppetry, Technical Theatre: Set/Scenic Construction, Technical Theatre: Stage Crew Technician, Time-Based Media, Transfer Options in Theatre	ARH, ART, DAH, DAN, HUM, MHL, MMT, MTC, MUC, MUE, MUP, TCM, THE, THF, THP, VPT	(602) 285-7277 lisa.saper-bloom@phoenixcollege.edu

INSTRUCTIONAL DEPARTMENTS

DEPARTMENT NAME — CHAIRPERSON	PROGRAMS OFFERED (STUDENT INTENT)	SUBJECTS/ PREFIXES OFFERED (See p. 270 for prefix listings)	CONTACT INFORMATION
Health Professions, Fitness and Wellness — Terinicka Thomas-Brogan	Health Information: Long Term Care Settings, Health Information Technology, Histologic Technology, Laboratory Assisting, Massage Therapy, Medical Administrative Assisting, Medical Assisting, Medical Coding: Hospital-Based, Medical Billing and Coding: Physician-Based, Medical Laboratory Science, Phlebotomy, Transfer Option in Physical Education	ESS, HCC, HES, HIM, HST, LBA, MAS, MDL, PED, PLB, REC, WED	(602) 285-7295 marty.minton@phoenixcollege.edu
Honors — Kenny Miller	Honors Program	Honors offerings may change each semester. Contact the Honors Office for more information.	(602) 285-7305 HB Building, Room HB-111
Liberal Arts — Steve Thorpe	American Indian Studies, Chicana and Chicano Studies, Environmental and Natural Resource Conservation, Environmental and Natural Resource Stewardship, Environmental and Natural Resource Sustainability, International Studies, Southwest Studies Transfer Options in American Indian Studies and Liberal Arts and Sciences Offer a broad range of world language and culture courses	AFR, AHU, AIS, ASB, ASM, CCS, ECN, FRE, HIS, HUM, NAV, NVH, PHI, POS, REL, SPA, SPH, SSH	(602) 285-7651 PC-Liberal-Arts@phoenixcollege.edu
Library — Christine Moore	Supports students and instructional programs; provides access to information in many formats	None	(602) 285-7454 christine.moore@phoenixcollege.edu
Mathematics — Diane Hirsch	Delivery of mathematics courses at all levels. Provides free access to tutoring and math software to support learning.	MAT	(602) 285-7151
Nursing — Constance Powers	Nursing, Practical Nursing, Transfer Option in Pre-Nursing	HCR, NUR	(602) 532-8615 constance.powers@phoenixcollege.edu
Physical Sciences — Abeer Hamdan	Transfer Options in Astronomy, Chemistry, Engineering, Geology, Physical Geography, Physical Science, and Physics	AST, CHM, ECE, EEE, ELE, GCU, GIS, GLG, GPH, GTC, MNT, PHS, PHY, PPT	Chemistry: (602) 285-7138 Other Physical Sciences: (602) 285-7350

Program and Award Types Index

Your program and degree options are many and complex. It is important to obtain information related to your educational and career goals early. All students are strongly encouraged to work with an academic advisor and/or counselor. **Advisement Center**, 602.285.7777; **Counseling Department**, 602.285.7392

◆ **Associate in Applied Science (AAS) Degree**
The AAS degree programs prepare students to enter specific careers or occupations. Although these career programs are not designed as transfer programs, some transfer as a "block." See page 132.

* **Certificate of Completion (CCL)**
The Certificate of Completion programs require fewer courses than degree programs and are a good choice if you seek immediate entry into the work force or on-the-job advancement. Certificate programs can lead to an Associate in Applied Science Degree; see the above information on the AAS degree.

** **Academic Certificate (AC)**
The Academic Certificate is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. See page 134.

● **Transfer Options – AGEC, AA, AA in Fine Arts: Art, Dance, and Theatre, AS, AAEE, ABus/GR and ABus/SR Degrees**
If you plan to complete lower-division (freshman and sophomore levels) coursework at Phoenix College before transferring to a university, these degrees are designed for you. PC faculty and staff work closely with state universities to ensure maximum transfer of credits within your selected program. Information on these options starts on page 115.

■ **Associate in General Studies (AGS) Degree**
This degree is recommended for students whose educational goals require flexibility and a broader choice of classes. The AGS degree program is less appropriate if you intend to transfer to a university. AGS advisement is available to students. See page 130.

The courses contained in the following programs are listed alphanumerically by subject and number and begin on page 270. For the availability of specific courses, consult the current class schedule. Not all courses are offered each semester.

Occupational programs are listed alphabetically within the Field of Interest, see page 135.

Phoenix College welcomes inquiries from the Spanish speaking community. Please call 602.285.7777 for further information regarding liberal arts and occupational programs.

Phoenix College extiende una bienvenida a preguntas de la comunidad hispana. Para mas información tocante a los programas de artes, ciencias, y ocupaciones técnicas, favor de llamar al 602.285.7777.

Phoenix College Programs & Awards

The following programs with associated awards are listed alphabetically by title within instructional/occupational areas. A list of instructional departments is on pages 151-154.

Key: AAS [◆] CCL [*] AC [**] Transfer [●] Shared [☘] Not eligible for Financial Aid [CCLxxxxN**]**

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(Note: Consult with Academic Advisement for new programs available.)

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SUGGESTED TRANSFER COURSES

The following academic departments have suggested transfer courses. Contact the appropriate department or the Phoenix College Transfer Center for information.

MAJORS	PC DEPARTMENTS
Applied Computing	Computer and Information Technology
Art	Fine and Performing Arts
Biology	Biosciences
Business	Business
Communication	Communication, Reading, American Sign Language, and Education
Cyber Operations	Computer and Information Technology
Cybersecurity	Computer and Information Technology
Dance	Fine and Performing Arts
Education	Communication, Reading, American Sign Language, and Education
Engineering	Physical Sciences
Family and Consumer Sciences	Applied Technology, Family and Consumer Sciences
Liberal Arts	Liberal Arts
Music	Fine and Performing Arts
Network Operations	Computer and Information Technology
Nutrition	Applied Technology, Family and Consumer Sciences
Physical Education	Health Professions, Fitness and Wellness
Physics	Physical Sciences
Pre-Medical	Academic Advisement
Pre-Veterinary	Academic Advisement
Pre-Pharmacy	Academic Advisement
Pre-Law	Academic Advisement
Pre-Physical Therapy	Academic Advisement
Psychology	Behavioral Sciences
Social Work	Behavioral Sciences
Sociology	Behavioral Sciences
Software Development	Computer and Information Technology
Technology Management	Computer and Information Technology
Theatre	Fine and Performing Arts
Women's Studies	Behavioral Sciences

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For more information, visit:

https://www.phoenixcollege.edu/academics/pc-online/online-classes-and-degrees

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A **MARICOPA** COMMUNITY COLLEGE

Behavioral Science and Human Services

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

Administration of Justice

Certificate of Completion — CCL 5007N
15 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

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

Restricted Electives: None.

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

Administration of Justice Studies

Associate in Applied Science — AAS 3181
60-69 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

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

AJS200. . . . . Current Issues in Criminal Justice (3) OR
AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3). 3

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

Restricted Electives: 12-13 Credits

AJS113 . . . . . Criminal Justice Crime Control Policies and Practices 3
(Fulfills ASU transfer requirement)
AJS119 . . . . . Computer Applications in Justice Studies 3
(Fulfills NAU transfer requirement)
AJS162. . . . . Domestic Violence 3
(Fulfills Victimology certificate requirement)
AJS201. . . . . Rules of Evidence 3
(Fulfills Legal Studies certificate requirement)
AJS205. . . . . Effective Communication and Report Writing in Criminal Justice 3
(Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)
AJS210. . . . . Constitutional Law. 3
(Fulfills Legal Studies certificate requirement and NAU transfer requirement)
AJS255. . . . . Crime, Law, and Mental Health 3
(Fulfills Corrections and Victimology certificate requirement)
AJS270. . . . . Community Relations 3
(Fulfills GCU transfer requirement)
AJS275. . . . . Criminal Investigation I 3
(Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)
AJS290BN . . . . . Courtroom Testimony Seminar 1

AJS+++++. . . . . Any AJS Administration of Justice Studies course not listed under Required Courses area (3) OR
BPC110. . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . . . 3
(BPC110 or CIS105 fulfills transfer requirement)

CIS114DE . . . . . Excel Spreadsheet. 3
(Fulfills NAU transfer requirement)

PSY101. . . . . Introduction to Psychology (3) OR
SOC101 . . . . . Introduction to Sociology (3) 3
(Fulfills ASU transfer requirement)

REC120. . . . . Leisure and the Quality of Life 3
(Fulfills ASU transfer requirement)
SWU171 . . . . . Introduction to Social Work. 3
(Fulfills ASU transfer requirement)

General Electives: 7-9 Credits
Recommend the following for transfer:
FOR105 . . . . . Forensic Science: Physical Evidence (4) OR
FOR106 . . . . . Forensic Science: Biological Evidence (4) OR
Any course with the [SQ] general education designation (4) 4
Recommend the following for transfer:
Any course with an [HU] and [G] general education designation OR an [HU] and [H] general education designation. 3-5

General Education: 12-22 Credits
CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Recommend COM225 for students intending to transfer.
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT146 College Mathematics with Review (6) OR
Any higher approved general education course in the Mathematics area. 3-6

DISTRIBUTION: 0-4 Credits
Humanities, Arts and Design:
Met by AJS123 in the Required Courses area 0
Social-Behavioral Sciences:
Met by AJS200 or AJS/EMT/FSC/SWU258 in Required Courses area. 0
Natural Sciences:
Any approved general education course from the Natural Sciences area. May be met by FOR105 or FOR106 in Electives area. 0-4

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Adolescent Studies

Certificate of Completion — CCL 5357N
9 Credits

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

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

Required Courses: 9 Credits
CFS130. . . . . Demystifying Adolescence 1
CFS182 . . . . . Parenting the Early Adolescent: Ages Ten to Fourteen 1
CFS183 . . . . . Contemporary Issues in Adolescence 3
CFS277 . . . . . Adolescent-Adult Interaction. 3
CFS281 . . . . . Adolescent School Success 1

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

Community Emergency Response Team (CERT): Level I

Certificate of Completion — CCL 5448N
1.5 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 1.5 Credits
AJS/FSC115 . . . . . Community Emergency Response Team (CERT): Level I. 1.5

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

Corrections

Certificate of Completion — CCL 5776N
15 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits
AJS101 . . . . . Introduction to Criminal Justice 3
AJS123 . . . . . Ethics and the Administration of Justice (3) OR
AJS255. . . . . The Criminal Justice System Handling of the Mentally Ill (3) 3
AJS212 . . . . . Juvenile Justice Procedures 3
AJS240. . . . . The Correction Function 3
AJS205. . . . . Effective Communication and Report Writing in Criminal Justice (3) OR
AJS275. . . . . Criminal Investigation (3). 3

Restricted Electives: None.

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

Crime Scene Investigation

Certificate of Completion — CCL 5964
16-18 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16-18 Credits

AJS213 . . . . . Evidence Technology/Fingerprints 3
AJS243. . . . . Crime Scene Reconstruction +. 3

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

AJS216. . . . . Criminalistics: Biological Evidence (3) OR
FOR106 . . . . . Forensic Science: Biological Evidence (4). . . 3-4
AJS214. . . . . Evidence Technology/Photography. 3
AJS275. . . . . Criminal Investigation I 3
AJS290BN . . . . . Courtroom Testimony Seminar 1

Restricted Electives: None.

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

Deaf Studies

Certificate of Completion — CCL 5333
36-47 Credits

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

Program Notes: Students must earn a grade of B or better in CRE101, ENG101 or ENG107, IPP205, IPP207, ASL201, ASL202, ASL203, and ASL204, and must earn a grade of C or better for all remaining courses required within the program. + indicates course has prerequisites and/or corequisites. Students must complete one-hundred (100) clock hours of community involvement defined by the Program Director.

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

Program Prerequisites: None.

Required Courses: 36-47 Credits

ASL101 . . . . . American Sign Language I (4) OR
Permission of Program Director (0). 0-4

ASL102. . . . . American Sign Language II + (4) OR
Permission of Program Director (0). 0-4

ASL110 . . . . . Fingerspelling +. 3
ASL200 . . . . . Issues and Resources + ... 3
ASL201. . . . . American Sign Language III +. 4
ASL202 . . . . . American Sign Language IV + ... 4
ASL203 . . . . . American Sign Language V + ... 4
ASL204 . . . . . Comparative Linguistics: ASL/English +. 3
ASL212. . . . . Deaf Culture +. 3

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

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

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

IPP198 . . . . . Careers in Deaf Studies: Observation + ... 1
IPP205 . . . . . Introduction to Interpreting + ... 3
IPP207 . . . . . Ethics and Decision Making for ASL/English
Interpreters +. 2

Restricted Electives: None.

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

Driver Operator

Certificate of Completion — CCL 5418N
8 Credits

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

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

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

Program Prerequisites: None

Required Courses: 8 Credits

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

An "N" after the Major Code (Ex.: 5947**N**) indicates program is not approved by the Department of Education for financial assistance.

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

Emergency Communications and Deployment

Certificate of Completion — CCL 5775N
2 Credits

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

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

Program Prerequisites: None.

Required Courses: 2 Credits

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

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

Emergency Management

Certificate of Completion — CCL 5304
18 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

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

Restricted Electives: None.

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

Fingerprint Identification and Photography

Certificate of Completion — CCL 5010N
10 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 10 Credits

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

Restricted Electives: None.

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

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

Firefighter Operations

Certificate of Completion — CCL 5557
16-32 Credits

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

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

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

Program Prerequisites: None.

Required Courses: 16-32 Credits
EMT104 . . . . . Emergency Medical Technology + (10) AND
EMT104LL . . . . . Emergency Medical Technology Practicum + (2) OR
Arizona State EMT Certification (0) OR
Arizona State Paramedic Certification (0) OR
Permission of Program Director (0) 0-12

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

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

FSC102. . . . . Fire Department Operations + ... 11
FSC134. . . . . Fitness and Conditioning for Firefighters + . . . 3
FSC174 . . . . . Functions of Command + ... 2

Restricted Electives: None.

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

Fire Science

Associate in Applied Science — AAS 3205
60-88 Credits

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

Program Notes: Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Consult with your faculty mentor or academic advisor to determine educational requirements, including possible university transfer options, for your chosen career field.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 37-57 Credits
EMT104 . . . . . Emergency Medical Technology + (10) AND
EMT104LL . . . . . Emergency Medical Technology Practicum (2) OR
Arizona State EMT Certification (0) OR
Arizona State Paramedic Certification (0) OR
Permission of Program Director (0) 0-12

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

FSC102. . . . . Fire Department Operations + ... 11

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

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

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

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

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

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

Restricted Electives: 1-3 Credits
FSC+++++. . . . . Any Fire Science Technology course.
Recommend the following:
FSC202. . . . . Supervisory Training for Firefighters 3
FSC204. . . . . Firefighting Tactics and Strategy + ... 3
FSC282AC . . . . . Service-Learning Experience in Fire Science + 3
FSC296WC . . . . . Cooperative Education +. 3

General Education: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
COM100 is recommended.
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by by assessment . . 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) OR
Equivalent or higher level mathematics course
in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Fine Arts and Design [HU] area. 3
Social-Behavioral Sciences:
Any approved general education course from the Social and Behavioral Sciences [SB] area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences [SG/SQ] area. 4

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

Fire Service Management

Associate in Applied Science — AAS 3207
60 Credits

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

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

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

Program Prerequisites: None.

Required Courses: 29 Credits
ENG111. . . . . .Technical and Professional Writing + ... 3
FSC119. . . . . .Introduction Fire Service Ethics 3
FSC167. . . . . .Fire Captain Academy + ... 6
FSC202. . . . . .Supervisory Training for Firefighters 3
FSC204. . . . . .Firefighting Tactics and Strategy + ... 3
FSC208. . . . . .Firefighter Safety and Building Construction +. 3
FSC214. . . . . .Human Resources Management in Fire Service +. . 3
FSC220. . . . . .Fire Officer + ... 5

Restricted Electives: 3-9 Credits
Students should select 3-9 credit hours from the following courses in consultation with a Program Director.
FSC+++++. . . . . .Any Fire Science Technology course(s) 3-9

General Education: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . .First-Year Composition + (3) OR
ENG107 . . . . . .First-Year Composition for ESL + (3) AND
ENG102 . . . . . .First-Year Composition + (3) OR
ENG108 . . . . . .First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . .Introduction to Human Communication (3) OR
COM110 . . . . . .Interpersonal Communication (3) OR
COM225. . . . . .Public Speaking + (3) OR
COM230. . . . . .Small Group Communication (3) 3
COM100 is recommended.
Critical Reading:
CRE101 . . . . . .College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by by assessment . . 0-3
Mathematics:
MAT140 . . . . . .College Mathematics + (5) OR
MAT141 . . . . . .College Mathematics + (4) OR
MAT142 . . . . . .College Mathematics + (3) OR
MAT145 . . . . . .College Mathematics with Review (5) OR
MAT146 . . . . . .College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Fine Arts and Design [HU] area. 3
Social-Behavioral Sciences:
Any approved general education course from the Social and Behavioral Sciences [SB] area. 3
SOC101 is recommended.
Natural Sciences:
Any approved general education course from the Natural Sciences [SG/SQ] area. 4
BIO100, or BIO160, or (CHM130 AND CHM130LL) is recommended.

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

Fire Service Management

Certificate of Completion — CCL 5420
21 Credits

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

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

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

Program Prerequisites: None.

Required Courses: 21 Credits
FSC119. . . . . .Introduction Fire Service Ethics 3
FSC167. . . . . .Fire Captain Academy + ... 6
FSC202. . . . . .Supervisory Training for Firefighters 3
FSC204. . . . . .Firefighting Tactics and Strategy + ... 3
FSC208. . . . . .Firefighter Safety and Building Construction +. 3
FSC214. . . . . .Human Resource Management in
Fire Service + ... 3

Restricted Electives: None.

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

Forensic Science

Associate in Applied Science — AAS 3183
60-65 Credits

The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an

important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31-41 Credits
AJS101 . . . . . Introduction to Criminal Justice 3
AJS123 . . . . . Ethics and the Administration of Justice 3
AJS275 . . . . . Criminal Investigation I 3
AJS290BN . . . . . Courtroom Testimony Seminar 1

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

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

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

Crime Scene (15 credits)
AJS109 . . . . . Substantive Criminal Law 3
AJS210 . . . . . Constitutional Law 3
AJS213 . . . . . Evidence Technology/ Fingerprints 3
AJS214 . . . . . Evidence Technology/Photography 3
AJS260 . . . . . Procedural Criminal Law 3

Lab Science (23 credits)
ASM/FOR275 . . . . Forensic Anthropology 4
CHM151 . . . . . General Chemistry I + ... 3
CHM151LL . . . . . General Chemistry I Laboratory + ... 1
CHM152 . . . . . General Chemistry II 3
CHM152LL . . . . . General Chemistry II Laboratory + ... 1
PHY111 . . . . . General Physics I + ... 4
PHY112 . . . . . General Physics II + ... 4
Any course with the HU, C and G general education designations or
Any course with the HU, C and H general education designations . 3

Restricted Electives: 3 Credits
Students must complete 3 credits of restricted electives.

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

Students interested in the Lab Science Emphasis
CIS105 . . . . . Survey of Computer Information Systems (3) OR
BPC110 . . . . . Computer Usage and Applications (3) 3

General Electives: 0-14 Credits
Students must choose 0 to 14 additional credits of general elective courses. Total number of general electives required will largely depend upon emphasis selected.

General Education: 12-24 Credits

CORE: 12-20 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) 6
Oral Communication:
COM225 . . . . . Public Speaking + ... 3

Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent by assessment (0) 0-3
Mathematics:
For Crime Scene Emphasis
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
Higher course with an [MA] general education designation 3-5

For Lab Science Emphasis
MAT150 . . . . . College Algebra/Functions + (5) OR
MAT151 . . . . . College Algebra/Functions + (4) OR
MAT152 . . . . . College Algebra/Functions + (3) AND
MAT182 . . . . . Plane Trigonometry + (3) OR
MAT187 . . . . . Precalculus + (5) OR
Higher course with an [MA] general education designation 3-8

DISTRIBUTION: 0-4 Credits
Humanities, Arts and Design:
Met by AJS123 in Required Courses area 0
Social-Behavioral Sciences:
Met by AJS101 in Required Courses area 0
Natural Sciences:
Recommended courses for Crime Scene Emphasis:
CHM130 . . . . . Fundamental Chemistry + (3) AND
CHM130LL . . . . . Fundamental Chemistry Laboratory + (1) OR
CHM151 . . . . . General Chemistry I + (3) AND
CHM151LL . . . . . General Chemistry I Laboratory + (1) OR
FOR105 . . . . . Forensic Science: Physical Evidence (4) OR
FOR106 . . . . . Forensic Science: Biological Evidence (4) . . . 0-4

Lab Science Emphasis met by CHM151 and CHM151LL.

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

Hazardous Materials Response

Certificate of Completion — CCL 5682
36 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 36 Credits

EMT/FSC104	Emergency Medical Technology	9
FSC105	Hazardous Materials Awareness and Operations	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC125	Hazardous Materials Emergency Scene Management	1
FSC127	Codes/Regulations and Contingency Planning for Hazardous Materials Response	1
FSC128	Hazardous Materials Air Monitoring/Breathing Protection	1
FSC129	Physical Properties of Hazardous Materials	1
FSC132	Personnel Protective Equipment for Emergency Spill Control at Hazardous Materials Incidents	1
FSC204	Firefighting Tactics and Strategy +	3
FSC208	Firefighter Safety and Building Construction +	3
FSC211	Fundamentals of Flammable Hazardous Materials +	3
FSC212	Dangerous and Explosive Hazardous Materials +	3
FSC213	Hazardous Categorization (Haz Cat)	1

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

Homeland Security

Certificate of Completion — CCL 5322N
15 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12 Credits

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

Restricted Electives: None.

CONTACT: Ms. K. Hilder, Program Director:
(602) 285.7290

Interpreter Preparation

Associate in Applied Science — AAS 3332
60 Credits

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

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

*May apply to other states' requirements.

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

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

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

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

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

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

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

Formal application and acceptance into program is required.

There are two options:
1) A one-year full-time day program
2) A two-year part-time evening program

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

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

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

Program Prerequisites: None.

Required Courses: 28-29 Credits

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

Restricted Electives: None.

General Electives: 0-13 Credits
Select additional courses 100-level or higher to complete the 60 minimum credits required for this degree if needed. Consult with the Program Director or an Academic Advisor for recommendations. Recommend students apply coursework from Deaf Studies CCL 5333 to meet this requirement.

General Education: 19-25 Credits

CORE: 9-15 Credits

First-Year Composition:

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

Oral Communication:
Met by COM225 in Required Courses area 0

Critical Reading:

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

Mathematics:

MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6) OR	
MAT150	College Algebra/Functions + (5) OR	
MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
MAT156	College Algebra/Functions with Review + (6) OR	
Higher level mathematics course		3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:
SLC201 . . . . . Introduction to Linguistics 3

Social-Behavioral Sciences:
COM110 . . . . . Interpersonal Communication 3

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

CONTACT: Ms. K. Hilder, Program Director:
(602) 285.7290

Interpreter Preparation

Certificate of Completion — CCL 5332
28-29 Credits

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

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

*May apply to other states' requirements.

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

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

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

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

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

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

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

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

Formal application and acceptance into program is required.

There are two options:
1) A one-year full-time day program
2) A two-year part-time evening program

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

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

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

Program Prerequisites: None.

Required Courses: 28-29 Credits

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

Restricted Electives: None.

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

Law Enforcement

Certificate of Completion — CCL 5987N
15 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

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

Restricted Electives: None.

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

Leadership in Public Safety Organizations

Certificate of Completion — CCL 5211N
6 Credits

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

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

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

Program Prerequisites: None.

Required Courses: 6 Credits

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

Restricted Electives: None.

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

Legal Studies

Certificate of Completion — CCL 5966N
15 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

AJS109 . . . . . Substantive Criminal Law 3
AJS201 . . . . . Rules of Evidence 3

AJS123 . . . . . Ethics and the Administration of Justice (3) OR
AJS205 . . . . . Effective Communication and Report Writing in Criminal Justice (3) 3

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

Restricted Electives: None.

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

Non-Sworn Fire Service Professional

Certificate of Completion — CCL 5486
18 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

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

Restricted Electives: None.

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

Paralegal Studies

Associate in Applied Science — AAS 3384
62-70 Credits

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

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

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

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

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

+ indicates course has prerequisites and/or corequisites.

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

Consult with the Paralegal Studies Program Advisor for complete information.

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

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

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

High school diploma or GED equivalency.

Completion of First-Year Composition

Eligibility for enrollment in:

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

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

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

Required Courses: 37 Credits
LAS101. . . . . .Introduction to Law 3
LAS109. . . . . .Civil Procedures I + ... 3
LAS110. . . . . .Civil Procedures II + ... 3
LAS131. . . . . .Legal Writing + ... 3
LAS203 . . . . . .Ethics and Professional Practice + ... 3
LAS204 . . . . . .Contract Law + ... 3
LAS211. . . . . .Legal Research +. 3
LAS212. . . . . .Tort Law + ... 3
LAS214. . . . . .Business Organizations + ... 3
LAS225 . . . . . .Legal Research, Analysis, and Writing + ... 3
LAS229 . . . . . .Litigation Technologies + ... 3
LAS237 . . . . . .Civil Interviewing and Investigation +. 3
LAS280 . . . . . .Paralegal Studies Portfolio Capstone + ... 1

Restricted Electives: 3 Credits
LAS100. . . . . .The Paralegal Profession. 3
LAS115. . . . . .Criminal Trial Procedure + ... 3
LAS208 . . . . . .Probate + ... 3
LAS217. . . . . .Family Law + ... 3
LAS220 . . . . . .Paralegal Internship Seminar + (1) AND
LAS221AB . . . . . .Paralegal Internship + (2). 3

LAS261 . . . . . .Bankruptcy + ... 3
LAS265 . . . . . .Regulatory Compliance + ... 3

General Electives: None

General Education Requirements: 19-24 Credits

CORE: 9-14 Credits
First-Year Composition:
ENG101 First-Year Composition + OR
ENG107 First-Year Composition for ESL +, met by Program Prerequisites area.
ENG102 . . . . . .First-Year Composition + (3) OR
ENG108 . . . . . .First-Year Composition for ESL + (3). 3
Oral Communication:
COM110 . . . . . .Interpersonal Communication (3) OR
COM225. . . . . .Public Speaking + (3) OR
COM230. . . . . .Small Group Communication (3) 3
Critical Reading:
CRE101 . . . . . .College Critical Reading and Critical Thinking + OR Equivalent as indicated by assessment. 0-3
Mathematics:
MAT140 . . . . . .College Mathematics + (5) OR
MAT141 . . . . . .College Mathematics + (4) OR
MAT142 . . . . . .College Mathematics + (3) OR higher level Mathematics course. 3-5

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
AJS123. . . . . .Ethics and the Administration of Justice (3) OR
HIS103 . . . . . .United States History to 1865 (3) OR
HIS108 . . . . . .United States History 1945 to the Present (3) OR
PHI101 . . . . . .Introduction to Philosophy (3) OR
PHI103 . . . . . .Introduction to Logic (3) 3

Social-Behavioral Sciences:
ECN211 . . . . . .Macroeconomic Principles (3) OR
ECN212 . . . . . .Microeconomic Principles (3) OR
HIS104 . . . . . .United States History 1865 to Present (3) OR
POS110. . . . . .American National Government (3) OR
POS120 . . . . . .World Politics (3) OR
PSY101. . . . . .Introduction to Psychology (3) OR
SOC101 . . . . . .Introduction to Sociology (3) 3
Natural Sciences:
BIO100 . . . . . .Biology Concepts (4) OR
BIO105 . . . . . .Environmental Biology (4) OR
BIO160 . . . . . Introduction to Human Anatomy and Physiology (4) OR
CHM107 . . . . . .Chemistry and Society (3) AND
CHM107LL. . . . . .Chemistry and Society Laboratory + (1) OR
FON241 . . . . . .Principles of Human Nutrition (3) AND
FON241LL . . . . . .Principles of Human Nutrition Laboratory + (1) 4

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

Paralegal Studies

Certificate of Completion — CCL 5384
40-43 Credits

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

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

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

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

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

+ indicates course has prerequisites and/or corequisites.

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

Consult with the Paralegal Studies Program Advisor for complete information.

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

Admission to the Certificate option requires that students possess an Associate's Degree or higher from an institution that is accredited by an accrediting agency acceptable to the ABA Standing Committee on Paralegals. https://www.americanbar.org/content/dam/aba/administrative/paralegals/downloads/accreditingagencies.authcheckdam.pdf

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

Required Courses: 37 Credits
LAS101. . . . . .Introduction to Law 3
LAS109. . . . . .Civil Procedures I + ... 3
LAS110. . . . . .Civil Procedures II + ... 3
LAS131. . . . . .Legal Writing + ... 3
LAS203 . . . . . .Ethics and Professional Practice + ... 3
LAS204 . . . . . .Contract Law + ... 3
LAS211. . . . . .Legal Research +. 3
LAS212. . . . . .Tort Law + ... 3
LAS214. . . . . .Business Organizations + ... 3
LAS225 . . . . . .Legal Research, Analysis, and Writing + ... 3
LAS229 . . . . . .Litigation Technologies + ... 3
LAS237 . . . . . .Civil Interviewing and Investigation + ... 3
LAS280 . . . . . .Paralegal Studies Portfolio Capstone + ... 1

Restricted Electives: 3 Credits
LAS100. . . . . .The Paralegal Profession. 3
LAS115. . . . . .Criminal Trial Procedure + ... 3
LAS208 . . . . . .Probate + ... 3
LAS217. . . . . .Family Law + ... 3
LAS220 . . . . . .Paralegal Internship Seminar + (1) AND
LAS221AB . . . . . .Paralegal Internship + (2). 3
LAS261 . . . . . .Bankruptcy + ... 3
LAS265 . . . . . .Regulatory Compliance + ... 3

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

Terrorism Liaison Training: Level I

Certificate of Completion — CCL 5240N
5 Credits

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

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

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

Program Prerequisites: None.

Required Courses: 5 Credits
AJS/FSC276. . . . . .Terrorism Liaison + ... 4
AJS/FSC277. . . . . .Threat Vulnerability Assessment + ... 1

Restricted Electives: None.

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

Terrorism Liaison Training: Level II

Certificate of Completion — CCL 5253N
9-14 Credits

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

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

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

Program Prerequisites: None.

Required Courses: 9-14 Credits
The following courses are required and included in CCL Terrorism Liaison Training: Level I:

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

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

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

Restricted Electives: None.

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

Victimology

Certificate of Completion — CCL 5392N
15 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits
AJS101. . . . . .Introduction to Criminal Justice 3
AJS162. . . . . .Domestic Violence 3
AJS225. . . . . .Criminology 3
AJS255. . . . . .Crime, Law and Mental Health 3
AJS/EMT/FSC/SWU258 Victimology and Crisis Management 3

Restricted Electives: None.

Business, Entrepreneurialism, and Management

CONTACT: Mr. D. Northway, Program Director:
(602) 285.7681 and/or
https://www.phoenixcollege.edu/business

Accounting

Associate in Applied Science — AAS 3149
61-70 Credits

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

Program Notes: Students must earn a grade of C or better in all courses required within the program. + indicates course has prerequisites and/or corequisites. ++ indicates any suffixed courses. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-36 Credits
ACC111. . . . . .Accounting Principles I (3) AND
ACC230 . . . . . .Uses of Accounting Information I + (3) AND
ACC240 . . . . . .Uses of Accounting Information II + (3)
OR
ACC111. . . . . .Accounting Principles I (3) AND
ACC112. . . . . .Accounting Principles II + (3) AND
ACC212 . . . . . .Managerial Accounting + (3)
OR
ACC211 . . . . . .Financial Accounting (3) AND
ACC212 . . . . . .Managerial Accounting + (3). 6-9

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

ACC115. . . . . .Computerized Accounting + ... 3

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

ACC219 . . . . . .Intermediate Accounting I + ... 3

CIS114DE . . . . . .Excel Spreadsheet. 3
CIS105 . . . . . .Survey of Computer Information Systems 3
GBS151 . . . . . .Introduction to Business 3
GBS205 . . . . . .Legal, Ethical, and Regulatory Issues in Business 3

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

Restricted Electives: 6 Credits
Students must select six (6) credits from the list below:
ACC+++++ . . . . . .Any additional ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212, ACC230, ACC240 0-6
GBS131 . . . . . .Business Calculations 3
GBS220 . . . . . .Quantitative Methods in Business + ... 3
GBS221 . . . . . .Business Statistics +. 3
GBS261 . . . . . .Investments I. 3

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

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . .First-Year Composition + (3) or
ENG107 . . . . . .First-Year Composition for ESL + (3) AND
ENG102 . . . . . .First-Year Composition + (3) or
ENG108 . . . . . .First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . .Introduction to Human Communication (3) OR
COM110 . . . . . .Interpersonal Communication (3) OR
COM225. . . . . .Public Speaking + (3) OR
COM230. . . . . .Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . .College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment (0). . 0-3

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

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design [HU] area. 3
Social-Behavioral Sciences:
ECN211 . . . . . Macroeconomic Principles (3) OR
ECN212 . . . . . Microeconomic Principles (3) OR
SBU200 . . . . . Society and Business (3). 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Mr. D. Northway, Program Director:
(602) 285.7681 and/or
https://www.phoenixcollege.edu/business

Accounting

Certificate of Completion — CCL 5665
24-27 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-27 Credits
ACC111. . . . . Accounting Principles I (3) AND
ACC230 . . . . . Uses of Accounting Information I + (3) AND
ACC240 . . . . . Uses of Accounting Information II + (3)
OR
ACC111. . . . . Accounting Principles I (3) AND
ACC112. . . . . Accounting Principles II + (3) AND
ACC212 . . . . . Managerial Accounting + (3)
OR
ACC211 . . . . . Financial Accounting (3) AND
ACC212 . . . . . Managerial Accounting + (3). 6-9

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

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

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

CONTACT: Ms. S. Celaya, Program Director:
(602) 285.7373 and/or
sherlyn.celaya@phoenixcollege.edu

Administrative Professional

Associate in Applied Science — AAS 3680
61-67 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 24 Credits
BPC110. . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . 3

ACC115 . . . . . Computerized Accounting + ... 3
CIS113DE . . . . . Microsoft Word: Word Processing 3
CIS114DE . . . . . Excel Spreadsheet. 3
GBS120 . . . . . Workplace Communication Skills 3
GBS131 . . . . . Business Calculations 3
GBS151 . . . . . Introduction to Business 3

Select three (3) of the following courses:
BPC101AA . . . . . Introduction to Computers I 1
BPC/OAS111AA . . . Computer Keyboarding I 1
CIS121AE . . . . . Windows Operating System: Level I 1
CIS121AI. . . . . Mac Operating System 1
CIS122AE . . . . . Windows Operating System: Level II + ... 1
CIS133AA. . . . . Internet/Web Development Level I-A. 1

Restricted Electives: 15 Credits
Students should select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:
ACC+++ . . . . . Any ACC Accounting prefixed course (except ACC115) 3
MGT251 . . . . . Human Relations in Business 3
MGT126 . . . . . Customer Service Skills and Strategies 3
CIS133DA. . . . . Internet/Web Development: Level I 3
CIS214DE . . . . . Advanced Excel Spreadsheet: Level II 3
CIS103 . . . . . Introduction to Social Media 3
MKT110 . . . . . Marketing and Social Networking 3
CIS117DM . . . . . Microsoft Access: Database Management . . . 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in Business 3
MKT271 . . . . . Principles of Marketing 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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

Oral Communication:
COM100 . . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
Any approved general education course from the Critical Reading area OR
Equivalent as indicated by assessment. 0-3
Mathematics:
Any approved general education course from the Mathematics area OR
Equivalent as indicated by assessment. 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
SBU200 . . . . . Society and Business 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Ms. S. Celaya, Program Director:
(602) 285.7373 and/or
sherlyn.celaya@phoenixcollege.edu

Administrative Professional

Certificate of Completion — CCL 5677
18 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 Credits
BPC110. . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . 3

CIS113DE . . . . . Microsoft Word: Word Processing 3
GBS120 . . . . . Workplace Communication Skills 3
GBS131 . . . . . Business Calculations 3
GBS151 . . . . . Introduction to Business 3

Select three (3) of the following courses:
BPC101AA . . . . . Introduction to Computers I 1
BPC/OAS111AA . . . Computer Keyboarding I 1
CIS121AE . . . . . Windows Operating System: Level I 1
CIS121AI. . . . . Mac Operating System 1
CIS122AE . . . . . Windows Operating System: Level II + ... 1
CIS133AA. . . . . Internet/Web Development Level I-A. 1

Restricted Electives: None

General Electives: None

CONTACT: Mr. D. Northway, Program Director:
(602) 285.7681 and/or
https://www.phoenixcollege.edu/business

Banking and Finance

Associate in Applied Science — AAS 3091
61-66 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33 Credits
ACC111 . . . . . Accounting Principles I 3
ACC112. . . . . Accounting Principles II + ... 3
ACC212 . . . . . Managerial Accounting + ... 3
CIS105 . . . . . Survey of Computer Information Systems . . . 3
GBS103 . . . . . Principles of Banking. 3
GBS120 . . . . . Workplace Communication Skills 3
GBS131 . . . . . Business Calculations 3
GBS151 . . . . . Introduction to Business 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in Business 3
GBS294 . . . . . Consumer Credit 3
MGT126 . . . . . Customer Service Skills and Strategies 3

Restricted Electives: 6 Credits
ACC270AC . . . . . Accounting Internship + (3) OR
GBS270AC . . . . . Business Internship + (3) 3

CIS114DE . . . . . Excel Spreadsheet. 3
GBS206 . . . . . Business Law (UCC) 3
GBS207 . . . . . Business Law (General Corporate) 3
GBS261 . . . . . Investments I. 3

MKT267 . . . . . Principles of Sales (3) OR
MKT271 . . . . . Principles of Marketing (3) 3

General Education Requirements: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment. 0-3
Mathematics:
Any approved general education course from the Mathematics area. . . .3-5

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
ECN211 . . . . . Macroeconomic Principles (3) OR
ECN212 . . . . . Microeconomic Principles (3) OR
SBU200 . . . . . Society and Business (3). 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Mr. D. Northway, Program Director:
(602) 285.7681 and/or
https://www.phoenixcollege.edu/business

Banking and Finance

Certificate of Completion — CCL 5627
27 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits
ACC111 . . . . . Accounting Principles I 3
ACC112. . . . . Accounting Principles II + ... 3
CIS105 . . . . . Survey of Computer Information Systems . . . 3
GBS103 . . . . . Principles of Banking. 3
GBS131 . . . . . Business Calculations 3
GBS151 . . . . . Introduction to Business 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in Business 3
GBS294 . . . . . Consumer Credit 3
MGT126 . . . . . Customer Service Skills and Strategies 3

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Program Director:
(602) 285.7376 and/or
https://www.phoenixcollege.edu/business

Business Administration Fastrack

Certificate of Completion — CCL 5152
27 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 27 Credits
ACC110. . . . . Understanding and Using Accounting Systems (3) OR
ACC111. . . . . Accounting Principles I (3). 3

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

GBS120 . . . . . Workplace Communication Skills 3
GBS151 . . . . . Introduction to Business 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in Business 3
MGT126 . . . . . Customer Service Skills and Strategies 3
MGT175 . . . . . Business Organization and Management 3
MGT251 . . . . . Human Relations in Business 3
MKT271 . . . . . Principles of Marketing 3

Restricted Electives: None

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

Commercial Baking and Pastry

Certificate of Completion — CCL 5788
18-20 Credits

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

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

Students are required to obtain a Maricopa County Food Handlers Card before the start of culinary arts courses.

Students who wish to enter the Estrella Mountain Community College Culinary Program must meet with Academic/Career Advisor.

Admission Criteria: Formal application and acceptance into the program is required.

Program Prerequisites: None

Required Courses: 18-20 Credits

CUL113	Commercial Baking Techniques	3
CUL115	Food Service Sanitation, Safety and Stewarding (2) OR ServSafe food protection manager certification	0-2
CUL119	Baking Theory and Retail Operations	3
CUL127	Classical Desserts +	3
CUL137	Specialty Breads and Breakfast Pastry +	3
CUL215	Advanced Pastry Arts + (3) OR	
CUL217	Wedding Cake Production + (3)	3
CUL219	Professional Pastry Techniques +	3

Restricted Electives: None.

CONTACT: M. Sassetti, Program Director:
(602) 285.7387 and/or
https://www.phoenixcollege.edu/business

Enrolled Agent

Certificate of Completion — CCL 5958
17-18 Credits

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

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

The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester. Contact a program advisor for more information.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3)	3
ACC121	Income Tax Preparation	3
ACC221	Tax Accounting +	3
ACC224	Tax Practice Administration and Business Entity Analysis +	3
CIS105	Survey of Computer Information Systems	3

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

ACC105	Payroll, Sales and Property Taxes	3
ACC112	Accounting Principles II +	3
ACC115	Computerized Accounting +	3
ACC222	Payroll Accounting +	3
ACC230	Uses of Accounting Information I +	3
ACC270AB	Accounting Internship +	2
ACC270AC	Accounting Internship +	3

CONTACT: Mr. D. Dopp, Program Director:
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https://www.phoenixcollege.edu/business

Entrepreneurial Studies Level I

Certificate of Completion — CCL 5819N
10-11 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10-11 Credits

EPS150	Introduction to Entrepreneurship	3
EPS160	New Venture Creation	2
EPS162	Introduction to Social Entrepreneurship (3) OR	
EPS195	Business Start-Up and Planning (2)	2-3
GBS/HEC132	Personal and Family Financial Security	3

Restricted Electives: None.

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Entrepreneurial Studies Level II

Certificate of Completion — CCL 5820
18-19 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18-19 Credits

EPS150	Introduction to Entrepreneurship	3
EPS160	New Venture Creation	2
EPS162	Introduction to Social Entrepreneurship (3) OR	
EPS195	Business Start-Up and Planning (2)	2-3
GBS/HEC132	Personal and Family Financial Security	3
EPS161	New Venture Law and Finance (3) OR	
EPS180	Technology Business Planning (3)	3
EPS165	New Venture Feasibility Analysis	2
MGT253	Owning and Operating a Small Business	3

Restricted Electives: None.

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https://www.phoenixcollege.edu/business

Esports

Certificate of Completion — CCL 5335
18 Credits

This program is not yet eligible for Title IV Federal Financial Aid at Phoenix College.

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 15 Credits

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS120DA	Introduction to Adobe Premiere (3) OR	
CIS120DK	Introduction to Digital Video Editing (3)	3
COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication (3)	3
GBS109	Introduction to Business Practices in Esports	3
MKT110	Marketing and Social Networking	3

Restricted Electives: 3 Credits
Complete courses as directed, choosing options that best align with your academic and professional goals. Consult with an academic, faculty, or program advisor to prevent exceeding your award's maximum credits.

ACC105	Payroll, Sales and Property Taxes	3
ACC111	Accounting Principles I	3
CIS111	Ethics in Information Technology	3
CRW150	Introduction to Creative Writing	3
CRW176	Writing Narrative for Video Games	3
CRW190	Introduction to Screenwriting	3
ENH110	Introduction to Literature	3
ENH140AA	Sports in Literature and Film +	3
GBS151	Introduction to Business	3
MGT175	Business Organizational Management	3
MGT229	Management and Leadership I	3
MGT253	Owning and Operating a Small Business	3
MKT101	Introduction to Public Relations	3
MKT111	Applied Marketing and Social Networking +	3
MKT271	Principles of Marketing	3

CONTACT: Ms. S. Celaya, Program Director:
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sherlyn.celaya@phoenixcollege.edu

Fashion Merchandising

Associate in Applied Science — AAS 3266
61-69 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
MGT251	Human Relations in Business	3
MKT/TEC109	Introduction to Fashion Merchandising	3
MKT/TEC151	Display and Visual Merchandising	3
MKT/TEC200	Retail Buying	3
MKT263	Advertising Principles	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3
TEC222	Textiles	3

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

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

General Electives: None.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

First-Year Composition:

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

Oral Communication:

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

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

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

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
TEC105. . . . . .Cultural Aspects of Clothing 3
Social-Behavioral Sciences:
SBU200 . . . . . .Society and Business 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Ms. S. Celaya, Program Director:
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Fashion Merchandising

Certificate of Completion — CCL 5266
24 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits
BPC110. . . . . .Computer Usage and Applications (3) OR
CIS105 . . . . . .Survey of Computer Information Systems (3) . 3

MKT/TEC109 . . . . .Introduction to Fashion Merchandising. 3
MKT/TEC151 . . . . .Display and Visual Merchandising. 3
MKT/TEC200 . . . . .Retail Buying 3
MKT268 . . . . . .Merchandising 3
MKT271 . . . . . .Principles of Marketing 3
TEC222. . . . . .Textiles. 3

Restricted Electives: 3 Credits
Students should select from the following courses in consultation with a Department Advisor:

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

General Electives: None.

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https://www.phoenixcollege.edu/business

General Business

Associate in Applied Science — AAS 3148
61-66 Credits

The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) in General Business is available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits
ACC111. . . . . .Accounting Principles I 3
CIS105 . . . . . .Survey of Computer Information Systems 3

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

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

MGT175 . . . . . .Business Organization and Management (3) OR
MGT251 . . . . . .Human Relations in Business (3) 3

MKT271 . . . . . .Principles of Marketing 3

Restricted Electives: 18 Credits
Students should select eighteen (18) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++++ . . . . . .Any ACC Accounting course(s)
CIS114DE . . . . . .Excel Spreadsheet. 3
CIS117DM . . . . . .Microsoft Access: Database Management . . . 3
CIS133DA. . . . . .Internet/Web Development Level I. 3
EPS+++++ . . . . . .Any EPS Entrepreneurial Studies course(s)
GBS+++++ . . . . . .Any GBS General Business course(s)
IBS+++++ . . . . . .Any IBS International Business course(s)
MGT+++++ . . . . . .Any MGT Management course(s)
MKT+++++ . . . . . .Any MKT Marketing course(s)
REA+++++ . . . . . .Any REA Real Estate course(s)
SBS+++++ . . . . . .Any SBS Small Business Management course(s)

General Electives: None.

General Education Requirements: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:
ENG101 . . . . . .First-Year Composition (3) + OR
ENG107 . . . . . .First-Year Composition for ESL (3) + AND

ENG102 . . . . . First-Year Composition (3) + OR
ENG108 . . . . . First-Year Composition for ESL (3) +. 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3)
COM110 . . . . . Interpersonal Communication (3)
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent by assessment. 0-3
Mathematics:
Any approved general education course from the
Mathematics area. 3-5

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course in the
Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
ECN211 . . . . . Macroeconomic Principles (3) OR
ECN212 . . . . . Microeconomic Principles (3) OR
SBU200 . . . . . Society and Business (3). 3
Natural Sciences:
Any approved general education course in the
Natural Sciences area. 4

CONTACT: Mr. D. Dopp, Program Director:
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https://www.phoenixcollege.edu/business

General Business

Certificate of Completion — CCL 5683
21 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 12 Credits
ACC111. . . . . Accounting Principles I 3
CIS105 . . . . . Survey of Computer Information Systems 3
GBS151 . . . . . Introduction to Business 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in
Business 3

Restricted Electives: 9 Credits
Students should select nine (9) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++++ . . . . . Any ACC Accounting course(s)
CIS114DE . . . . . Excel Spreadsheet. 3
CIS117DM . . . . . Microsoft Access: Database Management . . . 3
CIS133DA. . . . . Internet/Web Development Level I. 3
EPS+++++ . . . . . Any EPS Entrepreneurial Studies course(s) . .1-3
GBS+++++ . . . . . Any GBS General Business course(s)
IBS+++++ . . . . . Any IBS International Business course(s)
MGT+++++ . . . . . Any MGT Management course(s)
MKT+++++ . . . . . Any MKT Marketing course(s)
REA+++++ . . . . . Any REA Real Estate course(s)
SBS+++++ . . . . . Any SBS Small Business Management course(s)

General Electives: None.

CONTACT: Mr. D. Dopp, Program Director:
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Human Resources Management

Certificate of Completion — CCL 5580
24 Credits

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

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 24 Credits
BPC110. . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in
Business 3
MAT112 . . . . . Mathematical Concepts and Applications (3) +
OR Satisfactory completion of higher level
Mathematics course OR
GBS131 . . . . . Business Calculations (3) 3
GBS120 . . . . . Workplace Communication Skills 3
MGT229. . . . . Management and Leadership I 3
MGT251 . . . . . Human Relations in Business 3
MGT276 . . . . . Personnel/Human Resources Management. . . 3
MGT286. . . . . Human Resource Employment Management +. . .3

Restricted Electives: None.

General Electives: None.

CONTACT: Mr. D. Dopp, Program Director:
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Management

Associate in Applied Science — AAS 3070
61-66 Credits

The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. The Certificate of Completion (CCL) in Management is fully embedded in this AAS. The following Certificates of Completion (CCL) are also

available based on chosen restricted electives: Human Resources Management, Project Management, Business Administration, Supervision and Management, and Organizational Leadership.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

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

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

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

General Electives: None

General Education: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:

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

Oral Communication:

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

Critical Reading:
CRE101 College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment (0) 0-3
Mathematics:
Any approved general education course from the Mathematics [MA] area. + ... 3

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design [HU] area. 3
Social-Behavioral Sciences:
SBU200 . . . . . Society and Business 3
Natural Sciences:
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

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Management

Certificate of Completion — CCL 5729
18 Credits

The Certificate of Completion (CCL) in Management is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. An Associate in Applied Science (AAS) in Management is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT229	Management and Leadership I	3
MGT251	Human Relations in Business	3

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Marketing

Certificate of Completion — CCL 5094
21 Credits

The Certificate of Completion (CCL) in Marketing program meets students` needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

BPC110 . . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . 3
GBS120 . . . . . Workplace Communication Skills 3
GBS151 . . . . . Introduction to Business 3
MKT263 . . . . . Advertising Principles 3
MKT267 . . . . . Principles of Sales 3
MKT271 . . . . . Principles of Marketing 3

Restricted Electives: 3 Credits
Students should select from the following courses in consultation with Department Advisor.

CIS103 . . . . . Introduction to Social Media 3
MKT101 . . . . . Introduction to Public Relations 3
MKT110 . . . . . Marketing and Social Networking 3
MKT268 . . . . . Merchandising 3

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Marketing and Sales

Associate in Applied Science — AAS 3094
61-66 Credits

The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24 Credits

ACC111 . . . . . Accounting Principles I 3

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

GBS151 . . . . . Introduction to Business 3

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

MKT110 . . . . . Marketing and Social Networking 3
MKT263 . . . . . Advertising Principles 3
MKT267 . . . . . Principles of Sales 3
MKT271 . . . . . Principles of Marketing 3

Restricted Electives: 15 Credits
Students should select 15 credits from the following courses in consultation with a Department Advisor.

CIS103 . . . . . Introduction to Social Media 3
GBS205 . . . . . Legal, Ethical, and Regulatory Issues in Business 3
IBS101 . . . . . Introduction to International Business 3
MGT126 . . . . . Customer Service Skills and Strategies 3
MGT251 . . . . . Human Relations in Business 3
MKT+++ . . . . . Any MKT Marketing courses except courses used to satisfy the Required Courses area. . 3-15

General Education: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:
Any approved general education courses from the First-Year Composition area + ... 6
Oral Communication:
COM100 . . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225 . . . . . Public Speaking + (3) OR
COM230 . . . . . Small Group Communication (3) 3
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment (0) . . 0-3
Mathematics:
Any approved general education course from the Mathematics area 3-5

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area 3
Social-Behavioral Sciences:
SBU200 . . . . . Society and Business 3
Natural Sciences:
Any approved general education course from the Natural Sciences area 4

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Organizational Leadership

Certificate of Completion — CCL 5731
18 Credits

The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 Credits

BPC110 . . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . . 3
GBS110 . . . . . Human Relations in Business and Industry (3) OR
MGT251 . . . . . Human Relations in Business (3) 3
GBS120 . . . . . Workplace Communication Skills 3
GBS151 . . . . . Introduction to Business 3
MGT175 . . . . . Business Organization and Management (3) OR
TQM240 . . . . . Project Management in Quality Organizations (3) . . 3

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

Restricted Electives: None.

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https://www.phoenixcollege.edu/business

Organizational Management

Associate in Applied Science — AAS 3727
60-65 Credits

The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 Credits
Certificate of Completion in Organizational Leadership (5731) . . . 18
- Requirements listed below

BPC110. . . . . Computer Usage and Applications (3) OR
CIS105 . . . . . Survey of Computer Information Systems (3) . . 3
GBS110 . . . . . Human Relations in Business and Industry (3) OR
MGT251 . . . . . Human Relations in Business (3) 3
GBS120 . . . . . Workplace Communication Skills 3
GBS151 . . . . . Introduction to Business 3
MGT175 . . . . . Business Organization and Management (3) OR
TQM240. . . . . Project Management in Quality Organizations (3) . . 3
MGT101 . . . . . Techniques of Supervision (3) OR
MGT229 . . . . . Management and Leadership I (3) 3

Restricted Electives: 20 Credits
Students must choose 20 industry/job related course credits from any MCCCD occupational program and/or Academic Certificate.

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

General Electives: None.

General Education Requirements: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) or
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) or
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
Any approved general education
course from the Oral Communication area. 3

Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent by assessment. 0-3
Mathematics:
Any approved general education
course from the Mathematics [MA] area + ... 3-5

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the
Humanities, Arts and Design [HU] area. 3
Social-Behavioral Sciences:
Any approved general education course from the
Social-Behavioral Sciences [SB] area. 3
Natural Sciences:
Any approved general education course in the
Natural Sciences (Quantitative) [SQ] area or the
Natural Sciences (General) [SG] area. 4

CONTACT: Mr. D. Dopp, Program Director:
(602) 285.7376 and/or
https://www.phoenixcollege.edu/business

Retail Management

Associate in Applied Science — AAS 3048
61-63 Credits

The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers. A Certificate of Completion (CCL) in Retail Management is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27-30 Credits
Choose one of the following three accounting sequences:
ACC111. . . . . Accounting Principles I (3) AND
ACC230 . . . . . Uses of Accounting Information I + (3) AND
ACC240 . . . . . Uses of Accounting Information II + (3)
OR
ACC111. . . . . Accounting Principles I (3) AND
ACC112. . . . . Accounting Principles II + (3) AND
ACC212 . . . . . Managerial Accounting + (3)
OR
ACC211 . . . . . Financial Accounting (3) AND
ACC212 . . . . . Managerial Accounting + (3). 6-9

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

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

MGT180 . . . . . Retail Management (3) OR
MKT268 . . . . . Merchandising (3) 3

MGT251 . . . . . Human Relations in Business 3
MGT276 . . . . . Personnel/Human Resources Management. . . 3
MKT271 . . . . . Principles of Marketing 3
SBU200 . . . . . Society and Business 3

Restricted Electives: 9-15 Credits
Student must complete additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS+++++ . . . . . Any GBS General Business course(s)
MGT+++++ . . . . . Any MGT Management course(s)
MKT+++++ . . . . . Any MKT Marketing course(s)

General Electives: None.

General Education: 19-24 Credits

CORE: 12-17 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) OR
ENG111. . . . . Technical and Professional Writing + (3) 6

ENG102 or ENG108 recommended for students pursuing a bachelor's degree at an Arizona university.
Oral Communication:
COM100 . . . . . Introduction to Human Communication 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
Any approved general education course from the
Mathematics area. 3-5

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from
the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
Met by SBU200 in Required Courses area.
Natural Sciences:
Any approved general education course from the
Natural Sciences area. 4

CONTACT: Mr. D. Dopp, Program Director:
(602) 285.7376 and/or
https://www.phoenixcollege.edu/business

Retail Management

Certificate of Completion — CCL 5286
24 Credits

The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24 Credits
ACC111. . . . . Accounting Principles I (3) OR
ACC211 . . . . . Financial Accounting (3) 3

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

COM100. . . . . Introduction to Human Communication 3
MGT251 . . . . . Human Relations in Business 3

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

MGT180 . . . . . Retail Management (3) OR
MKT268 . . . . . Merchandising (3) 3

MGT276 . . . . . Personnel/Human Resources Management. . . 3
MKT271 . . . . . Principles of Marketing 3

Restricted Electives: None.

General Electives: None.

CONTACT: Mr. D. Northway, Program Director:
(602) 285.7681 and/or
https://www.phoenixcollege.edu/business

Securities Industry Essentials

Certificate of Completion — CCL 5907
16 Credits

The Certificate of Completion (CCL) in Securities Industry Essentials builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. This Certificate of Completion (CCL) is intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 Credits
GBS120 . . . . . Workplace Communication Skills 3
GBS151 . . . . . Introduction to Business 3
GBS261 . . . . . Investments I. 3
GBS261LL . . . . . Securities Industry Essentials (SIE) Exam Prep . . 1
MGT126 . . . . . Customer Service Skills and Strategies 3

MKT267 . . . . . Principles of Sales (3) OR
MKT271 . . . . . Principles of Marketing (3) 3
Recommend MKT267 if career goal in the field of finance is sales.

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Program Director:
(602) 285.7376 and/or
https://www.phoenixcollege.edu/business

Small Business Management Level I

Certificate of Completion — CCL 5153N
10-12 Credits

The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10-12 Credits

EPS195	Business Start-Up and Planning (2) OR	
SBS216	Planning for a Small Business + (2) OR	
MGT253	Owning and Operating a Small Business (3)	2-3
SBS200	Small Business Operations	2
SBS202	Small Business Bookkeeping and Tax Preparation (1) AND	
SBS203	Financing and Cash Management for a Small Business (1) OR	
SBS230	Financial and Tax Management for Small Business (2)	2
SBS204	Small Business Marketing and Advertising (2) OR	
SBS220	Internet Marketing for Small Business (2) OR	
MKT271	Principles of Marketing (3)	2-3
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Program Director:
(602) 285.7376 and/or
https://www.phoenixcollege.edu/business

Small Business Management Level II

Certificate of Completion — CCL 5978
16-18 Credits

The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A Certificate of Completion (CCL) in Small Business Management Level I is also available and fully embedded in this program.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10-12 Credits

EPS195	Business Start-Up and Planning (2) OR	
SBS216	Planning for a Small Business + (2) OR	
MGT253	Owning and Operating a Small Business (3)	2-3
SBS200	Small Business Operations	2
SBS202	Small Business Bookkeeping and Tax Preparation (1) AND	
SBS203	Financing and Cash Management for a Small Business (1) OR	
SBS230	Financial and Tax Management for Small Business (2)	2
SBS204	Small Business Marketing and Advertising (2) OR	
SBS220	Internet Marketing for Small Business (2) OR	
MKT271	Principles of Marketing (3)	2-3
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1

Restricted Electives: 6 Credits
Choose 6 credits from the restricted electives below. Courses cannot be shared with Required Courses.

EPS150	Introduction to Entrepreneurship	3
EPS195	Business Start-Up and Planning	2
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3
SBS202	Small Business Bookkeeping and Tax Preparation	1
SBS203	Financing and Cash Management For a Small Business 1	
SBS204	Small Business Marketing and Advertising	2
SBS215	Managing Stress in Small Business	1
SBS216	Planning for a Small Business +	2
SBS217	Starting/Managing a Home Business	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business	2
SBS221	Social Media Marketing for Small Business	2
SBS230	Financial and Tax Management for Small Business	2

CONTACT: Ms. S. Celaya, Program Director:
(602) 285.7373 and/or
sherlyn.celaya@phoenixcollege.edu

Social Media Marketing

Certificate of Completion — CCL 5830
17-18 Credits

The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 15 Credits
CIS103 . . . . . .Introduction to Social Media 3
GBS120 . . . . . .Workplace Communication Skills 3
MKT110 . . . . . .Marketing and Social Networking 3
MKT111 . . . . . .Applied Marketing and Social Networking + . . 3
MKT271 . . . . . .Principles of Marketing 3

Restricted Electives: 2-3 Credits
MKT101 . . . . . .Introduction to Public Relations 3
MKT280AB . . . . . .Marketing Internship + ... 2
MKT298AB . . . . . .Special Projects + ... 2

Computer and Information Technology

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Amazon Web Services Cloud Associate

Certificate of Completion — CCL 5330N
3-6 Credits

The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Associate builds the knowledge and skills to design, plan, and implement a cloud solution architecture. Students will be introduced to concepts and hands-on opportunities to manage cloud systems/architectures for real world-applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the AWS Certified Solutions Architect – Associate examination, which is the second level of the AWS certifications.

Program Notes: This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 3-6 Credits
CLD110. . . . . .Amazon Web Services Cloud Foundations (3) OR
Certificate of Completion in Amazon Web Services Cloud Practitioner (5141N) (3) OR
AWS Certified Cloud Practitioner certification badge (0) OR
Permission of Program Director (0). 0-3

CLD120 Amazon Web Services Cloud Architect Associate + ... 3

Restricted Electives: None.

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wallace.tagart@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Amazon Web Services Cloud Practitioner

Certificate of Completion — CCL 5141N
3 Credits

The Certificate of Completion (CCL) in Amazon Web Services Cloud Practitioner builds the practical knowledge and skills of cloud computing. Cloud computing provides reliable, scalable, secure, and flexible technology solutions for personal and business use. This CCL will introduce students new to or interested in cloud computing to the fundamental concepts of cloud services as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Amazon Web Services (AWS) Certified Cloud Practitioner exam, which is the first level of the AWS certification.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 3 Credits
CLD110. . . . . .Amazon Web Services Cloud Foundations. . . . 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Amazon Web Services Cloud Specialist

Certificate of Completion — CCL 5331N
3-9 Credits

The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Specialist builds the requisite knowledge and skills to perform core Amazon Web Services (AWS) services in a manner that is based on compute, data, security and requirements as well as AWS best practices. Students select a specialization in either Developer or

SysOps. Developer focuses on developing, deploying and debugging cloud based applications using AWS. SysOps focuses on deploying, managing and operating scalable, highly available, and fault tolerant systems on AWS.

Students will have hands-on opportunities to manage cloud systems/ architectures for real world-scenarios. Students with the requisite prior experience in the field who complete this CCL can pursue employment in a variety of information technology jobs.

This CCL also helps to prepare students for industry-standard certification as either AWS Certified Developer - Associate or AWS Certified SysOps Administrator - Associate based on their emphasis.

Program Notes: This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the CCL to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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

Program Prerequisites: None.

Required Courses: 3-9 Credits
CLD110. . . . . .Amazon Web Services Cloud Foundations (3) OR
AWS Cloud Practitioner Certification (0) OR
Permission of Program Director (0). 0-3

CLD120. . . . . .Amazon Web Services Cloud Architect
Associate + (3) OR
AWS Certified Solutions Architect - Associate certification (0) OR
Permission of Program Director (0). 0-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: AWS Certified Developer - Associate
CLD130 . . . . . .Amazon Web Services Cloud Developing +. . . 3

Specialization 2: AWS Certified SysOps Administrator - Associate
CLD140 . . . . . .Amazon Web Services Cloud Operations + . . . 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
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wallace.tagart@phoenixcollege.edu and/or
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Android App Development

Certificate of Completion — CCL 5834N
9-12 Credits

The Certificate of Completion (CCL) in Android App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Android mobile apps. This CCL will help prepare students to take the Associate Android Developer industry certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development, and Certificate of Completion (CCL) in Native Mobile App Development.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits
CIS105 . . . . . .Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or
Division Chair (0) 0-3

CIS150 . . . . . .Programming Fundamentals + (3) OR
CIS150AB. . . . . .Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . .Python Programming: Level I + (3) OR
CIS159 . . . . . .Visual Basic Programming I + (3) OR
CIS162AD. . . . . .C# Level I + (3) OR
CIS163AA. . . . . .Java Programming: Level I + (3) 3
CIS150 or CIS150AB recommended for students with no programming experience or who plan to complete the AAS 3099 or CCL 5193 in Mobile App Development.

CIS165DA. . . . . .Introduction to Android Application
Development + ... 3
CIS265DA . . . . . .Advanced Android Application Development + 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
(602) 532.8711
brad.olsen@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Computer System Configuration and Support

Certificate of Completion — CCL 5038N
6-9 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-9 Credits

CIS105 . . . . . Survey of Computer Information Systems (3)
OR Permission of program director (0) 0-3

BPC170. . . . . A+ Exam Prep: Computer Hardware
Configuration and Support + ... 3
BPC270 . . . . . A+ Exam Prep: Operating System Configuration
and Support + ... 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
(602) 532.8711
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https://www.phoenixcollege.edu/iti

Computer System Configuration and Support, Linux

Certificate of Completion — CCL 5039N
9-12 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 9-12 Credits

CIS105 . . . . . Survey of Computer Information Systems (3)
OR Permission of program director (0) 0-3

BPC170. . . . . A+ Exam Prep: Computer Hardware
Configuration and Support + ... 3
BPC270 . . . . . A+ Exam Prep: Operating System Configuration
and Support + ... 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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https://www.phoenixcollege.edu/iti

Computer System Configuration and Support, Network

Certificate of Completion — CCL 5044N
9-13 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-13 Credits

CIS105 . . . . . Survey of Computer Information Systems (3)
OR Permission of program director (0) 0-3

BPC170. . . . . .A+ Exam Prep: Computer Hardware Configuration and Support +. 3
BPC270 . . . . . .A+ Exam Prep: Operating System Configuration and Support + ... 3

CIS190 . . . . . .Introduction to Networking + (3) OR
CNT140AB . . . . . .Introduction to Networks (4) 3-4

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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https://www.phoenixcollege.edu/iti

Computer System Configuration and Support, Security

Certificate of Completion — CCL 5040N
9-19 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-19 Credits
CIS105 . . . . . .Survey of Computer Information Systems (3) OR Permission of program director (0) 0-3
BPC170. . . . . .A+ Exam Prep: Computer Hardware Configuration and Support +. 3
BPC270 . . . . . .A+ Exam Prep: Operating System Configuration and Support + ... 3

Select from one of the following areas of specialization.

Specialization 1 (3-6 credits)
CIS270 . . . . . .Essentials of Network and Information Security + (3) OR
ITS110. . . . . .Information Security Fundamentals + (3) AND
CIS126DL. . . . . .Linux Operating System (3) OR
CIS126RH. . . . . .Red Hat System Administration I (3) 3-6

Specialization 2 (9-10 credits)
CNT140AB . . . . . .Introduction to Networks (4) OR
CIS190 . . . . . .Introduction to Networking (3) 3-4

CIS250 . . . . . .Management of Information Systems 3
CIS271DB. . . . . .Information Security Essentials +. 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Cross-Platform App Development

Certificate of Completion — CCL 5067
18-21 Credits

The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

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

Program requirements for CCL 5833N Windows App Development and CCL 5835N Web App Development may be taken in the CCL 5067 Cross-Platform App Development.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits
CIS105 . . . . . .Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0). 0-3

CIS133DA. . . . . .Internet/Web Development Level I +. 3
CIS162AD. . . . . .C#: Level I 3

CIS165DB. . . . . .C#/VB.NET: Windows 8 App Development + (3) OR
CIS165DC. . . . . .Xamarin/C# Cross Platform Development + (3) . 3

CIS166AA. . . . . .Introduction to JavaScripting +. 3
CIS233DA . . . . . .Internet/Web Development Level II + ... 3
CIS262AD . . . . . .C# Level II + ... 3

Restricted Electives: None.

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Cyber Engineering

Certificate of Completion — CCL 5149
42-46 Credits

The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 42-46 Credits
The following courses are required and included in the CCL in Cybersecurity Fundamentals:

BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++ . . . . . Any Microsoft Windows course (3) 3

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

CIS111 . . . . . Ethics in Information Technology (3) OR
ITS120 . . . . . Legal, Ethical and Regulatory Issues + (3) 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS156 . . . . . Python Programming: Level I + ... 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS270 . . . . . Essentials of Network and Information Security + (3) OR
CIS271DB. . . . . Information Security Essentials + (3) AND
CIS272DB. . . . . Information Security Principles + (3) OR
ITS110. . . . . Information Security Fundamentals + (3) . . . 3-6

ITS240 . . . . . Ethical Hacking and Network Defense + ... 3

The following courses are required in the CCL in Cyber Engineering:

CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276++. . . . . Any SQL Database course + (3) 3

CIS162++ . . . . . Any C Programming: Level I course + ... 3

CIS227 . . . . . Assembler Language. 3

CIS238DL. . . . . Linux System Administration + (3) OR
CIS238RH . . . . . Red Hat System Administration II + (3) 3

CIS250 . . . . . Management of Information Systems +. 3
CIS262++. . . . . Any C Programming: Level II course +. 3

Restricted Electives: None.

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Cybersecurity

Associate in Applied Science — AAS 3197
61-74 Credits

The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-28 Credits

BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++ . . . . . Any Microsoft Windows course (3) 3
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization)

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

CIS111 . . . . . Ethics in Information Technology (3) OR
ITS120 . . . . . Legal, Ethical and Regulatory Issues (3) 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS156 . . . . . Python Programming: Level I + ... 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

CIS271DB. . . . . .Information Security Essentials + (3) AND
CIS272DB. . . . . .Information Security Principles + (3) OR
CIS270 . . . . . .Essentials of Network and Information Security + (3) OR
ITS110. . . . . .Information Security Fundamentals + (3) . . . 3-6
(ITS110 required for Cyber Operations specialization; CIS271DB AND CIS272DB required for Critical Infrastructure specialization)

ITS240 . . . . . .Ethical Hacking and Network Defense + ... 3

Restricted Electives: 15-18 Credits
Students must complete 15-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Microsoft System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations (17 credits)
BPC170. . . . . .A+ Exam Prep: Computer Hardware Configuration and Support +. 3

CIS238DL. . . . . .Linux System Administration + (3) OR
CIS238RH . . . . . .Red Hat System Administration II + (3) 3

CIS290AC. . . . . .Computer Information Systems Internship + (3) OR
CIS298AC. . . . . .Special Projects + (3) 3

ITS291 . . . . . .Computer Forensics Foundations + ... 4
ITS292 . . . . . .Advanced Computer Forensics + ... 4

Specialization II: Linux System Administration (15 credits)
CIS238DL. . . . . .Linux System Administration + (3) OR
CIS238RH . . . . . .Red Hat System Administration II + (3) 3

CIS239DL. . . . . .Linux Shell Scripting +. 3
CIS240DL. . . . . .Linux Network Administration +. 3

CIS271DL. . . . . .Linux Security + (3) OR
CIS271RH. . . . . .Red Hat System Administration IV + (3). 3

CIS275DL. . . . . .Linux Capstone + ... 3

Specialization III: Microsoft System Administration (15 credits)
CIS121AH. . . . . .Microsoft PowerShell/Command Line Operations . . 3
MST155DC. . . . . .Installation, Storage, and Compute with Windows Server + ... 4
MST157DC. . . . . .Networking with Windows Server + ... 4
MST158DC. . . . . .Identity Management with Windows Server 2016 + 4

Specialization IV: Cisco Network Administration and Security (16 credits)
CNT140AB . . . . . .Introduction to Networks 4
CNT150AB . . . . . .Switching, Routing, and Wireless Essentials + 4
CNT160AB . . . . . .Enterprise Networking, Security, and Automation + 4

CNT202 . . . . . .Cisco Secure Firewall Appliance Configuration + (4) OR
CNT205 . . . . . .Cisco Certified Network Associate Security + (4) 4

Specialization V: Cyber Engineering (18 credits)
CIS119DO. . . . . .Introduction to Oracle: SQL + (3) OR
CIS276++. . . . . .Any SQL Database course + (3) 3

CIS162++ . . . . . .Any C Programming: Level I course + ... 3
(Students intending to transfer to U of A South should take CIS162 C Programming)

CIS227 . . . . . .Assembler Language. 3

CIS238DL. . . . . .Linux System Administration + (3) OR
CIS238RH . . . . . .Red Hat System Administration II + (3) 3

CIS250 . . . . . .Management of Information Systems +. 3
CIS262++. . . . . .Any C Programming: Level II course + ... 3

Specialization VI: Critical Infrastructure (16 credits)
CIS143 . . . . . .Introduction to Critical Infrastructure Protection + . 3
CIS201 . . . . . .Introduction to Operational Technology + ... 3
CIS202 . . . . . .Introduction to Smart Grid Security +. 3
CIS203 . . . . . .Principles of the Risk Management Framework + . . 3
CNT150AB . . . . . .Switching, Routing, and Wireless Essentials + 4

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . .First-Year Composition + (3) OR
ENG107 . . . . . .First-Year Composition for ESL + (3) AND
ENG102 . . . . . .First-Year Composition + (3) OR
ENG108 . . . . . .First-Year Composition for ESL + ... 6
Oral Communication:
COM100. . . . . .Introduction to Human Communication (3) OR
COM110 . . . . . .Interpersonal Communication (3) OR
COM225. . . . . .Public Speaking + (3) OR
COM230. . . . . .Small Group Communication (3) 3
COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).
Critical Reading:
CRE101. . . . . .College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment 0-3

Mathematics:
Any approved general education course in the Mathematics area . . 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course(s) in the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
Any approved general education course(s) in the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course(s) from the Natural Sciences area. 4

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Cybersecurity Fundamentals

Certificate of Completion — CCL 5154
24-31 Credits

The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-31 Credits

BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++. . . . . Any Microsoft Windows course (3) 3

CIS105 . . . . . Survey of Computer Information Systems 3
CIS111 . . . . . Ethics in Information Technology (3) OR
ITS120 . . . . . Legal, Ethical and Regulatory Issues + (3) 3
CIS126DL. . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS156 . . . . . Python Programming: Level I + ... 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS250 Management of Information Systems + (3). 0-3
Only students taking CIS271DB would be required to take CIS250.

CIS270 . . . . . Essentials of Network and Information Security + (3) OR
CIS271DB. . . . . Information Security Essentials + (3) AND
CIS272DB. . . . . Information Security Principles + (3) OR
ITS110. . . . . Information Security Fundamentals + (3) . . . 3-6

ITS240 . . . . . Ethical Hacking and Network Defense + ... 3

Restricted Electives: None.

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Desktop Support

Certificate of Completion — CCL 5043
19-22 Credits

The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-19 Credits

BPC170. . . . . A+ Exam Prep: Computer Hardware Configuration and Support +. 3
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + ... 3
CIS102DA. . . . . Customer User Support 3
CIS105 . . . . . Survey of Computer Information Systems 3

CIS126DL. . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4
(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

Restricted Electives: 1-3 Credits
Students must select one to three (1-3) credits from the following:

BPC171. . . . . Recycling Used Computer Technology. 1
CIS290AA . . . . . Computer Information Systems Internship + . . 1
CIS290AB. . . . . Computer Information Systems Internship + . . 2
CIS290AC. . . . . Computer Information Systems Internship + . . 3
CIS296WB . . . . . Cooperative Education +. 2
CIS296WC . . . . . Cooperative Education +. 3
CIS298AA . . . . . Special Projects + ... 1
CIS298AB . . . . . Special Projects + ... 2
CIS298AC. . . . . Special Projects + ... 3

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Foundations of Mobile App Development

Certificate of Completion — CCL 5793
18-21 Credits

The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of platforms, including iOS, Android, Windows and web app development. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

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

Students should consult with a Department Advisor in arranging their schedules.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits
CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF . . . . . Introduction to Adobe Photoshop 3
CIS133DA. . . . . Internet/Web Development Level I + ... 3
CIS162AD. . . . . C#: Level I 3
CIS165 . . . . . Introduction to IOS Application Development + . . 3
CIS165DA. . . . . Introduction to Android Application Development + ... 3

CIS165DB. . . . . C#/VB.NET: Windows 8 App Development + (3) OR
CIS165DC. . . . . Xamarin/C# Cross Platform Development + (3) 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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Information Technology

Associate in Applied Science — AAS 3196
60-65 Credits

The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. Students will earn one or more of the following Certificates of Completion (CCLs):
CCL/5154 Cybersecurity Fundamentals
CCL/5083 Database Development
CCL/5043 Desktop Support
CCL/5793 Foundations of Mobile App Development
CCL/5132 Microsoft Office Professional
CCL/5031 Microsoft System Administration
CCL/5048 Programming and Systems Analysis Level I
CCL/5183N Oracle Database Operations
CCL/5050N Red Hat Linux Engineer
CCL/5984 Web Foundations

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32-38 Credits
Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.
Specialization 1: Cybersecurity Fundamentals (33-38 credits)
Information Technology Core (24-25 credits)
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++ . . . . . Any Microsoft Windows course (3) 3

CIS105 . . . . . Survey of Computer Information Systems 3
CIS117DM . . . . . Microsoft Access: Database Management (3) OR
CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS133DA. . . . . Internet/Web Development Level I. 3
CIS156 . . . . . Python Programming: Level I + ... 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4
CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems + (3) 3
Students taking CIS271DB would be required to take CIS250.

Cybersecurity Fundamentals (9-12 credits)
CIS111 . . . . . Ethics in Information Technology (3) OR
ITS120 . . . . . Legal, Ethical and Regulatory Issues + (3) 3

CIS270 . . . . . Essentials of Network and Information Security + (3) OR
CIS271DB. . . . . Information Security Essentials + (3) AND
CIS272DB. . . . . Information Security Principles + (3) OR
ITS110. . . . . Information Security Fundamentals + (3) . . . 3-6

ITS240 . . . . . Ethical Hacking and Network Defense + ... 3

Related Area (0-5 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses

Specialization 2: Database Development (36-38 credits)
Information Technology Core (21-22 credits)
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Microsoft Windows (3) 3

CIS105 . . . . . Survey of Computer Information Systems 3
CIS119DO. . . . . Introduction to Oracle: SQL + ... 3
CIS133DA. . . . . Internet/Web Development Level I. 3

CIS156 . . . . . Python Programming: Level I + (3) OR
CIS162++ . . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I+ (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems (3). 3

Database Development (15 credits)
CIS117DM . . . . . .Microsoft Access: Database Management (3) OR
CIS154 . . . . . .Database Modeling and Design + (3) 3

CIS150++. . . . . .Programming Fundamentals + ... 3

CIS164AB. . . . . .Oracle: PL/SQL Programming + (3) OR
CIS276DA. . . . . .MySQL Database + (3) OR
CIS276DB. . . . . .SQL Server Database + (3) 3

CIS217AM . . . . . .Advanced Microsoft Access: Database Management + (3) OR
CIS276DB. . . . . .SQL Server Database + (3) 3

CIS225AB. . . . . .Object-Oriented Analysis and Design + ... 3

Related Area (0-2 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . .Any BPC Business-Personal Computers courses
CIS+++++ . . . . . .Any CIS Computer Information Systems courses
CLD+++++ . . . . . .Any CLD Cloud Computing courses
CNT+++++. . . . . .Any CNT Cisco Network Technology courses
ITS+++++ . . . . . .Any ITS Information Technology Security courses
MST+++++ . . . . . .Any MST Microsoft Technology courses

Specialization 3: Desktop Support (32-38 credits)
Information Technology Core (24-25 credits)
BPC270 . . . . . .A+ Exam Prep: Operating System Configuration and Support + ... 3
CIS105 . . . . . .Survey of Computer Information Systems 3

CIS117DM . . . . . .Microsoft Access: Database Management (3) OR
CIS119DO. . . . . .Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . .MySQL Database + (3) OR
CIS276DB. . . . . .SQL Server Database + (3) 3

CIS126DL. . . . . .Linux Operating System (3) OR
CIS126RH. . . . . .Red Hat System Administration I (3) 3

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

CIS150AB. . . . . .Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . .Python Programming: Level I + (3) OR
CIS162++. . . . . .Any C Programming: Level I course + (3) OR
CIS163AA. . . . . .Java Programming: Level I + (3) 3

CIS190 . . . . . .Introduction to Networking + (3) OR
CNT140AB . . . . . .Introduction to Networks (4) 3-4

CIS224 . . . . . .Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . .Management of Information Systems + (3) . . . 3

Desktop Support (6 credits)
BPC170. . . . . .A+ Exam Prep: Computer Hardware Configuration and Support +. 3
CIS102DA. . . . . .Customer User Support 3

Related Area (2-8 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . .Any BPC Business-Personal Computers courses
CIS+++++ . . . . . .Any CIS Computer Information Systems courses
CLD+++++ . . . . . .Any CLD Cloud Computing courses
CNT+++++. . . . . .Any CNT Cisco Network Technology courses
ITS+++++ . . . . . .Any ITS Information Technology Security courses
MST+++++ . . . . . .Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development (33-38 credits)
Information Technology Core (21-22 credits)
CIS105 . . . . . .Survey of Computer Information Systems 3

BPC270 . . . . . .A+ Exam Prep: Operating System Configuration and Support + (3) OR
CIS126DL. . . . . .Linux Operating System (3) OR
CIS126RH. . . . . .Red Hat System Administration I (3) OR
MST150++. . . . . .Microsoft Windows (3) 3
CIS117DM Microsoft Access: Database Management (3) OR
CIS119DO. . . . . .Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . .MySQL Database + (3) OR
CIS276DB. . . . . .SQL Server Database + (3) 3

CIS133DA. . . . . .Internet/Web Development Level I. 3
CIS162++. . . . . .Any C Programming: Level I course + ... 3

CIS190 . . . . . .Introduction to Networking + (3) OR
CNT140AB . . . . . .Introduction to Networks (4) 3-4

CIS224 . . . . . .Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . .Management of Information Systems + (3) . . . 3

Foundations of Mobile App Development (12 credits)
CIS120DF. . . . . .Introduction to Adobe Photoshop 3
CIS165 . . . . . .Introduction to IOS Application Development +. . . . 3
CIS165DA. . . . . .Introduction to Android Application Development + 3

CIS165DB. . . . . .C#/VB.NET: Windows 8 App Development + (3) OR
CIS165DC. . . . . .Xamarin/C# Cross Platform Development + (3) 3

Related Area (0-5 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ . . . . . .Any BPC Business-Personal Computers courses
CIS+++++ . . . . . .Any CIS Computer Information Systems courses
CLD+++++ . . . . . .Any CLD Cloud Computing courses
CNT+++++. . . . . .Any CNT Cisco Network Technology courses
ITS+++++ . . . . . .Any ITS Information Technology Security courses
MST+++++ . . . . . .Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional (31-38 credits)
Information Technology Core (18-19 credits)
CIS105 . . . . . .Survey of Computer Information Systems 3
CIS117DM . . . . . .Microsoft Access: Database Management . . . 3
CIS133DA. . . . . .Internet/Web Development Level I. 3

CIS150AB. . . . . .Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . .Python Programming: Level I + (3) OR
CIS162++. . . . . .Any C Programming: Level I course + (3) OR
CIS163AA. . . . . .Java Programming: Level I + (3) 3

CIS190 . . . . . .Introduction to Networking + (3) OR
CNT140AB . . . . . .Introduction to Networks (4) 3-4

MST150++. . . . . .Microsoft Windows (3) OR
BPC270 . . . . . .A+ Exam Prep: Operating System Configuration and Support + (3). 3

Microsoft Office Professional (11-13 credits)
BPC/OAS111AA Computer Keyboarding (1) OR
Permission of Program Director (0) 0-1

CIS113DE . . . . . Microsoft Word: Word Processing 3
CIS114DE . . . . . Excel Spreadsheet 3
CIS118DB . . . . . Desktop Presentation: PowerPoint 3

CIS124AA . . . . . Project Management Software: Level I (1) AND
CIS124BA . . . . . Project Management Software: Level II (1) OR
CIS224 . . . . . Project Management Microsoft Project for Windows (3) 2-3

Related Area (0-8 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses

Specialization 6: Microsoft Server (36-38 credits)
Information Technology Core (21-22 credits)
CIS105 . . . . . Survey of Computer Information Systems 3

CIS117DM . . . . . Microsoft Access: Database Management (3) OR
CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

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

CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . Python Programming: Level I + (3) OR
CIS162++ . . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

MST150++. . . . . Microsoft Windows. 3

Microsoft Server (15 credits)
CIS121AH . . . . . Microsoft PowerShell/Command Line Operations 3
MST155DC. . . . . Installation, Storage, and Compute with Windows Server + ... 4

MST157DC. . . . . Networking with Windows Server + ... 4
MST158DC. . . . . Identity Management with Windows Server 2016 + ... 4

Related Area (0-2 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses

Specialization 7: Oracle Database Operations (32-38 credits)
Information Technology Core (21-22 credits)
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Microsoft Windows (3) 3

CIS105 . . . . . Survey of Computer Information Systems 3
CIS119DO. . . . . Introduction to Oracle: SQL +. 3
CIS133DA. . . . . Internet/Web Development Level I. 3

CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . Python Programming: Level I + (3) OR
CIS162++ . . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems (3). 3

Oracle Database Operations (9 credits)
CIS119DP . . . . . Oracle: Database Administration +. 3
CIS154 . . . . . Database Modeling and Design +. 3
CIS164AB. . . . . Oracle: PL/SQL Programming + ... 3

Related Area (2-8 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses

Specialization 8: Programming and Systems Analysis Level 1 (32-38 credits)
Information Technology Core (21-22 credits)
CIS105 . . . . . Survey of Computer Information Systems 3

CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Microsoft Windows (3) 3

CIS133DA. . . . . Internet/Web Development Level I. 3
CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . . . 3
CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

Programming and Systems Analysis (9 credits)
CIS159 . . . . . Visual Basic Programming I + (3) OR
CIS162++ . . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) OR
CIS165++. . . . . Any Mobile Application Development course + (3) 3

CIS166++. . . . . Any Web Scripting course + ... 3
GBS151 . . . . . Introduction to Business 3

Related Area (1-8 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses

Specialization 9: Redhat Linux Engineer (32-38 credits)
Information Technology Core (21-22 credits)
CIS105 . . . . . Survey of Computer Information Systems 3

CIS117DM . . . . . Microsoft Access: Database Management (3) OR
CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

CIS126RH. . . . . Red Hat System Administration I 3
CIS133DA. . . . . Internet/Web Development Level I. 3

CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . Python Programming: Level I + (3) OR
CIS162++. . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

Redhat Linux Engineer (6 credits)
CIS238RH . . . . . Red Hat System Administration II + ... 3
CIS240RH . . . . . Red Hat System Administration III + ... 3

Related Area (5-11 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses
Specialization 10: Web Foundations (36-38 credits)
Information Technology Core (21-22 credits)
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
CIS126DL. . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Microsoft Windows (3) 3

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

CIS117DM . . . . . Microsoft Access: Database Management (3) OR
CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

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

CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . Python Programming: Level I + (3) OR
CIS162++. . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

Web Foundation (15 credits)
CIS120DF. . . . . Introduction to Adobe Photoshop 3
CIS136 . . . . . Content Management Systems: WordPress . . 3
CIS166AA. . . . . Introduction to Javascript +. 3
CIS233DA . . . . . Internet/Web Development Level II + ... 3
CIS235 . . . . . e-Commerce + ... 3

Related Area (0-2 credits)
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ . . . . . Any BPC Business-Personal Computers courses
CIS+++++ . . . . . Any CIS Computer Information Systems courses
CLD+++++ . . . . . Any CLD Cloud Computing courses
CNT+++++. . . . . Any CNT Cisco Network Technology courses
ITS+++++ . . . . . Any ITS Information Technology Security courses
MST+++++ . . . . . Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core (21-22 credits)
CIS105 . . . . . Survey of Computer Information Systems 3

CIS117DM . . . . . Microsoft Access: Database Management (3) OR
CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
CIS126DL. . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Microsoft Windows (3) 3

CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) OR
CIS156 . . . . . Python Programming: Level I + (3) OR
CIS162++. . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) 3
CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AA . . . . . Introduction to Networks (4) 3-4

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

CIS224 . . . . . Project Management Microsoft Project for Windows (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + ... 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment 0-3

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

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design [HU] area. 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences [SB] area 3
Natural Sciences:
Any approved general education course from the Natural Sciences [SG] or [SQ] area.. 4

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
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https://www.phoenixcollege.edu/iti

iOS App Development

Certificate of Completion — CCL 5914N
9-12 Credits

The Certificate of Completion (CCL) in iOS App Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Native App Development and Mobile App Development.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits
CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair. 0-3

CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . 3
CIS165 . . . . . Introduction to iOS Application Development +. . 3
CIS265 . . . . . Advanced iOS Application Development + . . . 3

Restricted Electives: None.

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Linux Associate

Certificate of Completion — CCL 5046N
6-9 Credits

The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-9 Credits
CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director (0) 0-3

CIS126DL. . . . . Linux Operating System 3
CIS238DL. . . . . Linux System Administration +. 3

Restricted Electives: None.

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Linux System Administration

Certificate of Completion — CCL 5052N
15-18 Credits

The Certificate of Completion (CCL) in Linux System Administration program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network administration and network security. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15-18 Credits
CIS105 . . . . . Survey of Computer Information Systems (3)
OR
Permission of Program Director (0) 0-3

Students should select from one of the following two specializations (Linux or Red Hat Enterprise Linux):
Specialization: Linux
CIS126DL. . . . . Linux Operating System 3
CIS238DL. . . . . Linux System Administration + ... 3
CIS239DL. . . . . Linux Shell Scripting +. 3
CIS240DL. . . . . Linux Network Administration + ... 3
CIS275DL. . . . . Linux Capstone + ... 3

Specialization: Red Hat Enterprise Linux
CIS126RH. . . . . Red Hat System Administration I 3
CIS238RH . . . . . Red Hat System Administration II + ... 3
CIS239DL. . . . . Linux Shell Scripting +. 3
CIS240RH . . . . . Red Hat System Administration III + ... 3
CIS275DL. . . . . Linux Capstone + ... 3

Restricted Electives: None.

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Microsoft Desktop Associate

Certificate of Completion — CCL 5030N
3 Credits

The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 3 Credits
MST150WT . . . . . .Installing and Configuring Microsoft Windows 10 . . 3

Restricted Electives: None.

CONTACT: Ms. S. Celaya, Program Director:
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sherlyn.celaya@phoenixcollege.edu

Microsoft Office Professional

Certificate of Completion — CCL 5132
16-22 Credits

The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

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

Only Required Courses taken within eight (8) years of completion of the program may be applied towards this certificate. Consult with your faculty mentor or academic advisor.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16-22 Credits

BPC/OAS111AA . . . Computer Keyboarding I (1) OR
Permission of Program Director (0) 0-1

CIS105 . . . . . Survey of Computer Information Systems (3)
OR Permission of Program Director (0) 0-3

CIS113DE . . . . . Microsoft Word: Word Processing 3
CIS114DE . . . . . Excel Spreadsheet. 3
CIS117DM . . . . . Microsoft Access: Database Management . . . 3
CIS118DB . . . . . Desktop Presentation: Powerpoint 3

BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
CIS121AE . . . . . Windows Operating System: Level I (1) AND
CIS122AE . . . . . Windows Operating System: Level II (1) OR
MST150++ . . . . . Microsoft Windows (3) 2-3

CIS124AA. . . . . Project Management Software: Level I (1) AND
CIS124BA . . . . . Project Management Software: Level II (1) OR
CIS224 . . . . . Project Management Microsoft Project for Windows (3) 2-3

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Microsoft System Administration

Certificate of Completion — CCL 5031
18-21 Credits

The Certificate of Completion (CCL) in Microsoft System Administration program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The program includes a core of Microsoft courses to develop professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft operating systems including active directory, messaging services, file and print servers, and firewalls. The courses in the program are also designed to help prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Certified Solutions Associate (MCSA) - Windows Server 2016 certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits

CIS105 . . . . . Survey of Computer Information Systems (3)
OR May be waived by permission of the Program Director (0) 0-3

CIS121AH . . . . . Microsoft PowerShell/Command Line Operations 3
MST150++ . . . . . Any Microsoft Windows course 3
MST155DC. . . . . Installation, Storage, and Compute with Windows Server + ... 4
MST157DC. . . . . Networking with Windows Server + ... 4
MST158DB. . . . . Installing and Configuring Windows Server +. . . 4

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
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Mobile App Development

Associate in Applied Science — AAS 3099
60-64 Credits

The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared for transfer to selected BAS programs. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. A Certificate of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development, Foundations of Mobile App Development and Mobile App Development are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL 5193 Mobile App Development and CCL 5914N iOS App Development may be taken in the AAS 3099 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-27 Credits

CIS105 . . . . . Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or Division Chair. 0-3

CIS120DF . . . . . Introduction to Adobe Photoshop 3
CIS133DA. . . . . Internet/Web Development Level I + ... 3
CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . 3

CIS156 . . . . . Python Programming: Level I + (3) OR
CIS159 . . . . . Visual Basic Programming I + (3) OR
CIS163AA . . . . . Java Programming: Level I + (3) 3

CIS162AD. . . . . C# Level I + (3)
CIS165 . . . . . Introduction to IOS Application Development +. . 3
CIS165DA. . . . . Introduction to Android Application Development + ... 3

CIS165DB. . . . . C#/VB.NET: Windows 8 App Development + (3) OR
CIS165DC. . . . . Xamarin/C# Cross Platform Development + (3) . 3

Restricted Electives: 9 Credits
Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

CIS156 . . . . . Python Programming: Level I + ... 3
CIS159 . . . . . Visual Basic Programming I + ... 3
CIS166AA. . . . . Introduction to JavaScript + ... 3
CIS166AE. . . . . Web Scripting with PHP: Hypertext Preprocessor (PHP) + ... 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

CIS225 . . . . . Business Systems Analysis and Design + ... 3
CIS233DA . . . . . Internet/Web Development Level II + ... 3
CIS262AD . . . . . C# Level II + ... 3
CIS265 . . . . . Advanced iOS Application Development + . . . 3
CIS265DA . . . . . Advanced Android Application Development + 3
CIS276DA. . . . . MySQL Database +. 3
CIS276DB. . . . . SQL Server Database + ... 3

General Electives: 0-5 Credits
Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + ... 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment 0-3

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

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course in the Humanities, Arts and Design area 3
Social-Behavioral Sciences:
Any approved general education course in the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course in the Natural Sciences area.. . . . 4

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Mobile App Development

Certificate of Completion — CCL 5193
33-36 Credits

The Certificate of Completion (CCL) in Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. An Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development and Foundations of Mobile App Development are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL 5914N iOS App Development may be taken in the CCL 5193 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-27 Credits
CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair. 0-3

CIS120DF . . . . . Introduction to Adobe Photoshop 3
CIS133DA. . . . . Internet/Web Development Level I + ... 3
CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . 3

CIS156 . . . . . Python Programming: Level I + (3) OR
CIS159 . . . . . Visual Basic Programming I + (3) OR
CIS163AA . . . . . Java Programming: Level I + (3) 3

CIS162AD. . . . . C# Level I + (3)
CIS165 . . . . . Introduction to IOS Application Development +. . 3
CIS165DA. . . . . Introduction to Android Application Development + ... 3

CIS165DB. . . . . C#/VB.NET: Windows 8 App Development + (3) OR
CIS165DC. . . . . Xamarin/C# Cross Platform Development + (3) . 3

Restricted Electives: 9 Credits
Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

CIS156 . . . . . Python Programming: Level I + ... 3
CIS159 . . . . . Visual Basic Programming I + ... 3
CIS166AA. . . . . Introduction to JavaScript + ... 3
CIS166AE. . . . . Web Scripting with PHP: Hypertext Preprocessor (PHP) + ... 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

CIS225 . . . . . Business Systems Analysis and Design + ... 3
CIS233DA . . . . . Internet/Web Development Level II + ... 3
CIS262AD . . . . . C# Level II + ... 3
CIS265 . . . . . Advanced iOS Application Development + . . . 3
CIS265DA . . . . . Advanced Android Application Development + 3
CIS276DA. . . . . MySQL Database +. 3
CIS276DB. . . . . SQL Server Database + ... 3

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Native Mobile App Development

Certificate of Completion — CCL 5063
18-21 Credits

The Certificate of Completion (CCL) in Native Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes: Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL/5834N Android Application Development and CCL/5914N iOS App Development may be taken in the CCL/5063 Native Mobile App Development.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits
CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair. 0-3

CIS150 . . . . . Programming Fundamentals + (3) OR
CIS156 . . . . . Python Programming: Level I + (3) OR
CIS159 . . . . . Visual Basic Programming I + (3) OR
CIS162AD. . . . . C# Level I + (3) OR
CIS163AA . . . . . Java Programming: Level I + (3) 3

CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . 3
CIS165 . . . . . Introduction to IOS Application Development +. . 3
CIS165DA. . . . . Introduction to Android Application Development + 3
CIS265 . . . . . Advanced iOS Application Development + . . . 3
CIS265DA . . . . . Advanced Android Application Development + 3

Restricted Electives: None.

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Network and Systems Administration

Associate in Applied Science — AAS 3189
60-71 Credits

The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Students may receive credit for courses within the program based on current industry certifications.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30-43 Credits
BPC170. . . . . A+ Exam Prep: Computer Hardware Configuration and Support +. 3
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + ... 3
CIS102DA. . . . . Customer User Support 3
CIS105 . . . . . Survey of Computer Information Systems 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4
(CNT140AB is required for students on the Cisco emphasis)

Students must also select from one of the following areas of specialization based on their career goals.

Specialization 1: Cisco System Administration (CCNA) and Security (12 credits)
CNT150AB . . . . . Switching, Routing, and Wireless Essentials + 4
CNT160AB . . . . . Enterprise Networking, Security, and Automation + 4

CNT202 . . . . . Cisco Secure Firewall Appliance Configuration + (4) OR
CNT205 . . . . . Cisco Certified Network Associate Security + (4) 4

Specialization 2: Cisco System Administration (CCNP) (24 credits)
CNT150AB . . . . . Switching, Routing, and Wireless Essentials + 4
CNT160AB . . . . . Enterprise Networking, Security, and Automation + 4

CNT240 . . . . . Cisco Certified Network Professional: Enterprise Core + (8) OR
CNT240AA . . . . . Cisco Certified Network Professional: Enterprise Core I + (4) AND
CNT240AB . . . . . Cisco Certified Network Professional: Enterprise Core II + (4) 8

CNT250 . . . . . Cisco Certified Network Professional: Enterprise Advanced Routing and Services + (8) OR
CNT250AA . . . . . Cisco Certified Network Professional: Enterprise Advanced Routing and Services I + (4) AND
CNT250AB . . . . . Cisco Certified Network Professional: Enterprise Advanced Routing and Services II + (4) 8

Specialization 3: Linux System Administration (12 credits)
CIS238DL. . . . . Linux System Administration + ... 3
CIS239DL. . . . . Linux Shell Scripting +. 3
CIS240DL. . . . . Linux Network Administration + ... 3
CIS271DL . . . . . Linux Security + ... 3
CIS275DL. . . . . Linux Capstone + ... 3

Specialization 4: Red Hat Enterprise Linux Administration (15 credits)
CIS238RH . . . . . Red Hat System Administration II + ... 3
CIS239DL. . . . . Linux Shell Scripting +. 3
CIS240RH . . . . . Red Hat System Administration III + ... 3
CIS271RH. . . . . Red Hat System Administration IV + ... 3
CIS275DL. . . . . Linux Capstone + ... 3

Specialization 5: Microsoft System Administration (18 credits)
CIS121AH. . . . . Microsoft PowerShell/Command Line Operations . . 3
MST150++ . . . . . Any Microsoft Windows Operating System course . 3
MST155DC. . . . . Installation, Storage, and Compute with Windows Server + ... 4
MST157DC. . . . . Networking with Windows Server + ... 4
MST158DC. . . . . Identity Management with Windows Server 2016 + 4

Specialization 6: VMware Network Administrator (12 credits)
CIS189 . . . . . Virtualization and IT Solutions for Digital Businesses. 3
CIS197 . . . . . VMware ESXI Server Enterprise + ... 3
CIS198 . . . . . VMware vSphere: Optimize and Scale + ... 3
CIS200 . . . . . VMware NSX: Install, Configure, Manage +. . . 3

Restricted Electives: 0-8 Credits
Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected specializations within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

Cisco Electives
CNT140AB . . . . . Introduction to Networks 4
CNT150AB . . . . . Switching, Routing, and Wireless Essentials + 4
CNT160AB . . . . . Enterprise Networking, Security, and Automation + 4
CNT171. . . . . CCNA Exam Prep +. 1
CNT202 . . . . . Cisco Secure Firewall Appliance Configuration + (4) OR
CNT205 . . . . . Cisco Certified Network Associate Security + (4) 4
CNT206 . . . . . Cisco Certified Network Associate Wireless + 4

Linux Electives
CIS238DL. . . . . Linux System Administration + (3) OR
CIS238RH . . . . . Red Hat System Administration II + (3) 3
CIS239DL. . . . . Linux Shell Scripting +. 3
CIS240DL . . . . . Linux Network Administration + (3) OR
CIS240RH . . . . . Red Hat Systems Administration III + (3) 3
CIS275DL. . . . . Linux Capstone + ... 3

Microsoft Electives
MST+++++ . . . . . Any MST Microsoft Technology course
CIS121AB . . . . . Microsoft Command Line Operations 1
CIS121AH. . . . . Microsoft PowerShell/Command Line Operations . . 3

Security Electives
CIS270 . . . . . Essentials of Network and Information Security + . . 3
CIS271DB. . . . . Information Security Essentials + ... 3
CIS272DB. . . . . Information Security Principles + ... 3
ITS110. . . . . Information Security Fundamentals +. 3

VMware Electives
CIS189 . . . . . Virtualization and IT Solutions for Digital Businesses 3
CIS197 . . . . . VMware ESXI Server Enterprise + ... 3
CIS198 . . . . . VMware vSphere: Optimize and Scale + ... 3
CIS200 . . . . . VMware NSX: Install, Configure, Manage +. . . 3

Other Information Technology Electives
BPC171. . . . . Recycling Used Computer Technology. 1-3
CIS111 . . . . . Ethics in Information Technology 3
CIS124AA. . . . . Project Management Software: Level I 1
CIS124BA. . . . . Project Management Software: Level II + ... 1
CIS156 . . . . . Python Programming: Level I + ... 3
CIS190 . . . . . Introduction to Networking + ... 3

CIS224 . . . . . Project Management Microsoft Project for Windows 3
CIS240 . . . . . Local Area Network Planning and Design + . . . 3
CIS250 . . . . . Management of Information Systems +. 3
CIS266 . . . . . Network Integration Capstone +. 4
CIS290++. . . . . Computer Information Systems Internship. . . 1-3
CIS296++. . . . . Cooperative Education +. 1-4
CIS298++. . . . . Special Projects + ... 1-3
ITS120 . . . . . Legal, Ethical, and Regulatory Issues + ... 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL (3) + OR
ENG111. . . . . Technical and Professional Writing (3) 6
(ENG111 does not count as an ENG Transfer option)
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
COM225 is recommended for students transferring to Northern Arizona University.
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent by assessment 0-3

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

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design [HU] area. 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences [SB] area 3
Natural Sciences:
Any approved general education course from the Natural Sciences [SG] or [SQ] area.. 4

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Programming and Systems Analysis

Associate in Applied Science — AAS 3844
61-68 Credits

The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCLs) in Programming and Systems Analysis Level I and Level II and iOS App Development are also available.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Consultation with an Academic Advisor is recommended for course selection. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-34 Credits
CIS105 . . . . . Survey of Computer Information Systems 3
GBS151 . . . . . Introduction to Business 3

CIS126DL. . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Any Microsoft Windows course + (3). 3

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

Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take CIS150AB.

CIS150 . . . . . Programming Fundamentals + (3) OR
CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) 3

CIS166++. . . . . Any Web Scripting course(s) + ... 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AA. . . . . Introduction to Networks (4) OR
MST140 . . . . . Microsoft Networking Essentials + (3) 3-4

CIS225 . . . . . Business Systems Analysis and Design + (3) OR
CIS225AB. . . . . Object-Oriented Analysis and Design + (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

CIS156 . . . . . Python Programming: Level I + (3) AND
CIS256 . . . . . Python Programming: Level II + (3) OR
CIS159 . . . . . Visual Basic Programming I + (3) AND
CIS259 . . . . . Visual Basic Programming II + (3) OR
CIS162++ . . . . . Any C Programming: Level I course + (3) AND
CIS262++ . . . . . Any C Programming: Level II course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) AND
CIS263AA . . . . . Java Programming: Level II + (3) OR
CIS165++. . . . . Any Mobile Application Development course + (3) AND
CIS265 . . . . . Advanced iOS Application Development + (3) . . . 6

Restricted Electives: 6 Credits
Students may not use courses from the Required Courses area.
CIS224 . . . . . Project Management Microsoft Project for Windows 3
CIS151 . . . . . Computer Game Development-Level I + ... 3
CIS156 . . . . . Python Programming: Level I + ... 3
CIS159 . . . . . Visual Basic Programming I + ... 3
CIS162++ . . . . . Any C Programming: Level I course + ... 3
CIS163AA. . . . . Java Programming: Level I +. 3
CIS165++. . . . . Any Mobile Application Development course + . . 3
CIS251 . . . . . Computer Game Development-Level II +. 3
CIS259 . . . . . Visual Basic Programming II + ... 3
CIS262++ . . . . . Any C Programming: Level II course + ... 3
CIS263AA . . . . . Java Programming: Level II + ... 3
CIS265 . . . . . Advanced iOS Application Development + . . . 3
GBS211 . . . . . Legal, Ethical and Regulatory Issues of the Internet Studies 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + ... 6
Oral Communication:
Any approved general education course in the Oral Communication area.. 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment (0). . 0-3
Mathematics:
MAT150 . . . . . College Algebra/Functions + (5) OR
MAT151 . . . . . College Algebra/Functions + (4) OR
MAT152 . . . . . College Algebra/Functions + (3) OR
MAT155 . . . . . College Algebra/Functions with Review + (5) OR
MAT156 . . . . . College Algebra/Functions with Review + (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course in the Humanities, Arts and Design [HU] area. 3
Social-Behavioral Sciences:
ECN211 . . . . . Macroeconomic Principles (3) OR
ECN212 . . . . . Microeconomic Principles (3) OR
SBU200 . . . . . Society and Business (3). 3

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

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Programming and Systems Analysis Level I

Certificate of Completion — CCL 5048
24 Credits

The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24 Credits
CIS105 . . . . . Survey of Computer Information Systems 3

CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Any Microsoft Windows course + (3). 3

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

CIS150 . . . . . Programming Fundamentals + (3) OR
CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) 3

CIS166++. . . . . Any Web Scripting course(s) + ... 3
GBS151 . . . . . Introduction to Business 3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

CIS156 . . . . . Python Programming: Level I + (3) OR
CIS159 . . . . . Visual Basic Programming I + (3) OR
CIS162++. . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) OR
CIS165++. . . . . Any Mobile Application Development course + (3) 3

Restricted Electives: None.

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Programming and Systems Analysis Level II

Certificate of Completion — CCL 5962
36-37 Credits

The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-34 Credits
The following courses are required and included in the Certificate of Completion (CCL) in Programming and Systems Analysis Level I.

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

CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276DA. . . . . MySQL Database + (3) OR
CIS276DB. . . . . SQL Server Database + (3) 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) OR
MST150++. . . . . Any Microsoft Windows course + (3). 3

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

CIS150 . . . . . Programming Fundamentals + (3) OR
CIS150AB. . . . . Object-Oriented Programming Fundamentals + (3) 3

CIS156 . . . . . Python Programming: Level I + (3) OR
CIS159 . . . . . Visual Basic Programming I + (3) OR
CIS162++. . . . . Any C Programming: Level I course + (3) OR
CIS163AA. . . . . Java Programming: Level I + (3) OR
CIS165++. . . . . Any Mobile Application Development course + (3) 3

CIS166++. . . . . Any Web Scripting course(s) + ... 3
GBS151 . . . . . Introduction to Business 3

The following courses are required for the CCL in Programming and Systems Level II:

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) OR
MST140 . . . . . Microsoft Networking Essentials + (3) 3-4

CIS225 . . . . . Business Systems Analysis and Design + (3) OR
CIS225AB. . . . . Object-Oriented Analysis and Design + (3) OR
CIS250 . . . . . Management of Information Systems + (3) . . . 3

Restricted Electives: 3 Credits
Select one of the courses below that best aligns with academic and professional goals for a total of 3 credits. Students may not choose courses they have taken from the Required Courses area.

CIS151 . . . . . Computer Game Development-Level I + ... 3
CIS156 . . . . . Python Programming: Level I + ... 3
CIS159 . . . . . Visual Basic Programming I + ... 3
CIS162++ . . . . . Any C Programming: Level I course + ... 3
CIS163AA. . . . . Java Programming: Level I +. 3
CIS165++. . . . . Any Mobile Application Development course + . . 3
CIS224 . . . . . Project Management Microsoft Project for Windows . . 3
CIS251 . . . . . Computer Game Development-Level II +. 3
CIS256 . . . . . Python Programming: Level II + ... 3
CIS259 . . . . . Visual Basic Programming II + ... 3
CIS262++. . . . . Any C Programming: Level II course +. 3
CIS263AA . . . . . Java Programming: Level II + ... 3
CIS265 . . . . . Advanced iOS Application Development + . . . 3
GBS211 . . . . . Legal, Ethical and Regulatory Issues of the Internet Studies. 3

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Red Hat Linux Administrator

Certificate of Completion — CCL 5049N
6-9 Credits

The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-9 Credits
CIS105 . . . . . Survey of Computer Information Systems (3)
OR Permission of Program Director (0) 0-3
CIS126RH. . . . . Red Hat System Administration I 3
CIS238RH . . . . . Red Hat System Administration II + ... 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Red Hat Linux Engineer

Certificate of Completion — CCL 5050N
9-12 Credits

The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits
CIS105 . . . . . Survey of Computer Information Systems (3)
OR Permission of Program Director (0) 0-3

CIS126RH. . . . . Red Hat System Administration I 3
CIS238RH . . . . . Red Hat System Administration II + ... 3
CIS240RH . . . . . Red Hat System Administration III + ... 3

Restricted Electives: None.

CONTACT: Mr. R. Idris, Program Director:
(602) 532.8716
rami.idris@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

VMware Foundations

Certificate of Completion — CCL 5035N
3 Credits

The Certificate of Completion (CCL) in VMware Foundations program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It is designed to prepare students for the VMware Foundations (VCA) certification exam. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

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

BPC170. . . . . A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++. . . . . Any Windows Operation Course (3) 3-6

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

Program Prerequisites: None.

Required Courses: 3 Credits
CIS197 . . . . . VMware ESXI Server Enterprise + ... 3

Restricted Electives: None.

CONTACT: Mr. R. Idris, Program Director:
(602) 532.8716
rami.idris@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

VMware Systems Administrator

Certificate of Completion — CCL 5033N
6 Credits

The Certificate of Completion (CCL) in VMware Systems Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It includes advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure and is designed to prepare students for the VMware VCA and VCP certification exams. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

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

BPC170. . . . . A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND
BPC270 . . . . . A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++. . . . . Any Windows Operation Course (3) 3-6

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS190 . . . . . Introduction to Networking + (3) OR
CNT140AB . . . . . Introduction to Networks (4) 3-4

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

Program Prerequisites: None.

Required Courses: 6 Credits
CIS197 . . . . . VMware ESXI Server Enterprise + ... 3
CIS198 . . . . . VMware vSphere: Optimize and Scale + ... 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
(602) 532.8711
brad.olsen@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Web App Development

Certificate of Completion — CCL 5835N
9-12 Credits

The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program. Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits

CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) 0-3

CIS133DA. . . . . Internet/Web Development Level I + ... 3
CIS166AA. . . . . Introduction to JavaScript + ... 3
CIS233DA . . . . . Internet/Web Development Level II + ... 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
(602) 532.8711
brad.olsen@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Web Design/Development

Associate in Applied Science — AAS 3185
60-67 Credits

The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits
In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105 . . . . . Survey of Computer Information Systems 3
CIS120DF . . . . . Adobe Photoshop Level I: Digital Imaging 3
CIS133DA. . . . . Internet/Web Development Level I. 3
CIS136 . . . . . Content Management Systems: WordPress . . 3
CIS166AA. . . . . Introduction to Javascript +. 3
CIS233DA . . . . . Internet/Web Development Level II + ... 3
CIS235 . . . . . e-Commerce + ... 3

Restricted Electives: 17-22 Credits
Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.
Specialization I: Web Design (17-22 credits)
ADA/ART183 . . . . . Digital Graphic Arts I (3) OR
ART100 . . . . . Introduction to Digital Arts (1) AND
ART181. . . . . Graphic Design I (3) OR
ART112 . . . . . Two-Dimensional Design (3) 3-4

CIS120DA. . . . . Introduction to Digital Video Editing: Adobe Premiere (3) OR
CIS120DK. . . . . Introduction to Digital Video Editing (3) 3

CIS120DB. . . . . Computer Graphics: Adobe Illustrator. 3

CIS120DC. . . . . Adobe Animate: Digital Animation (3) OR
CIS220DF. . . . . Adobe Photoshop Level II: Advanced Digital Imaging + (3) 3

CIS138DA. . . . . Desktop Design and Publishing Using Adobe InDesign + ... 3

Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

Specialization II: Web Development (18 credits)
CIS119DO Introduction to Oracle: SQL + (3) OR
CIS276++. . . . . Any Database Management Systems course + (3) . 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

CIS166AE . . . . . Web Scripting with PHP: Hypertext Preprocessor (PHP) + ... 3

Programming Language: Select two courses for a total of 6 credits.
CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . 3
CIS156 . . . . . Python Programming: Level I + ... 3
CIS159 . . . . . Visual Basic Programming I + ... 3
CIS162++ . . . . . Any C Programming course +. 3
CIS163AA. . . . . Java Programming: Level I +. 3
CIS165++. . . . . Any Mobile Application Development course + . . 3
CIS256 . . . . . Python Programming: Level II + ... 3
CIS262AD . . . . . C# Level II + ... 3
CIS263AA . . . . . Java Programming: Level II + ... 3
CIS265++. . . . . Any Advanced Application Development + . . . 3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

General Education: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
Any approved general education course
from the Oral Communication area. 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3)
OR Equivalent as indicated by assessment (0). 0-3
Mathematics:
Any approved general education course in the Mathematics area. . . 3-6
(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/ Functions) OR higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities,
Arts and Design area 3
Social-Behavioral Sciences:
Any approved general education course from the
Social-Behavioral Sciences area. 3
PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.
Natural Sciences:
Any approved general education course from the
Natural Sciences area. 4

CONTACT: Mr. B. Olsen, Program Director:
(602) 532.8711
brad.olsen@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Web Development

Certificate of Completion — CCL 5988
39 Credits

The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server side programs, database structures, and object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 36 Credits
The following courses are required and included in the CCL in Web Foundations.
CIS105 . . . . . Survey of Computer Information Systems 3
CIS120DF . . . . . Introduction to Adobe Photoshop 3
CIS133DA. . . . . Internet/Web Development Level I. 3
CIS136 . . . . . Content Management Systems: WordPress . . 3
CIS166AA. . . . . Introduction to Javascript +. 3
CIS233DA . . . . . Internet/Web Development Level II + ... 3
CIS235 . . . . . e-Commerce + ... 3

The following courses are required for the CCL in Web Development.
CIS166AE . . . . . Web Scripting with PHP: Hypertext
Preprocessor (PHP) + ... 3

CIS119DO. . . . . Introduction to Oracle: SQL + (3) OR
CIS276++. . . . . Any Database Management Systems course + (3) . 3

CIS126DL . . . . . Linux Operating System (3) OR
CIS126RH. . . . . Red Hat System Administration I (3) 3

Programming Language: Select two courses for a total of 6 credits.
CIS150AB. . . . . Object-Oriented Programming Fundamentals +. . 3
CIS156 . . . . . Python Programming: Level I + ... 3
CIS159 . . . . . Visual Basic Programming I + ... 3
CIS162++ . . . . . Any C Programming course +. 3
CIS163AA. . . . . Java Programming: Level I +. 3
CIS165++. . . . . Any Mobile Application Development course . . . 3
CIS256 . . . . . Python Programming: Level II + ... 3
CIS262AD . . . . . C# Level II + ... 3
CIS263AA . . . . . Java Programming: Level II + ... 3
CIS265++ . . . . . Any Advanced Application Development course +. 3

Restricted Electives: 3 Credits
Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems 3

CONTACT: Mr. B. Olsen, Program Director:
(602) 532.8711
brad.olsen@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Web Foundations

Certificate of Completion — CCL 5984
21 Credits

The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/ Development is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits
CIS105 . . . . . Survey of Computer Information Systems 3
CIS120DF . . . . . Adobe Photoshop Level I: Digital Imaging 3
CIS133DA. . . . . Internet/Web Development Level I. 3
CIS136 . . . . . Content Management Systems: WordPress . . 3
CIS166AA. . . . . Introduction to Javascript +. 3

CIS233DA . . . . . Internet/Web Development Level II + ... 3
CIS235 . . . . . e-Commerce + ... 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
https://www.phoenixcollege.edu/iti

Windows App Development

Certificate of Completion — CCL 5833N
9-12 Credits

The Certificate of Completion (CCL) in Windows App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows platform and cross-platform apps. This CCL will help prepare students to take the MTA Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Cross-Platform App Development and Mobile App Development.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits
CIS105 . . . . . Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) 0-3

CIS162AD. . . . . C#: Level I + ... 3

CIS165DB. . . . . C#/VB.NET: Windows 8 App Development + (3) OR
CIS165DC. . . . . Xamarin/C# Cross Platform Development + (3) 3

CIS262AD . . . . . C# Level II + ... 3

Restricted Electives: None.

CHECK OUT WHAT'S NEW

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From your Student Center in www.maricopa.edu, you can now monitor the completion of your educational goal by running your Degree Progress Report. The Degree Progress Report places the courses you have completed into a report of your declared program plan. In addition, the What-if Report lets you see how your courses apply to a different program plan.

Go to your Student Center and check out these reports – for assistance, visit the Welcome Center or meet with an Academic Advisor.

Culture and Society

CONTACT: Mr. R. McAllen-Walker
(602) 285.7759 and/or
roland.walker@phoenixcollege.edu

American Indian Studies

Academic Certificate — AC 6208N
15 Credits

The Academic Certificate (AC) in American Indian Studies program explores the unique experiences of the American Indian people living in the Southwest and provides students the opportunity to study the cultures, values, histories, and contemporary lives of the indigenous people of North America. The Certificate includes courses that investigate their language, literature, arts, philosophy, religions, and politics.

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

Federal Indian policy stipulates tribal preference in hiring, which should be considered in seeking employment with tribal nations and selected federal agencies. Seek advice of the tribal agency for available employment opportunities.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12 Credits
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3). 3

AIS/SOC105. . . . . Introduction to American Indian Studies. 3
AIS/SOC160. . . . . American Indian Law. 3

AIS213/REL203 . . . American Indian Religions + (3) OR
AIS/HIS140. . . . . American Indian History (3). 3

Restricted Electives: 3 Credits
Select at total of 3 credits from the following list except those used to satisfy Required Courses area.

AIS+++. . . . . Any AIS American Indian Studies course + . . . 3
ARH145 . . . . . History of American Indian Art 3
CCS101 . . . . . Chicano and Chicana Studies 3
ENH259 . . . . . American Indian Literature 3
GCU221 . . . . . Arizona Geography 3
HIS+++ . . . . . Any HIS History course. 3
NAV+++ . . . . . Any NAV Navajo course +. 1-3
SPH245 . . . . . Hispanic Heritage in the Southwest 3

CONTACT: Dr. T. Sandoval
(602) 285.7416 and/or
trino.sandoval@phoenixcollege.edu

Chicana and Chicano Studies

Academic Certificate — AC 6230N
12-13 Credits

The Academic Certificate (AC) in Chicana and Chicano Studies explores the unique experiences of the Chicana and Chicano people living in the Southwest. The Certificate provides a study of Mexican-

American life in the society of the United States, including Mexican background, social and cultural differences, and experiences of assimilation.

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

Admission Criteria: None.

Program Prerequisites: 3-6 Credits

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
CRE101	College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment	0-3

Required Courses: 9 Credits

CCS101	Chicana and Chicano Studies +	3
HIS109	Mexican-American History and Culture	3
SPH245	Hispanic Heritage in the Southwest	3

Restricted Electives: 3-4 Credits

ENH112	Chicano Literature	3
HIS145	History of Mexico	3
HUM213	Hispanic Film	3
SPA101	Elementary Spanish I	4
SPA102	Elementary Spanish II +	4
SPA103	Elementary Spanish for Spanish Speakers I +	4
SPA104	Elementary Spanish for Spanish Speakers II +	4
SPA201	Intermediate Spanish I +	4
SPA202	Intermediate Spanish II +	4
SPA203	Spanish for Spanish-Speaking Students I +	4
SPA204	Spanish for Spanish-Speaking Students II +	4

CONTACT: Mr. J. Kilduff
(602) 285.7824 and/or
josiah.kilduff@phoenixcollege.edu

Creative Writing

Academic Certificate — AC 6224N
24 Credits

The Academic Certificate (AC) in Creative Writing program is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program aims to serve a diverse community who may be underrepresented in traditional creative writing programs. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

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

Admission Criteria: Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

Program Prerequisites: None.

Required Courses: 21 Credits
ENG210 may be substituted for CRW150 with permission of Program Director.

CRW150	Introduction to Creative Writing	3

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

CRW200	Readings for Writers (1)	2
CRW201	Portfolio	1

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

Series I:
Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120	Introduction to Writing Children's Literature	3
CRW160	Introduction to Writing Poetry	3
CRW170	Introduction to Writing Fiction	3
CRW172	Introduction to Comic Book Writing	3
CRW180	Introduction to Writing Nonfiction	3
CRW190	Introduction to Screenwriting	3
THE118	Playwriting	3

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

CRW202	The Writer as Witness +	3
CRW203	Dialogue +	3
CRW204	Journaling +	3
CRW220	Intermediate Writing Children's Literature +	3
CRW251	Topics in Creative Writing	3
CRW260	Intermediate Poetry Writing +	3
CRW261	Topics in Writing: Poetry +	3
CRW270	Intermediate Fiction Writing +	3
CRW271	Topics in Writing: Fiction +	3
CRW272	Planning and Structuring the Novel +	3
CRW273	Writing the Novel +	3
CRW274	Revising the Novel +	3
CRW281	Topics in Writing: Non-Fiction +	3
CRW290	Intermediate Screenwriting +	3
CRW291	Topics in Writing: Plays +	3

Restricted Electives: 3 Credits

CRW+++++	Any CRW Creative Writing prefixed course not listed under Required Courses area.	1-3
ENG235	Magazine Article Writing	3
ENG/THE260	Film Analysis	3
ENH+++++	Any ENH English Humanities prefixed course +	3
HUM/THF210	Contemporary Cinema	3

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

International Studies

Academic Certificate — AC 6213N
12-13 Credits

The Academic Certificate (AC) in International Studies program will provide students the opportunity to broaden their horizons and their understanding of our increasingly interdependent global society. The Certificate approaches broad cultural issues and includes a strong emphasis on world politics and religions. It also includes developing proficiency in cross-cultural communications and the capacity to navigate world cultures. Proficiency in a modern language is also an integral part of the Certificate.

Program Notes: + indicates course has prerequisites and/or corequisites. ++ indicates any suffixed courses. Students must earn a grade of C or better in all courses required within the program. Study abroad credit may replace courses identified as electives with the approval of the Program Director or Department Chairperson.

Admission Criteria: None.

Program Prerequisites: 3-6 Credits
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3). 3
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3

Required Courses: 9 Credits
REL100 . . . . . World Religions 3
POS120 . . . . . World Politics. 3
POS140 . . . . . Comparative Government (3) OR
POS210 . . . . . Political Ideologies (3) 3

Restricted Electives: 3-4 Credits
ASB102 . . . . . Culture in a Globalizing World 3
HIS102 . . . . . History of Western Civilization
1789 to Present 3
SPH245 . . . . . Hispanic Heritage in the Southwest 3
Any of the following Foreign Language courses:
FRE+++ . . . . . Any FRE/French course (101, 201) (4) OR
ITA+++. . . . . Any ITA/Italian course (101, 201) (4) OR
JPN+++ . . . . . Any JPN/Japanese course (101, 201) (4) OR
NAV+++ . . . . . Any NAV/Navajo course (101, 201) (4) OR
SPA+++ . . . . . Any SPA/Spanish course (101, 201) (4). 4

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

Southwest Studies

Academic Certificate — AC 6209N
25 Credits

The Southwest Studies Program applies a broad, interdisciplinary approach to the study of the peoples and places of the American Southwest. Three certificates in American Indian Studies, Chicano-Chicana Studies, and Southwest Studies are available. Certificates may be attained independently of any degree program, but students may also apply course credits toward a degree.

Students enrolled in the Southwest Studies Certificate will study the environment of the region and how people have historically related to that environment. The Certificate approaches the cultural issues more broadly and includes a stronger emphasis on the ecology, geography, and political history of the region.

Program Notes: + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: 3-6 Credits
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) 3
CRE101. . . . . College Critical Reading and Critical Thinking + (3)
OR Equivalent as indicated by assessment . 0-3

Required Courses: 13 Credits
BIO109 . . . . . Natural History of the Southwest 4
GCU221 . . . . . Arizona Geography 3
HIS105 . . . . . Arizona History 3
HIS106 . . . . . Southwest History. 3

Restricted Electives: 12 Credits
AIS/HIS170. . . . . American Indian History of the Southwest. . . . 3
ASB235 . . . . . Southwest Archaeology 3
BIO105 . . . . . Environmental Biology. 4
ENH112. . . . . Chicano Literature 3
EDU230 . . . . . Cultural Diversity in Education 3
ENH259 . . . . . American Indian Literature 3
ENH260 . . . . . Literature of the Southwest 3
HIS109 . . . . . Mexican-American History and Culture 3
HIS145 . . . . . History of Mexico 3
POS220 . . . . . U.S. and Arizona Constitution 3
SPH245 . . . . . Hispanic Heritage in the Southwest 3

Education

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Early Childhood Education

Associate in Applied Science — AAS 3186
60-71 Credits

The Associate in Applied Science (AAS) in Early Childhood Education (ECE) program is designed to prepare individuals for employment as early childhood professionals in a variety of educational settings. The AAS program includes courses based on current ECE theory and practice as well as general education classes to broaden a student's base of knowledge. Certificates of Completion are also available.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 29-34 Credits
CFS/ECH176 . . . . . Child Development (3) OR
CFS235. . . . . Developing Child: Theory into Practice, Prenatal
- Age 8 (3) OR
EED205 . . . . . The Developing Child: Prenatal to Age Eight (3 . . 3

EED225 . . . . . Language and Literacy in the Context of Culture
and Relationships 3

CFS101AH . . . . . Art Activities for the Young Child (1) AND
ECH281 . . . . . Movement/Music for the Young Child (1) OR
EED210. . . . . Creative and Cognitive Play + (3) OR
ECH128 . . . . . Early Learning: Play and the Arts (3). 2-3

EED200 . . . . . Foundations of Early Childhood Education 3

An "N" after the Major Code (Ex.: 5947**N**) indicates program is not approved by the Department of Education for financial assistance.

CFS/ECH271 . . . . . Arranging the Environment (1) AND
CFS282. . . . . Mainstreaming The Young Child with A Disability (1) AND
ECH282 . . . . . Discipline/Guidance of Child Groups (1) OR
EED212. . . . . Guidance, Management and the Environment (3) 3

CFS123. . . . . Health and Nutrition In Early Childhood Settings (1) AND
CFS125. . . . . Safety in Early Childhood Settings (1) AND
ECH280 . . . . . Food Experiences With Young Children (1) OR
EED215. . . . . Early Learning: Health, Safety, Nutrition and Fitness (3) 3

EED222 . . . . . Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
EDU222 . . . . . Introduction to the Exceptional Learner (3) . . . 3

CFS/ECH269 . . . . . Child Care Seminar (1) AND
CFS/ECH287 . . . . . Professional Development in Early Childhood Education (1) OR
EED255 . . . . . Portfolio Development and Writing for the Profession (3). 2-3

CFS/ECH284AB. . . Early Childhood Teaching Internship + (3) OR
EED260 . . . . . Early Childhood Infant/Toddler Internship + (1) AND
EED261 . . . . . Early Childhood Preschool Internship + (1). . .2-3
ECH272 . . . . . Science for the Young Child (1) AND
CFS/ECH273 . . . . . Math for the Young Child (1) AND
CFS/ECH275 . . . . . Literacy Development and the Young Child (1) AND
ECH279 . . . . . Early Childhood Curriculum Development (1) OR
EED278 . . . . . Early Learning: Curriculum and Instruction - Birth/Preschool + (3) 3-4

ECH140 . . . . . Learning Made Visible Through Documentation (1) AND
ECH270 . . . . . Observing Young Children (1) OR
EED280 . . . . . Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight + (3) 2-3

Restricted Electives: 9-12 Credits
Students must select 9-12 credits from the following and must complete a minimum of 60 credits for the degree. Students are encouraged to consult with a faculty advisor or student services analyst to identify the requirements for their desired academic and professional goals:

CFS+++ . . . . . Any CFS Child/Family Studies course(s)
ECH+++. . . . . Any ECH Early Childhood Education course(s)
EDU+++. . . . . Any EDU Education course(s)
EED+++ . . . . . Any EED Early Education course(s)
FCS+++ . . . . . Any FCS Family and Consumer Science course(s)
ITD+++. . . . . Any ITD Infant/Toddler Development course(s)

General Education Requirements: 19-25 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
Any approved general education course from the Oral Communication area. 3
Note: COM225 is recommended for students who wish to transfer to the BAE at ASU.
Critical Reading:
CRE101 College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment. 0-3
Mathematics:
Any approved general education course in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 7 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area 3
Recommend: EDU/ENH291 Children's Literature OR EDU/HUM/STO292 The Art of Storytelling
Social-Behavioral Sciences:
Fulfilled by EDU222 or EED222 in Required Courses area 0
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Early Childhood Education

Certificate of Completion — CCL 5056
36 Credits

The Certificate of Completion (CCL) in Early Childhood Education program is designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. An Associate in Applied Science (AAS) in Early Childhood Education is also available and includes additional early childhood electives and general education classes to broaden the student's base of knowledge.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 29-34 Credits
CFS/ECH176 . . . . . Child Development (3) OR
CFS235. . . . . Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 . . . . . The Developing Child: Prenatal to Age Eight (3). . 3

EED200 . . . . . Foundations of Early Childhood Education 3

CFS/ECH271 . . . . . Arranging the Environment (1) AND
CFS282. . . . . Mainstreaming The Young Child with A Disability (1) AND
ECH282 . . . . . Discipline/Guidance of Child Groups (1) OR
EED212. . . . . Guidance, Management and the Environment (3) 3

CFS123. . . . . Health and Nutrition In Early Childhood Settings (1) AND
CFS125. . . . . Safety in Early Childhood Settings (1) AND
ECH280 . . . . . Food Experiences With Young Children (1) OR
EED215. . . . . Early Learning: Health, Safety, Nutrition and Fitness (3) 3

CFS101AH . . . . . .Art Activities for the Young Child (1) AND
ECH281 . . . . . .Movement/Music for the Young Child (1) OR
ECH128 . . . . . .Early Learning: Play and the Arts (3) OR
EED210. . . . . .Creative and Cognitive Play + (3) 2-3

EED222 . . . . . .Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
EDU222 . . . . . .Introduction to the Exceptional Learner (3) . . . 3

ECH272 . . . . . .Science for the Young Child (1) AND
ECH273 . . . . . .Math for the Young Child (1) AND
ECH275 . . . . . .Literacy Development and the Young Child (1) AND
ECH279 . . . . . .Early Childhood Curriculum Development (1) OR
EED278 . . . . . .Early Learning: Curriculum and Instruction - Birth/Preschool + (3) 3-4

EED225 . . . . . .Language and Literacy in the Context of Culture and Relationships (3) 3
ECH140 . . . . . .Learning Made Visible Through Documentation (1) AND
ECH270 . . . . . .Observing Young Children (1) OR
EED280 . . . . . .Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight + (3) 2-3

ECH269 . . . . . .Child Care Seminar (1) AND
ECH287 . . . . . .Professional Development in Early Childhood Education (1) OR
EED255 . . . . . .Portfolio Development and Writing for the Profession (3). 2-3

CFS/ECH284AB. . .Early Childhood Teaching Internship + (3) OR
EED260 . . . . . .Early Childhood Infant/Toddler Internship + (1) AND
EED261 . . . . . .Early Childhood Preschool Internship + (1). . .2-3

Restricted Electives: 2-7 Credits
Students must select 2-7 credits from the following courses to meet a minimum of 36 credits for the certificate. Cannot be shared with Required Courses area.

CFS+++ . . . . . .Any CFS Child/Family Studies course(s)
ECH+++. . . . . .Any ECH Early Childhood Education course(s)
EDU+++. . . . . .Any EDU Education course(s)
EED+++ . . . . . .Any EED Early Education course(s)
FCS+++ . . . . . .Any FCS Family and Consumer Science course(s)
ITD+++. . . . . .Any ITD Infant/Toddler Development course(s)

CONTACT: Ms. C. Brandom, Department Chair:
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Foundations of Early Childhood Education

Certificate of Completion — CCL 5054
18-19 Credits

The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include cognitive and physical development of the young child, language acquisition, curriculum development, health and safety guidelines, business procedures, and family/community relationship building. This CCL is embedded (can be used to fulfill part of the requirements) in a second available CCL, Early Childhood Education. Both CCLs are embedded (can be used to fulfill requirements) in the Associate in Applied Science (AAS) in Early Childhood Education.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination..

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-19 Credits
CFS/ECH176 . . . . . .Child Development (3) OR
CFS235. . . . . .Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 . . . . . .The Developing Child: Prenatal to Age Eight (3). . 3

EED200 . . . . . .Foundations of Early Childhood Education 3

CFS/ECH271 . . . . . .Arranging the Environment (1) AND
CFS282. . . . . .Mainstreaming The Young Child with A Disability (1) AND
ECH282 . . . . . .Discipline/Guidance of Child Groups (1) OR
EED212. . . . . .Guidance, Management and the Environment (3) 3

CFS123. . . . . .Health and Nutrition In Early Childhood Settings (1) AND
CFS125. . . . . .Safety in Early Childhood Settings (1) AND
ECH280 . . . . . .Food Experiences With Young Children (1) OR
EED215. . . . . .Early Learning: Health, Safety, Nutrition and Fitness (3) 3
CFS101AH . . . . . .Art Activities for the Young Child (1) AND
ECH281 . . . . . .Movement/Music for the Young Child (1) OR
ECH128 . . . . . .Early Learning: Play and the Arts (3) OR
EED210. . . . . .Creative and Cognitive Play + (3) 2-3

EED222 . . . . . .Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
EDU222 . . . . . .Introduction to the Exceptional Learner (3) . . . 3

EED260 . . . . . .Early Childhood Infant/Toddler Internship + (1) OR
EED261 . . . . . .Early Childhood Preschool Internship + (1). . . . 1

Restricted Electives: None.

Health Sciences

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Community Health Paramedicine

Certificate of Completion — CCL 5017N
8 Credits

The Certificate of Completion (CCL) in Community Health Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the community setting. This certificate prepares students for a community health paramedic credential.

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

Admission Criteria: Current state Paramedic certification.

Program Prerequisites: None.

Required Courses: 8 Credits
PME291 . . . . . .Community Health Paramedicine 8

Restricted Electives: None.

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Critical Care Paramedicine

Certificate of Completion — CCL 5003N
8 Credits

The Certificate of Completion (CCL) in Critical Care Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence based paramedicine in the clinical, out-of-hospital, and inter-facility transport settings. This certificate prepares students for a critical care paramedic credential.

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

Admission Criteria: Current state Paramedic certification.

Program Prerequisites: None.

Required Courses: 8 Credits
PME292 . . . . . .Critical Care Paramedicine 8

Restricted Electives: None.

CONTACT: Ms. K. Deela, Program Director:
(602) 285.7324

Dental Assisting

Associate in Applied Science — AAS 3055
60-60.5 Credits

The Associate in Applied Science (AAS) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related four-year program. Students will be able to assist the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. A Certificate of Completion (CCL) is also available.

Graduates are eligible to take the Dental Assisting National Board Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona.

This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653).

Program Notes: This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework.

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

Admission Criteria: High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required.

After acceptance into the program, the following are required:

Arizona Department of Public Safety Level One Fingerprint Clearance Card

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Health and Immunity Declaration Form signed by a licensed healthcare provider.

Submit to a drug screening and demonstrate negative results.

Current CPR card for Healthcare Providers and maintain current status throughout the program.

Full compliance with the Maricopa Community Colleges Allied Health Program Students Policies.

Program Prerequisites: 0-17.5 Credits
The credit hour range is subject to change depending on the student's educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

BIO160 . . . . . Introduction to Human Anatomy and Physiology (4) OR
BIO201 . . . . . .Human Anatomy and Physiology + (4) OR
BIO201XT. . . . . .Human Anatomy and Physiology I (4) AND
BIO202 . . . . . .Human Anatomy and Physiology II (4) 4-8

Any approved general education course in the
Oral Communication area. 3
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

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

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

EMT101 . . . . . .Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR Current approved CPR certification at the Health Care Provider level (0) 0-0.5

Required Courses: 28 Credits
DAE112 . . . . . .Dental Assisting I + ... 7
DAE124 . . . . . .Dental Radiography + ... 2
DAE131 . . . . . .Dental Radiography Laboratory + ... 2
DAE140 . . . . . .Dental Issues Seminar + ... 1

DAE156 . . . . . Dental Assisting II + ... 7
DAE212 . . . . . Dental Assisting III + ... 2
DAE224 . . . . . General Clinical Practice + ... 1
DAE225 . . . . . Pediatric Clinical Practice + ... 1
DAE226 . . . . . Periodontal Clinical Practice + ... 1
DAE227 . . . . . Orthodontic Clinical Practice + ... 1
DAE228 . . . . . Oral and Maxillofacial Surgery Clinical Practice + 1
DAE256 . . . . . Dental Assisting IV + ... 2

Restricted Electives: None.

General Electives: 0-10 Credits
Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

General Education: 12-28 Credits

CORE: 6-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) OR
Met by ENG101 or ENG107 in Program Prerequisites area. (0) . . 0-3

ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 3
Oral Communication:
Any approved general education course in the
Oral Communication area (3) OR
Met by Oral Communication course in the
Program Prerequisites area. (0). 0-3
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment (0) OR
Met by CRE101 or equivalent in Program Prerequisites area. (0) 0-3
Mathematics:
Any approved general education course from the Mathematics area. . . .3-6
Recommend the following for students seeking university transfer:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 6-10 Credits
Humanities, Arts and Design:
Any approved general education course from the
Humanities, Arts and Design area. 3
For students seeking university transfer, recommend selecting a course that meets both Humanities, Arts and Design [HU] designation and meets an Awareness area (Cultural Diversity [C] and/or Global Awareness [G]/Historical Awareness [H]).
Social-Behavioral Sciences:
PSY101. . . . . Introduction to Psychology (3) OR
SOC101 . . . . . Introduction to Sociology (3). 3
Natural Sciences:
Any approved general education course from the Natural Sciences area (4) OR Met by BIO160, BIO201, BIO201XT, or BIO202 in
Program Prerequisites area. (0) 0-4

CONTACT: Ms. K. Deela, Program Director:
(602) 285.7324

Dental Assisting

Certificate of Completion — CCL 5483
28-45.5 Credits

The Certificate of Completion (CCL) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related four-year program. Students will be able to assist the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. An Associate in Applied Science (AAS) is also available. Students that meet the CCL requirements in the program may proceed to earn their AAS degree. Graduates are eligible to take the Dental Assisting National Board Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona.

This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653).

Program Notes: This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework.

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

Admission Criteria: High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required.

After acceptance into the program, the following are required:
Arizona Department of Public Safety Level One Fingerprint Clearance Card

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results. Current CPR card for Healthcare Providers and maintain current status throughout the program.

Program Prerequisites: 0-17.5 Credits
The credit hour range is subject to change depending on the student's educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

BIO160 . . . . . Introduction to Human Anatomy and Physiology (4) OR
BIO201 . . . . . Human Anatomy and Physiology + (4) OR
BIO201XT. . . . . Human Anatomy and Physiology I (4) AND
BIO202 . . . . . Human Anatomy and Physiology II (4) 4-8

Any approved general education course in the
Oral Communication area. 3
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

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

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

EMT101 . . . . . .Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR Current approved CPR certification at the Health Care Provider level (0) 0-0.5

Required Courses: 28 Credits
DAE112 . . . . . .Dental Assisting I + ... 7
DAE124 . . . . . .Dental Radiography + ... 2
DAE131 . . . . . .Dental Radiography Laboratory + ... 2
DAE140 . . . . . .Dental Issues Seminar + ... 1
DAE156 . . . . . .Dental Assisting II + ... 7
DAE212 . . . . . .Dental Assisting III + ... 2
DAE224 . . . . . .General Clinical Practice + ... 1
DAE225 . . . . . .Pediatric Clinical Practice + ... 1
DAE226 . . . . . .Periodontal Clinical Practice + ... 1
DAE227 . . . . . .Orthodontic Clinical Practice + ... 1
DAE228 . . . . . .Oral and Maxillofacial Surgery Clinical Practice + 1
DAE256 . . . . . .Dental Assisting IV + ... 2

Restricted Electives: None.

CONTACT: Ms. L. Darrow, Program Director:
(602) 285.7328

Dental Hygiene

Associate in Applied Science — AAS 3831
92-102.5 Credits

Note: This program requires a G.P.A. of 3.25.

The Associate in Applied Science (AAS) in Dental Hygiene degree prepares students to become primary care oral health professionals. A licensed dental hygienist may provide education, assessment, diagnostic, preventive and therapeutic services, research, and administrative services that support overall health through the promotion of optimal oral health. Hygienists may be employed in general or specialty dental practice in private or public healthcare settings. The program also prepares students for university transfer.

The dental hygiene program offers a rigorous, intensive, science-based curriculum. Students will provide services in clinical settings and will develop a commitment to the community through enrichment experiences serving diverse populations. Successful students will develop and demonstrate critical thinking, as well as ethical and professional behaviors required by the field.

Applicants should possess hand-eye coordination, manual dexterity, and attention to detail. Students in an MCCCD Dental Hygiene program will be exposed to blood-borne pathogens and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, the Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado College, and Mesa Community College programs. The Commission is a specialized accrediting body recognized by the United States Department of Education. Graduates are eligible for board examinations and licensure in all fifty states.

Program Notes: Students must earn a grade of C or better in all courses in the program. Students must complete the Basic Science courses with a GPA of 3.5 or better and General Education courses with a GPA of 3.25 or better as indicated in the Program Prerequisites. Basic Science courses must have been completed within the last five years upon application submission or as determined by the Program Director. Students must earn a grade of 75% or better in the Required Courses area within the core program. Students should consult with an advisor prior to applying to the program. + indicates course has prerequisites and/or corequisites.

For students pursuing a Concurrent Enrollment Program (CEP) or to complete an AGEC-A:

MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for a total of 6 credits in this area.

COM225 with the [L] designation is recommended for the Oral Communication area.

PSY101 and SOC101 are recommended for the Social-Behavioral Sciences area.

MAT140 or MAT141 or MAT142, MAT145 or MAT146 or higher level is required for the Mathematics area.

An additional course, MAT206 OR PSY230, is required to meet the Computer/Statistics area.

Note: Total credits to obtain a Bachelor of Science degree in Dental Hygiene through NAU as part of the CEP program are 124-129. Some of the courses listed in the prerequisites area are for students pursuing the CEP, and thus are not counted as part of the AAS total program credits.

Admission Criteria: High school diploma or GED equivalency is required. Completion of program prerequisites. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application and acceptance to the program is required.

After being placed in the program, the following are required: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Submit current CPR card for Health Care Provider and maintain current status throughout the program.

Program Prerequisites: 34–44.5 Credits
The credit hour range is subject to change depending on the student's educational experiences.

BIO156 Introductory Biology for Allied Health + (4) OR
BIO181 General Biology (Majors) I + (4) OR
One (1) year of high school Biology. 0-4

HCC/RES109 CPR for Health Care Provider (0.5) OR
Current CPR certification at the health care provider
Professional rescuer level 0-0.5

Students must complete the following Basic Science courses with a GPA of 3.50.
BIO201 Human Anatomy and Physiology I + ... 4
BIO202 Human Anatomy and Physiology II + ... 4
BIO205 Microbiology + ... 4

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Laboratory + (1) 4
Students who have completed CHM138 and CHM138LL, or CHM230 and CHM230LL prior to Fall 2019 have fulfilled the CHM requirement for acceptance into the MCCCD Dental Hygiene program.

Students must complete the following General Education courses with a GPA of 3.25.
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) AND
ENG102 First-Year Composition + (3) OR
ENG108 First-Year Composition for ESL + (3) 6

COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
COM225 Public Speaking + (3) OR
COM230 Small Group Communication (3) 3
COM225 is recommended for students pursuing a CEP or to complete the AGEC-A to meet the Oral Communication and the Literacy [L] designation.

MAT112 Mathematical Concepts and Applications + (3) OR
MAT140 College Mathematics (5) + OR
MAT141 College Mathematics (4) + OR
MAT142 College Mathematics (3) + OR
MAT145 College Mathematics with Review (5) + OR
MAT146 College Mathematics with Review (6) + OR
satisfactory completion of higher level Mathematics course. . . .3-6
MAT140 or MAT141 or MAT142 or MAT145 or MAT146 or Higher course in the Mathematical Applications [MA] area is required for students pursuing a CEP or to complete the AGEC-A.
MAT206 Elements of Statistics + (3) OR
PSY230 Introduction to Statistics + (3) 0-3
MAT206 or PSY230 is required for students pursuing a CEP or baccalaureate degree to meet the [CS] designation.

Any SOC+++ meeting the Social-Behavioral Sciences [SB] designation. . . 3
Any PSY+++ meeting the Social-Behavioral Sciences [SB] designation. . . 3
For students pursuing a CEP or a baccalaureate and selecting PSY230 to meet the [CS] designation, complete PSY101 to meet the [SB] designation and to fulfill the prerequisite for PSY230.

CRE101 College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment. 0-3
Students who are exempt from CRE101 must complete a course with an [L] designation if pursuing a CEP or to complete the AGEC-A.

Any approved general education course from the
Humanities, Arts and Design area. 3-6
MHL155 and PHI213 for a total of 6 credits are recommended for the Humanities, Arts and Design area for students pursuing a CEP or to complete the AGEC-A.

Required Courses: 58 Credits
DHE110. . . . . .Pharmacology +. 3
DHE112. . . . . .Oral Pathology + ... 3
DHE115 . . . . . .Emergency Medicine + ... 2
DHE117 . . . . . .Dental Radiography + ... 2
DHE119. . . . . .Head and Neck Anatomy + ... 3
DHE120 . . . . . .Pre-Clinical Dental Hygiene + ... 6
DHE121 . . . . . .Dental Anatomy, Embryology and Histology +. 2
DHE125 . . . . . .Dental Radiography Laboratory + ... 1
DHE127 . . . . . .Prevention of Dental Disease + ... 3
DHE132 . . . . . .Dental Hygiene Theory I + ... 3
DHE133 . . . . . .Dental Hygiene Clinic I +. 3
DHE201 . . . . . .Dental Materials + ... 2
DHE202 . . . . . .Dental Materials Laboratory + ... 1
DHE212 . . . . . .Dental Hygiene Theory II + ... 2
DHE213 . . . . . .Dental Hygiene Clinic II + ... 5
DHE219 . . . . . .Practice Management + ... 2
DHE225 . . . . . .Periodontics + ... 3
DHE227 . . . . . .Dental Anesthesia + ... 2
DHE229 . . . . . .Community Oral Health + ... 3
DHE232 . . . . . .Dental Hygiene Theory III + ... 2
DHE233 . . . . . .Dental Hygiene Clinic III +. 5

Restricted Electives: None.

General Electives: None.

General Education: 0 Credits

CORE: 0 Credits
First-Year Composition:
Met by ENG101 or ENG107 and ENG102 or ENG108
in the Program Prerequisites area. +. 0
Oral Communication:
Met by COM100 or COM110 or COM225 or COM230 in Program Prerequisites area. COM225 with the [L] Literacy tag is recommended for students pursuing a CEP or to complete the AGEC-A. 0
Critical Reading:
Met by CRE101 or equivalent as indicated by assessment in Program Prerequisites area. 0
Mathematics:
Met by MAT112 if only completing the AAS or met by MAT140 or MAT141 or MAT142 or MAT145 or MAT146 or Higher course in the Mathematical Applications [MA] area if pursuing a CEP or an AGEC-A 0

DISTRIBUTION: 0 Credits
Humanities, Arts and Design:
Met by any approved general education course from the Humanities, Arts and Design area in Program Prerequisites. MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for students pursuing a CEP or to complete the AGEC-A 0
Social-Behavioral Sciences:
Met by PSY+++ and SOC+++ in the Program Prerequisites area. . 0
Natural Sciences:
Met by BIO201 in the Program Prerequisites area. 0

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

Emergency Medical Technology

Certificate of Completion — CCL 5643N
13 Credits

The Certificate of Completion (CCL) in Emergency Medical Technology Preparation curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT/FSC104AB or program director-approved rotation.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 13 Credits
Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

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

EMT/FSC104AB . . . Applied Practical Studies for Emergency Medical Technology +. 0.5
EMT104 . . . . . Emergency Medical Technology + ... 10
EMT104LL . . . . . Emergency Medical Technology Practicum + . . . 2

Restricted Electives: None.

Please Note: *The Emergency Medical Technology certificate requires a G.P.A. of 2.0.*

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

Emergency Medical Technology Comprehensive

Certificate of Completion — CCL 5058
16-17 Credits

The Certificate of Completion (CCL) in Emergency Medical Technology Comprehensive curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. This certificate provides students with the expanded knowledge and skills for pre-hospital settings. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

Program Notes: Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT/FSC104AB or program director-approved rotation.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 13 Credits
Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

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

EMT/FSC104AB . . . Applied Practical Studies for Emergency Medical Technology +. 0.5
EMT104 . . . . . Emergency Medical Technology + ... 10
EMT104LL . . . . . Emergency Medical Technology Practicum + . . . 2

Restricted Electives: 3-4 Credits
AJS/EMT/FSC/SWU258 . . . Victimology and Crisis Management. 3
BIO156 . . . . . Introductory Biology for Allied Health + ... 4
HCC145 . . . . . Medical Terminology for Health Care Professionals. 3
PME190 . . . . . Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals 3
PME191 . . . . . Introduction to Pharmacology for EMS Professionals 3

Please Note: *The Emergency Medical Technology Comprehensive certificate requires a G.P.A. of 2.0.*

CONTACT: Dr. T. Thomas-Brogan, Program Director:
(602) 285.7149
dr.terinicka.brogan@phoenixcollege.edu

Health Information: Long Term Care Settings

Certificate of Completion — CCL 5324
30-37 Credits

The Certificate of Completion (CCL) in Health Information: Long Term Care Settings program prepares individuals for entry-level health information processing positions in long term, home health, and hospice facilities. Students will perform such duties as collecting, analyzing, assembling, releasing, coding, and reporting patient information in both paper and electronic record systems.

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

The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO156 or BIO156XT, BIO181 or BIO181XT, BIO201 or BIO201XT, BPC110, and HCC145.

Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results not sent to the college.)

Admission Criteria: Current English assessment reflecting eligibility for ENG101, ENG107, or permission of Program Director. A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended. High school diploma, or GED, or equivalent. Ability to fully participate in classroom, laboratory settings, if applicable. Formal application and admission to

the Program are required. Applications can be obtained from advisement or College website.

Program Prerequisites: None.

Required Courses: 30 Credits

BIO201 . . . . . Human Anatomy and Physiology I + (4) OR
BIO201XT. . . . . Human Anatomy and Physiology I + (4) 4

BIO202 . . . . . Human Anatomy and Physiology II + ... 4
BPC110. . . . . Computer Usage and Applications 3
HCC145 . . . . . Medical Terminology for Health Care Professionals 3
HIM103 . . . . . Long Term Care Delivery + ... 4
HIM106 . . . . . Legal and Ethical Aspects of Health Information Management + ... 3
HIM183 . . . . . Diagnostic Coding in Long Term Care Settings +. . . 4
HIM200 . . . . . Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals + ... 3
HIM205 . . . . . Managing Health Information in Long Term Care Settings + ... 2

Restricted Electives: 0-7 Credits
Students may need to complete the following coursework for entry into BIO201++ if they have not completed one year of high school biology and are not eligible for CRE101.

Permission of Program Director (0) OR
BIO156 . . . . . Introductory Biology for Allied Health + (4) OR
BIO156XT. . . . . Introductory Biology for Allied Health + (4) OR
BIO181 . . . . . General Biology (Majors) I + (4) OR
BIO181XT. . . . . General Biology (Majors) I + (4) OR
One year of high school Biology (0) 0-4

RDG100 . . . . . Successful College Reading (3) OR
RDG100LL . . . . . Disciplinary Literacy Lab (1) OR
Eligibility for CRE101 College Critical Reading and Critical Thinking (0). 0-3

CONTACT: Dr. T. Thomas-Brogan, Program Director:
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Health Information Technology

Associate in Applied Science — AAS 3324
71-74 Credits

The Associate in Applied Science (AAS) in Health Information Technology prepares students to meet the increasing demands for formally trained health information management professionals in healthcare agencies such as clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations. Health information technicians are trained in the domains of health informatics, revenue cycle management, data analytics, and information governance. Certificates of Completion (CCL) in Medical Billing and Coding: Physician-Based, Medical Coding: Hospital-Based, or Health Information: Long Term Care Settings are also available.

Graduates are eligible to apply to take the examination of the American Health Information Management Association for the Registered Health Information Technician (RHIT) designation.

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

Students in this program participate in mandatory professional practice placements in health care settings.

Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

The following Prerequisite courses must be completed within five (5) years of the Required Course(s) for which they are requisite requirements: BIO201, BIO202, BPC110, HCC145, HCC164, HCC204, and HIM200.

Admission Criteria: High school diploma, OR GED equivalent. Formal application and admission to the Health Information Technology program is required. Ability to participate fully in classroom, laboratory settings, if applicable. Applications available from advisement or the College website.

Background Check Requirements
Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: None.

Required Courses: 53 Credits

BIO156 . . . . . Introductory Biology for Allied Health + (4) OR
BIO181 . . . . . General Biology (Majors) I + (4) 4

BIO201 . . . . . Human Anatomy and Physiology I +. 4
BIO202 . . . . . Human Anatomy and Physiology II + ... 4
BPC110. . . . . Computer Usage and Applications 3
HCC145 . . . . . Medical Terminology for Health Care Professionals 3
HIM101. . . . . Introduction to Health Information Management + . 3
HIM106 . . . . . Legal and Ethical Aspects of Health Information Management + ... 3
HIM160 . . . . . Health Data and Content + ... 2
HIM180 . . . . . Introduction to Medical Billing and Reimbursement + ... 2
HIM200 . . . . . Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals + ... 3
HIM203 . . . . . Healthcare Statistics and Data Analytics +. . . . 3
HIM207 . . . . . Health Information Organizational Resource Management + ... 3
HIM208 . . . . . ICD-CM Diagnostic Coding + ... 2
HIM219. . . . . Health Information Management Systems + . . 3

Restricted Electives: 11 Credits
Students must select one (1) of the following specializations:
Specialization 1: Health Data Management (11 credits)
CIS114DE . . . . . Excel Spreadsheet. 3
HIM209 . . . . . Procedural Coding Systems for Non-Coders + 3
HIM225 . . . . . Health Data Analytics + ... 3
HIM231 . . . . . Health Data Management Seminar + ... 1
HIM232 . . . . . Health Data Management Professional Practice +. . 1

Specialization 2: Revenue Cycle Management (11 credits)
HIM210 . . . . . ICD-PCS Coding and ICD Applications + ... 2
HIM211. . . . . Advanced Applications of Coding and Reimbursement + ... 4
HIM213. . . . . CPT and HCPCS Coding + ... 3
HIM233 . . . . . Revenue Cycle Management Seminar + ... 1
HIM234 . . . . . Revenue Cycle Data Management Professional Practice +. 1

General Education Requirements: 18-21 Credits

CORE: 12-15 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND

ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) OR
ENG111. . . . . Technical and Professional Writing + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3

Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment (0) 0-3
Mathematics:
MAT112 . . . . . Mathematical Concepts and Applications +. . . 3

DISTRIBUTION: 6 Credits
Humanities, Arts and Design:
Any approved general education course from the
Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
Any approved general education course from the
Social-Behavioral Sciences area. 3
Natural Sciences:
Met by BIO156+ or BIO181+ in the Required Courses area. 0

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Histologic Technology

Associate in Applied Science — AAS 3021
60-69 Credits

The Associate in Applied Science (AAS) in Histologic Technology program prepares students to provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) in Histologic Technology is also available.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of C or better in all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB) and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 34-43 Credits
The credit hour range is subject to change depending on the student's educational experience.

OPTION 1: 34-39 Credits
Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

General Education: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:
Any approved general education courses in the
First-Year Composition area. + ... 6
Oral Communication:
Any approved general education course in the
Oral Communication area. + ... 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment (0) . . 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
Satisfactory completion of a higher level mathematics course. . . 3-5
MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course in the
Humanities, Arts and Design area. 3
Natural Sciences:
BIO156 . . . . . Introductory Biology for Allied Health + (4) OR
BIO181 . . . . . General Biology (Majors) I + (4) OR
Equivalent course 4
Social-Behavioral Sciences:
Any approved general education course in the
Social-Behavioral Sciences area. 3

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 . . . . . Human Anatomy and Physiology I + (4) AND
BIO202 . . . . . Human Anatomy and Physiology II + (4) OR
Equivalent courses 8

CHM130 . . . . . Fundamental Chemistry + (3) AND
CHM130LL. . . . . Fundamental Chemistry Laboratory + (1) OR
Equivalent courses OR
Completion of higher level Chemistry courses. 4

OR

OPTION 2: 38-43 Credits
HCC130 . . . . . Fundamentals in Health Care Delivery (3) OR
HCC130AA. . . . . Health Care Today (0.5) AND
HCC130AB . . . . . Workplace Behaviors in Health Care (0.5) AND
HCC130AC . . . . . Personal Wellness and Safety (0.5) AND
HCC130AD. . . . . Communication and Teamwork in Health Care
Organizations (0.5) AND
HCC130AE . . . . . Legal Issues in Health Care (0.5) AND
HCC130AF . . . . . Decision Making in the Health Care Setting (0.5) 3

HCC145AA. . . . . Medical Terminology for Health Care Professionals I 1

General Education: 22-27 Credits

CORE: 12-17 Credits
First-Year Composition:
Any approved general education courses in the First-Year Composition area. + ... 6
Oral Communication:
Any approved general education course in the Oral Communication area. + ... 3
Critical Reading:
CRE101. . . . . .College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment (0). . 0-3
Mathematics:
MAT140 . . . . . .College Mathematics + (5) OR
MAT141 . . . . . .College Mathematics + (4) OR
MAT142 . . . . . .College Mathematics + (3) OR Satisfactory completion of a higher level mathematics course. 3-5
MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.
DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course in the Humanities, Arts and Design area. 3
Natural Sciences:
BIO156 . . . . . .Introductory Biology for Allied Health + (4) OR
BIO181 . . . . . .General Biology (Majors) I + (4) OR Equivalent course 4
Social-Behavioral Sciences:
Any approved general education course in the Social-Behavioral Sciences area. 3

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 . . . . . .Human Anatomy and Physiology I + (4) AND
BIO202. . . . . .Human Anatomy and Physiology II + (4) OR Equivalent courses 8

CHM130 . . . . . .Fundamental Chemistry + (3) AND
CHM130LL. . . . . .Fundamental Chemistry Laboratory + (1) OR Equivalent courses OR Completion of higher level Chemistry courses. 4

Required Courses: 24 Credits
HST180. . . . . .Overview of Histology (Anatomic) Laboratory + ... 2
HST181. . . . . .Chemistry of Fixation +. 3
HST182. . . . . .Microtomy + ... 5
HST183. . . . . .Practicum: Chemistry of Fixation +. 1
HST184. . . . . .Practicum: Microtomy + ... 1
HST185. . . . . .Cellular Biological Staining +. 5
HST186. . . . . .Cellular Biological and Immunohistochemical Staining +. 5
HST187. . . . . .Practicum: Cellular Biological Staining +. 1
HST188. . . . . .Practicum: Cellular Biological and Immunohistochemical Staining + ... 1

Restricted Electives: None

General Electives: 2 Credits
Select additional courses 100-level or higher to complete the minimum credits required for this degree. 2

General Education Requirements: 0 Credits

CORE: 0 Credits
First-Year Composition:
Met by any approved general education courses from the First-Year Composition courses in the Program Prerequisites area.. 0
Oral Communication:
Met by any approved general education course from the Oral Communication courses in the Program Prerequisites area. 0
Critical Reading:
Met by any approved general education course from the Critical Reading area OR Equivalent as indicated by assessment in the Program Prerequisites area. 0
Mathematics:
Met by MAT140, MAT141, or MAT142 or Satisfactory completion of a higher level mathematics course in the Program Prerequisites area. 0

DISTRIBUTION: 0 Credits
Humanities, Arts and Design:
Met by any approved general education course from the Humanities, Arts and Design in the Program Prerequisites area . . . 0
Social-Behavioral Sciences:
Met by any approved general education course from the Social-Behavioral Sciences in the Program Prerequisites area. 0
Natural Sciences:
Met by BIO156 or BIO181 or Equivalent Biology course in the Program Prerequisites area. 0

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Histologic Technology

Certificate of Completion — CCL 5195
46-51 Credits

The Certificate of Completion (CCL) in Histologic Technology program prepares students to provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. An Associate in Applied Science (AAS) in Histologic Technology is also available.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of C or better for all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

Admission Criteria: High school diploma or GED. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community College District. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will

not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 22-27 Credits
The credit hour range is subject to change depending on the student's educational experience.

OPTION 1: 22-24 Credits
Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

Any approved general education course in the
Oral Communication area + ... 3

MAT140 College Mathematics + (5) OR
MAT141 College Mathematics + (4) OR
MAT142 College Mathematics + (3) OR
Satisfactory completion of a higher level mathematics course 3-5
MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

BIO156 Introductory Biology for Allied Health + (4) OR
BIO181 General Biology (Majors) I + (4) OR
Equivalent course. 4

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:
BIO201 Human Anatomy and Physiology I + (4) AND
BIO202 Human Anatomy and Physiology II + (4) OR
Equivalent courses. 8

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Laboratory + (1) OR
Equivalent courses OR
Completion of higher level Chemistry courses. 4

OR

OPTION 2: 25-27 Credits
Any approved general education course in the
Oral Communication area + ... 3

MAT140 College Mathematics + (5) OR
MAT141 College Mathematics + (4) OR
MAT142 College Mathematics + (3) OR
Satisfactory completion of a higher level mathematics course 3-5
MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

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

BIO156 Introductory Biology for Allied Health + (4) OR
BIO181 General Biology (Majors) I + (4) OR
Equivalent course. 4

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:
BIO201 Human Anatomy and Physiology I + (4) AND
BIO202 Human Anatomy and Physiology II + (4) OR
Equivalent courses. 8

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Laboratory + (1) OR
Equivalent courses OR
Completion of higher level Chemistry courses. 4

Required Courses: 24 Credits
HST180. . . . . Overview of Histology (Anatomic) Laboratory + ... 2
HST181. . . . . Chemistry of Fixation +. 3
HST182. . . . . Microtomy + ... 5
HST183. . . . . Practicum: Chemistry of Fixation +. 1
HST184. . . . . Practicum: Microtomy + ... 1
HST185. . . . . Cellular Biological Staining +. 5
HST186. . . . . Cellular Biological and Immunohistochemical Staining +. 5
HST187. . . . . Practicum: Cellular Biological Staining +. 1
HST188. . . . . Practicum: Cellular Biological and Immunohistochemical Staining + ... 1

Restricted Electives: None

General Electives: None

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Laboratory Assisting

Certificate of Completion — CCL 5134N
7-18 Credits

The Certificate of Completion (CCL) in Laboratory Assisting program provides education and training for employment in various laboratories. Laboratory Assistants perform specimen processing, inventory management, conduct quality control and quality assurance activities, perform point-of-care testing, and use computers to assist in testing and document laboratory activities. Students in the Laboratory Assisting Program will be in contact with potentially infectious blood, tissues, and body fluids. This program contains the courses to satisfy the requirements for the Certificate of Completion (CCL) in Phlebotomy, if applicable.

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

Admission Criteria: High school diploma or GED. Ability to participate fully in classroom, laboratory, or clinical setting program activities. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results.

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.

Formal application and admission to the program are required. Obtain an Application from the Program Director, a Health Professional Academic Advisor, or the Phoenix College Web site.

Program Prerequisites: None.

Required Courses: 7-18 Credits
HCC130 and HCC145AA are waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa Community College District.

Phlebotomy coursework may be waived by the Program Director for students who have one or more years as a health care professional with documented phlebotomy experience.

HCC130 . . . . . Fundamentals in Health Care Delivery (3) OR
HCC130AA. . . . . Fundamentals in Health Care Delivery (0.5) AND
HCC130AB. . . . . Workplace Behaviors in Health Care (0.5) AND
HCC130AC. . . . . Personal Wellness and Safety (0.5) AND
HCC130AD. . . . . Communication and Teamwork in Health Care Organizations (0.5) AND
HCC130AE . . . . . Legal Issues in Health Care (0.5) AND
HCC130AF . . . . . Decision Making in the Health Care Setting (0.5) AND
HCC145AA. . . . . Medical Terminology for Health Care Professionals I (1) 4
OR
Two or more years of documented work experience as a licensed or certified health care provider (0)
OR Associate of Applied Science or higher degree in a health science discipline 0-4
PLB109. . . . . Phlebotomy: Basic Skills + ... 2
PLB111 . . . . . Specimen Processing and Advanced Techniques in Phlebotomy Procedures +. 2
PLB122. . . . . Practicum: Phlebotomy and Specimen Processing + ... 3
OR
Two or more years as a health care professional with documented phlebotomy experience. . . . 0-7

LBA155. . . . . Laboratory Assisting: Principles and Procedures +. . . 5
LBA158. . . . . Laboratory Assisting Practicum + ... 2

Restricted Electives: None.

CONTACT: Ms. N. Albert, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Massage Therapy

Associate in Applied Science — AAS 3144
60-67 Credits

The Associate in Applied Science (AAS) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts.

Program Notes: Students must earn a grade of C or better for all courses in the Program. + 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 Massage Therapy Program packet.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites courses with a grade of C or better. Proof of current immunization: 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: None.

Required Courses: 32-36 Credits
MGT253 . . . . . Owning and Operating a Small Business (3) OR
WED204. . . . . Establishing a Massage Practice (3) 3

WED230. . . . . Therapeutic Massage Practices I + ... 6
WED231. . . . . Therapeutic Massage Practices II + ... 6
WED232. . . . . Therapeutic Massage Practices III + ... 6

WED250AA . . . . . Clinical Practicum: Part I + (1.5) AND
WED250AB . . . . . Clinical Practicum: Part II + (1.5). 3

Students must also complete one of the following Options.

Specialization 1: 12 Credits
BIO160 . . . . . Introduction to Human Anatomy and Physiology 4
HCC130 . . . . . Fundamentals in Health Care Delivery 3
HCC145AA. . . . . Medical Terminology for Health Care Professionals I 1
WED165. . . . . Overview of Massage Therapy. 2
WED215. . . . . Self-Care for Health Care Professionals 2

OR

Specialization 2: 8 Credits
Option 2 is for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by The Maricopa Community Colleges.

BIO160 . . . . . Introduction to Human Anatomy and Physiology 4
WED165. . . . . Overview of Massage Therapy. 2
WED215. . . . . Self-Care for Health Care Providers 2

Restricted Electives: 8-10 Credits
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 67 semester credits.

WED+++++ . . . . . Any WED Wellness Education course(s) approved by the Program Director except courses already used to satisfy Required Courses and Restricted Electives areas. 1-4

FOCUS AREA: MASSAGE TECHNIQUES
WED120. . . . . Massage Therapy: Anatomy Refresher - Upper Body 1
WED135. . . . . Gentle Touch for Individuals Living with Cancer. . 2
WED145. . . . . Hand and Foot Massage 1

WED210 . . . . . Sports Massage + ... 2
WED297AA . . . . . Special Topics: Therapeutic Massage. 1
WED297AB . . . . . Special Topics: Therapeutic Massage. 2
WED297AC . . . . . Special Topics: Therapeutic Massage. 3

FOCUS AREA: ALTERNATIVE AND COMPLEMENTARY METHODS
WED125 . . . . . Reiki: Healing and Symbols. 2
WED151 . . . . . Introduction to Alternative Medicine. 3
WED162 . . . . . Meditation and Wellness. 1
WED172 . . . . . Overview of Herbal Remedies 1
WED176 . . . . . Flower Essences 1
WED182 . . . . . Health Conditions and Popular Herbs 2
WED183 . . . . . Introduction to Ayurvedic Principles 2
WED218 . . . . . Aromatherapy 1
WED225 . . . . . Reiki: Master Level and Teacher Training + . . . 2

FOCUS AREA: MIND-BODY ACTIVITIES
PED101JU . . . . . Judo 1
PED101PS . . . . . Pilates 1
PED102PS . . . . . Pilates - Intermediate. 1
PED103PS . . . . . Pilates (0.5) (May be repeated) 1

PED101TC . . . . . Tai Chi 1
PED102TC . . . . . Tai Chi - Intermediate. 1
PED103TC . . . . . Tai Chi (0.5) (May be repeated) 1
PED201TC . . . . . Tai Chi - Advanced 1
PED101YO . . . . . Yoga 1
PED102YO . . . . . Yoga - Intermediate 1
PED103YO . . . . . Yoga (0.5) (May be repeated) 1
PED201YO . . . . . Yoga - Advanced 1

FOCUS AREA: HEALTH & WELLNESS
FON241 . . . . . Principles of Human Nutrition 3
HES100 . . . . . Healthful Living 3
HES271 . . . . . Sports Medicine Foundations 3
REC120. . . . . Leisure and the Quality of Life 3

General Education: 18-23 Credits

CORE: 12-17 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment. . . 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
Higher level mathematics course 3-5

DISTRIBUTION: 6 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
REC120. . . . . Leisure and the Quality of Life (3) OR
PSY101 . . . . . Introduction to Psychology (3) 3
Natural Sciences:
Met by BIO160 in Required Courses area. 0

CONTACT: Ms. N. Albert, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Massage Therapy

Certificate of Completion — CCL 5144
36-40 Credits

The Certificate of Completion (CCL) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts. Credits earned in the CCL directly apply to the Associate in Applied Science (AAS) in Massage Therapy degree.

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

GateWay Community College also offers a clock-hour based Massage Therapy certificate: www.gatewaycc.edu/massage-therapy

Admission Criteria: High school diploma or GED. 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: None.

Required Courses: 32-36 Credits
MGT253 . . . . . Owning and Operating a Small Business (3) OR
WED204. . . . . Establishing a Massage Practice (3) 3

WED230. . . . . Therapeutic Massage Practices I + ... 6
WED231. . . . . Therapeutic Massage Practices II + ... 6
WED232. . . . . Therapeutic Massage Practices III + ... 6

WED250AA . . . . . Clinical Practicum: Part I + (1.5) AND
WED250AB . . . . . Clinical Practicum: Part II + (1.5) 3

Students must also complete one of the following Options.

Specialization 1: 12 Credits
BIO160 . . . . . Introduction to Human Anatomy and Physiology 4
HCC130 . . . . . Fundamentals in Health Care Delivery 3
HCC145AA. . . . . Medical Terminology for Health Care Professionals I 1
WED165 . . . . . Overview of Massage Therapy 2
WED215 . . . . . Self-Care for Health Care Professionals 2

OR

Specialization 2: 8 Credits
Option 2 is for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by The Maricopa Community Colleges.

BIO160 . . . . . Introduction to Human Anatomy and Physiology 4
WED165 . . . . . Overview of Massage Therapy 2
WED215 . . . . . Self-Care for Health Care Providers 2

Restricted Electives: 4 Credits
Students must select courses from those listed below for a total of four (4) credits.

WED+++++ . . . . . Any WED Wellness Education course(s) approved by the Program Director except courses already used to satisfy Required Courses and Restricted Electives areas. 1-4

FOCUS AREA: MASSAGE TECHNIQUES
WED120 . . . . . Massage Therapy: Anatomy Refresher - Upper Body 1
WED135 . . . . . Gentle Touch for Individuals Living with Cancer. . 2
WED145 . . . . . Hand and Foot Massage 1
WED210 . . . . . Sports Massage + ... 2
WED297AA . . . . . Special Topics: Therapeutic Massage. 1
WED297AB . . . . . Special Topics: Therapeutic Massage. 2
WED297AC . . . . . Special Topics: Therapeutic Massage. 3

FOCUS AREA: ALTERNATIVE AND COMPLEMENTARY METHODS
WED125 . . . . . Reiki: Healing and Symbols 2
WED151 . . . . . Introduction to Alternative Medicine. 3
WED162 . . . . . Meditation and Wellness. 1
WED172 . . . . . Overview of Herbal Remedies 1
WED176 . . . . . Flower Essences 1
WED182 . . . . . Health Conditions and Popular Herbs 2
WED183 . . . . . Introduction to Ayurvedic Principles 2
WED218 . . . . . Aromatherapy 1
WED225. . . . . Reiki: Master Level and Teacher Training + . . . 2

FOCUS AREA: MIND-BODY ACTIVITIES
PED101JU . . . . . Judo 1
PED101PS . . . . . Pilates 1
PED102PS . . . . . Pilates - Intermediate. 1
PED103PS . . . . . Pilates (0.5) (May be repeated) 1

PED101TC . . . . . Tai Chi 1
PED102TC . . . . . Tai Chi - Intermediate. 1
PED103TC . . . . . Tai Chi (0.5) (May be repeated) 1
PED201TC . . . . . Tai Chi - Advanced 1

PED101YO . . . . . Yoga 1
PED102YO . . . . . Yoga - Intermediate 1
PED103YO . . . . . Yoga (0.5) (May be repeated) 1
PED201YO . . . . . Yoga - Advanced 1

FOCUS AREA: HEALTH & WELLNESS
FON241 . . . . . Principles of Human Nutrition 3
HES100 . . . . . Healthful Living 3
HES271 . . . . . Sports Medicine Foundations 3
REC120. . . . . Leisure and the Quality of Life 3

CONTACT: Ms. M. Katsanes, Program Director:
(602) 285.5927 or
marty.minton@phoenixcollege.edu

Medical Administrative Assisting

Certificate of Completion — CCL 5295
18 Credits

The Certificate of Completion (CCL) in Medical Administrative Assisting is designed to provide education and training for employment in various administrative health care settings. Medical Administrative Assistants are healthcare professionals who are key members of the administrative medical office team. They foster a friendly and positive patient experience while performing numerous administrative duties that adhere to all state and federal standards. Upon successful completion of the program, students are eligible to take the Certified Medical Administrative Specialist exam. A Certificate of Completion (CCL) and an Associate in Applied Science (AAS) in Medical Assisting are also available.

Program Notes: Successful completion of MAS101 is required for progressing in the Medical Administrative Assisting program. Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the program. Students cannot repeat a course more than once. Students must earn a grade of C or better for all courses required within the program. This program is delivered in a fast-track format.

Background Check Requirements
The Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits
MAS101 . . . . . Introduction to Medical Assisting 2
MAS102 . . . . . Fundamentals of Administrative Medical Assisting + ... 6
MAS103 . . . . . Basic Anatomy, Physiology, and Medical Terminology + ... 6
MAS104 . . . . . Medical Administrative Assisting Practicum + . . . 4

Restricted Electives: None.

General Electives: None.

CONTACT: Ms. M. Katsanes, Program Director:
(602) 285.5927 or
marty.minton@phoenixcollege.edu

Medical Assisting

Associate in Applied Science — AAS 3291
64-74 Credits

The Associate in Applied Science (AAS) in Medical Assisting is designed to provide education and training for employment as Medical Assistants along with a transfer pathway to a Baccalaureate degree. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. In addition, obtaining the Associate's degree is designed to provide an opportunity for advancement in the healthcare field. Certificates of Completion (CCL) in Medical Assisting and Medical Administrative Assisting are also available.

Program Notes: Successful completion of MAS101 is required for progressing in the Medical Assisting program.

Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course.

Students cannot repeat a course more than once.

This program is delivered in a fast-track format.

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

Students interested in transferring to the NAU BS in Health Science-Medical Assisting can satisfy the relevant Arizona General Education Curriculum (AGEC) and transfer requirements by completing the following courses:

An additional course with the Humanities, Arts and Design [HU] general studies designation. 3
BIO202 Human Anatomy and Physiology II 4
An additional course with the Computer/Statistics/Quantitative Applications general studies designation. 3
Recommend MAT206 Elements of Statistics (3) OR PSY230 Introduction to Statistics (3)

Admission Criteria: Formal application and admission to the program is required. Students must be at least 18 years of age to apply for admission. Must be a high school graduate or equivalent. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s). Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: None.

Required Courses: 42 Credits
MAS101 . . . . . Introduction to Medical Assisting + ... 2
MAS102 . . . . . Fundamentals of Administrative Medical Assisting + ... 6
MAS103 . . . . . Basic Anatomy, Physiology, and Medical Terminology + ... 6
MAS104 . . . . . Medical Administrative Assisting Practicum + . . . 4
MAS201 . . . . . Fundamentals of Clinical Medical Assisting + . . . 6
MAS202 . . . . . Laboratory Testing in Ambulatory Healthcare Settings + ... 6
MAS203 . . . . . Medical Assisting Pharmacology +. 6
MAS204 . . . . . Clinical Medical Assisting Practicum +. 4
MAS205 . . . . . Medical Assisting Program Review +. 2

Restricted Electives: None.

General Electives: None.
General Education Requirements: 22-32 Credits
CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Recommended: COM100 or COM110. COM225 is recommended for students who wish to transfer to NAU BS in Health Sciences - Medical Assisting.
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) or equivalent by assessment. 0-3
Mathematics:
Any approved general education course in the Mathematical Applications [MA] area. 3-6

Recommend the following courses for students who are interested in transferring to university:

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

DISTRIBUTION: 10-14 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences area. 3

PSY101 Introduction to Psychology (3) is recommended for students interested in transferring to the NAU BS in Health Sciences - Medical Assisting.
Natural Sciences:
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

CONTACT: Ms. M. Katsanes, Program Director:
(602) 285.5927 or
marty.minton@phoenixcollege.edu

Medical Assisting

Certificate of Completion — CCL 5291
42 Credits

The Certificate of Completion (CCL) in Medical Assisting provides education and training for employment as Medical Assistants. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. An Associate in Applied Science (AAS) in Medical Assisting and a Certificate of Completion (CCL) in Medical Administrative Assisting are also available.

Program Notes: Successful completion of MAS101 is required for progressing in the Medical Assisting program.

Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course.

Students cannot repeat a course more than once.

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

This program is delivered in a fast-track format.

Admission Criteria: Formal application and admission to the program is required. Students must be at least 18 years of age to apply for admission. Must be a high school graduate or equivalent. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s). Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: None.

Required Courses: 42 Credits

MAS101	Introduction to Medical Assisting +	2
MAS102	Fundamentals of Administrative Medical Assisting +	6
MAS103	Basic Anatomy, Physiology, and Medical Terminology +	6
MAS104	Medical Administrative Assisting Practicum +	4
MAS201	Fundamentals of Clinical Medical Assisting +	6
MAS202	Laboratory Testing in Ambulatory Healthcare Settings +	6
MAS203	Medical Assisting Pharmacology +	6
MAS204	Clinical Medical Assisting Practicum +	4
MAS205	Medical Assisting Program Review +	2

Restricted Electives: None.

General Electives: None.

CONTACT: Dr. T. Thomas-Brogan, Program Director:
(602) 285.7149
dr.terinicka.brogan@phoenixcollege.edu

Medical Billing and Coding: Physician-Based

Certificate of Completion — CCL 5014
38 Credits

The Certificate of Completion (CCL) in Medical Billing and Coding: Physician-Based is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies.

Program Notes: Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO201, BIO202, BPC110, HCC145, HCC164, HCC204, and HIM200.

PHOENIX COLLEGE:
Phoenix College offers a credit-based certificate.

GATEWAY COMMUNITY COLLEGE:
GateWay Community College offers a clock-based certificate in Medical Billing and Coding.

Admission Criteria: High school graduate or GED. Formal application and admission to the Medical Billing and Coding: Physician-Based certificate program is required. Ability to fully participate in professional practice in the health care settings. Applications can be obtained from advisement or from the College website.

Background Check Requirements
Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: None.

Required Courses: 38 Credits

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4)	4
BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
BPC110	Computer Usage and Applications	3
HCC130	Fundamentals in Health Care Delivery	3
HCC145	Medical Terminology for Health Care Professions	3
HIM105	Computers in Healthcare and Health Record Systems +	2
HIM180	Introduction to Medical Billing and Reimbursement +	2
HIM181	Medical Claims Processing +	3
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +	3
HIM208	ICD-CM Diagnostic Coding +	2
HIM213	CPT and HCPCS Coding +	3
HIM215	Physician-Based Billing and Coding Seminar +	1
HIM216	Professional Practice in Physician-Based Billing and Coding +	1

CONTACT: Dr. T. Thomas-Brogan, Program Director:
(602) 285.7149
dr.terinicka.brogan@phoenixcollege.edu

Medical Coding: Hospital-Based

Certificate of Completion — CCL 5092
44 Credits

The Certificate of Completion (CCL) in Medical Coding: Hospital-Based is designed to prepare individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and is designed to provide the foundation needed for comprehensive entry-level coding certification examinations.

Program Notes: Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, the results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO201, BIO202, BPC110, HCC145, HCC164, HCC204, and HIM200.

Admission Criteria: High school graduate or GED. Formal application and acceptance to the Medical Coding: Hospital-Based certificate program is required. Applications can be obtained Advisement or from the College website. Ability to fully participate in classroom laboratory, and professional practice settings.

Background Check Requirements
Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: None.

Required Courses: 44 Credits

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4)	4
BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
BPC110	Computer Usage and Applications	3
HCC130	Fundamentals in Health Care Delivery	3
HCC145	Medical Terminology for Health Care Professionals	3
HIM105	Computers in Healthcare and Health Record Systems +	2
HIM180	Introduction to Medical Billing and Reimbursement +	2
HIM181	Medical Claims Processing +	3
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +	3
HIM208	ICD-CM Diagnostic Coding +	2
HIM210	ICD-PCS Coding and ICD Applications +	2
HIM211	Advanced Applications of Coding and Reimbursement +	4
HIM213	CPT and HCPCS Coding +	3
HIM221	Medical Coding Seminar +	1
HIM222	Professional Practice in Medical Coding +	1

Restricted Electives: None.

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Medical Laboratory Science

Associate in Applied Science — AAS 3028
70-81 Credits

The Associate in Applied Science (AAS) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. A Certificate of Completion (CCL) in Medical Laboratory Science is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Please note the additional GPA requirements in the Program Prerequisites area. Completion of Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Courses must be completed within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program. ASU courses may be taken concurrently.

Admission Criteria: High school diploma or GED equivalent. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Medical Laboratory Science Program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 34-45 Credits
Please note the specific GPA requirements.

Students must have completed the following courses within eight (8) years prior to admission or readmission to the Medical Laboratory Science Program with a GPA of 3.5 or higher:

BIO181	General Biology (Majors) I + (4) OR	
BIO181XT	General Biology (Majors) I + (4) OR Equivalent (4)	4
BIO160	Introduction to Human Anatomy and Physiology (4) OR	
BIO201	Human Anatomy and Physiology I + (4) OR	
BIO201XT	Human Anatomy and Physiology I + (4) OR Equivalent (4)	4

BIO205 . . . . . Microbiology + ... 4

CHM130 . . . . . Fundamental Chemistry + (3) AND
CHM130LL . . . . . Fundamental Chemistry Laboratory + (1) OR
Satisfactory completion of higher-level chemistry course (4) 4

MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review + (5) OR
MAT146 . . . . . College Mathematics with Review + (6) OR
Satisfactory completion of a higher level mathematics course. 3-6

PLB109 . . . . . Phlebotomy: Basic Skills + (2) AND
PLB111 . . . . . Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR
Verification of two years of employment as a clinical lab assistant, specimen processer, or phlebotomist (0). 0-4

The following courses must be completed with a GPA of 3.25 or better:

HCC145AA . . . . . Medical Terminology for Health Care Professionals I (1) OR
Completion of an Associate's or higher degree in a health science discipline (0) 0-1

First-Year Composition:
Any approved general education courses in the First-Year Composition area. + ... 6
Oral Communication:
Any approved general education course in the Oral Communication area. + ... 3
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment (0) . . 0-3
Humanities, Arts and Design:
Any approved general education course in the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
Any approved General Education course in the Social-Behavioral Sciences area. 3

Required Courses: 36 Credits
MDL190 . . . . . Clinical Laboratory Operations +. 2
MDL240 . . . . . Clinical Urinalysis and Body Fluid Analysis + . . 3
MDL241 . . . . . Practicum: Clinical Urinalysis and Body Fluid Analysis + ... 1
MDL242 . . . . . Clinical Hematology and Hemostasis + ... 6
MDL243 . . . . . Practicum: Clinical Hematology and Hemostasis + ... 1
MDL244 . . . . . Clinical Immunohematology and Immunology + ... 6
MDL245 . . . . . Practicum: Clinical Immunohematology and Immunology + ... 1
MDL246 . . . . . Clinical Microbiology + ... 6
MDL247 . . . . . Practicum: Clinical Microbiology + ... 1
MDL248 . . . . . Clinical Chemistry + ... 6
MDL249 . . . . . Practicum: Clinical Chemistry + ... 1
MDL252 . . . . . Clinical Preparation I +. 0.5
MDL263 . . . . . Clinical Preparation II + ...0.5
MDL291 . . . . . Medical Laboratory Science Program Capstone + . . 1

Restricted Electives: None.

General Electives: None.

General Education: 0 Credits

CORE: 0 Credits
First-Year Composition:
Met by any approved general education courses from the First-Year Composition courses in the Program Prerequisites area . 0
Oral Communication:
Met by any approved general education course from the Oral Communication courses in the Program Prerequisites area. . . 0
Critical Reading:
Met by any approved general education course from the Critical Reading area OR Equivalent as indicated by assessment in the Program Prerequisites area. 0
Mathematics:
Met by MAT140 or MAT141 or MAT142 or Satisfactory completion of a higher level mathematics course in the Program Prerequisites area. 0

DISTRIBUTION: 0 Credits
Humanities, Arts and Design:
Met by any approved general education course from the Humanities, Arts and Design in the Program Prerequisites area. . . 0
Social-Behavioral Sciences:
Met by any approved general education course from the Social-Behavioral Sciences in the Program Prerequisites area 0
Natural Sciences:
Met by BIO160 or BIO201 or equivalent in the Program Prerequisites area. 0

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Medical Laboratory Science

Certificate of Completion — CCL 5493
64-75 Credits

The Certificate of Completion (CCL) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. An Associate in Applied Science (AAS) in Medical Laboratory Science is also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. Please note the additional GPA requirements in the Program Prerequisites area.

Completion of Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Students must have completed these courses within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program.

Admission Criteria: High school diploma or GED equivalent. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care

provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and acceptance or readmission into the Medical Laboratory Science program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

Program Prerequisites: 28-37 Credits

Please note the specific GPA requirements.

Students must have completed the following courses within eight (8) years prior to admission or readmission to the Medical Laboratory Science Program with a GPA of 3.5 or higher:

BIO181 . . . . . General Biology (Majors) I + (4) OR
BIO181XT. . . . . General Biology (Majors) I + (4) OR
Equivalent (4) 4

BIO160 . . . . . Introduction to Human Anatomy and Physiology (4) OR
BIO201 . . . . . Human Anatomy and Physiology I + (4) OR
BIO201XT. . . . . Human Anatomy and Physiology I + (4) OR
Equivalent (4) 4

BIO205. . . . . Microbiology +. 4

CHM130 . . . . . Fundamental Chemistry + (3) AND
CHM130LL. . . . . Fundamental Chemistry Laboratory + (1) OR
Satisfactory completion of higher-level chemistry course (4) 4

MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review + (5) OR
MAT146 . . . . . College Mathematics with Review + (6) OR
Satisfactory completion of a higher level mathematics course (3-6). 3-6

PLB109. . . . . Phlebotomy: Basic Skills + (2) AND
PLB111 . . . . . Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR
Verification of two years of employment as a clinical lab assistant, specimen processer, or phlebotomist (0). 0-4

The following courses must be completed with a GPA of 3.25 or better:

HCC145AA. . . . . Medical Terminology for Health Care Professionals I (1) OR
Completion of an Associate's or higher degree in a health science discipline (0) 0-1

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

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

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

Required Courses: 36 Credits
MDL190 . . . . . Clinical Laboratory Operations +. 2
MDL240 . . . . . Clinical Urinalysis and Body Fluid Analysis + . . 3
MDL241 . . . . . Practicum: Clinical Urinalysis and Body Fluid Analysis + ... 1
MDL242 . . . . . Clinical Hematology and Hemostasis + ... 6
MDL243 . . . . . Practicum: Clinical Hematology and Hemostasis + ... 1
MDL244 . . . . . Clinical Immunohematology and Immunology + ... 6
MDL245 . . . . . Practicum: Clinical Immunohematology and Immunology + ... 1
MDL246 . . . . . Clinical Microbiology + ... 6
MDL247 . . . . . Practicum: Clinical Microbiology + ... 1
MDL248 . . . . . Clinical Chemistry + ... 6
MDL249 . . . . . Practicum: Clinical Chemistry + ... 1
MDL252 . . . . . Clinical Preparation I +. 0.5
MDL263 . . . . . Clinical Preparation II + ...0.5
MDL291 . . . . . Medical Laboratory Science Program Capstone + 1

Restricted Electives: None.

The Maricopa Community Colleges Allied Health or Nursing Program (S-13)

Allied Health or Nursing Assumption of Risk/Release of Liability
Most of the allied health or nursing program pathways include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences, such as but not limited to, bodily injury or communicable and infectious diseases. Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information
Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MCCCD Required Background Checks
Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the

Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (https://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The 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 Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. *Social Security number does not belong to the applicant*
2. *Any inclusion on any registered sex offender database*
3. *Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists*
4. *Any conviction of a felony no matter what age of the convictions*
5. *Any warrant any state*
6. *Any misdemeanor conviction for the following no matter how long ago:*
   - *A. Violent crimes*
   - *B. Sex crime of any kind including 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 controlled substance conviction in last 7 years*
8. *Any other misdemeanor conviction within last 3 years [EXCEPTIONS: Any misdemeanor traffic (DUI is NOT considered traffic.)]*

The information that 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.

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 to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the 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.

CONTACT: Ms. C. Powers, Department Chair:
(602) 532.8615

Associate in Applied Science Degree in Nursing

Major code: 3812
62-75 Credits

The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

Program offerings:
This program is offered at the following sites:
Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

Waiver of Licensure/Certification Guarantee:
Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Health Declaration:
It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the MaricopaNursing 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.

University Transfer Students:
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

REGISTERED NURSE PATHWAY
Associate in Applied Science Degree in Nursing Program
The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

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

Course Fee Information:
Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

Admission Criteria: High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion.' In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission of application. A passing score on a nursing program admission test is required to complete an application. Successful completion of a nurse assistant course (NCE150 or NUR158 or equivalent as determined by the Nursing Director or designee) or current active AZ certification or licensure as a Nurse Assistant in good standing is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the college to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate or license as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's

participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 Credits
The credit-hour range is subject to change depending on the student's educational experience.

BIO156 . . . . . Introductory Biology for Allied Health + (4) OR
BIO181 . . . . . General Biology (Majors) I + (4) OR
One year of high school biology 0-4
BIO201 . . . . . Human Anatomy and Physiology I +. 4
CHM130 . . . . . Fundamental Chemistry + (3) AND
CHM130LL . . . . . Fundamental Chemistry Laboratory (1) OR
CHM130AA . . . . . Fundamental Chemistry with Lab + (4) OR
One year of high school chemistry 0-4
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3). 3
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
Satisfactory completion of higher level math course 3-5

Required Courses: 36 Credits
NUR152 . . . . . Nursing Theory and Science I + ... 9
NUR172 . . . . . Nursing Theory and Science II +. 9
NUR252 . . . . . Nursing Theory and Science III + ... 9
NUR283 . . . . . Nursing Theory and Science IV + ... 9

Restricted Electives: None

General Electives: None

General Education: 16-19 Credits

CORE: 3-6 Credits
First-Year Composition:
Three (3) credits of First Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) 3
Oral Communication:
Waived 0
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
Met by MAT140 OR MAT141 OR MAT142 OR
Satisfactory completion of higher level mathematics course in Program Prerequisites area. 0

DISTRIBUTION: 13 Credits
Humanities, Arts and Design:
Any approved general education course in the Humanities, Arts and Design area. 2
Social-Behavioral Sciences:
PSY101 . . . . . Introduction to Psychology 3
Natural Sciences:
BIO202 . . . . . Human Anatomy and Physiology II + (4) AND
BIO205 . . . . . Microbiology + (4) 8

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Paramedicine

Associate in Applied Science — AAS 3889
63-75 Credits

The Associate in Applied Science (AAS) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, and toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is a Certificate of Completion (CCL) in Paramedicine available.

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

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

Students must complete an application and selection process.

Program Prerequisites: None.

Required Courses: 45-51 Credits
BIO160 . . . . . Introduction to Human Anatomy
and Physiology 4
PME190 . . . . . Introduction to ECG Rhythm Analysis and
Interpretation for EMS Professionals (3) OR
Permission of Program Director (0). 0-3
PME191 . . . . . Introduction to Pharmacology for EMS
Professionals (3) OR Permission of Program
Director (0). 0-3
PME201 . . . . . Advanced Cardiac Life Support (ACLS) Initial
Provider in Paramedicine + ... 1
PME202 . . . . . Pediatric Advanced Life Support (PALS) Initial
Provider in Paramedicine + ... 1

PME203 . . . . . Pediatric Emergencies for Prehospital
Professionals (PEPP) Initial Provider in
Paramedicine + ... 1
PME204 . . . . . Neonatal Resuscitation Provider (NRP) in
Paramedicine + ...0.5
PME205 . . . . . Advanced Medical Life Support (AMLS) Initial
Provider in Paramedicine + ... 1
PME206 . . . . . International Trauma Life Support (ITLS)
Provider/Pre-Hospital Trauma Life Support
(PHTLS) + ... 1
PME240 . . . . . Pharmacology in Paramedicine + ... 3
PME245 . . . . . Airway and Ventilatory Management in
Paramedicine + ... 3
PME250 . . . . . Comprehensive Patient Assessment in
Paramedicine + ... 1
PME251 . . . . . Medical Emergencies in Paramedicine I + ... 4
PME252 . . . . . Medical Emergencies in Paramedicine II + . . . 4
PME253 . . . . . Medical Emergencies in Paramedicine III + . . . 4
PME254 . . . . . Technical Operations in Paramedicine +. 2.5
PME260 . . . . . Trauma Patient Management in
Paramedicine + ... 2
PME270 . . . . . Immersive Total Patient Management
Experience (ITPME) + ... 2
PME280 . . . . . Preparation for Paramedicine Practicum + ... 1
PME281 . . . . . Paramedicine Clinical Practicum:
Comprehensive + (2) OR
PME281AA . . . . . Paramedicine Clinical Practicum: Phase I + (1) AND
PME281AB. . . . . Paramedicine Clinical Practicum: Phase II + (1) 2

PME288 . . . . . Paramedicine Comprehensive Field Internship
Practicum + ... 5
PME289 . . . . . Preparation for Paramedic National Credentialing + . 2

Restricted Electives: None

General Education Requirements: 18-24 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
COM225 + recommended for students who intend to transfer to satisfy the AGEC-A literacy requirement. COM110 or COM230 recommended for students who do not intend to transfer.
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR equivalent as indicated by assessment. 0-3
Mathematics:
MAT126 . . . . . Intermediate Algebra with Review + (6) OR
MAT120 . . . . . Intermediate Algebra + (5) OR
MAT121 . . . . . Intermediate Algebra + (4) OR
MAT122 . . . . . Intermediate Algebra + (3) 3-6
MAT150, or MAT151, or MAT152 recommended for students who intend to transfer.

DISTRIBUTION: 6 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design area. 3
Social-Behavioral Sciences:
Any approved general education course from the Social and Behavioral Sciences area. 3
AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3) recommended for Track II students.
Natural Sciences:
Met by BIO160 in the Required Courses area 0

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Paramedicine

Certificate of Completion — CCL 5990
45 Credits

The Certificate of Completion (CCL) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is an Associate in Applied Science (AAS) in Paramedicine available.

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

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

Program Prerequisites: None.

Required Courses: 45 Credits
BIO160 . . . . . Introduction to Human Anatomy and Physiology. . 4
PME201 . . . . . Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine + ... 1
PME202 . . . . . Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine + ... 1
PME203 . . . . . Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine + ... 1
PME204 . . . . . Neonatal Resuscitation Provider (NRP) in Paramedicine + ...0.5
PME205 . . . . . Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine + ... 1
PME206 . . . . . International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) + ... 1
PME240 . . . . . Pharmacology in Paramedicine + ... 3
PME245 . . . . . Airway and Ventilatory Management in Paramedicine + ... 3
PME250 . . . . . Comprehensive Patient Assessment in Paramedicine + ... 1
PME251 . . . . . Medical Emergencies in Paramedicine I + ... 4
PME252 . . . . . Medical Emergencies in Paramedicine II + . . . 4
PME253 . . . . . Medical Emergencies in Paramedicine III. . . + 4
PME254 . . . . . Technical Operations in Paramedicine +. 2.5
PME260 . . . . . Trauma Patient Management in Paramedicine +. . . 2
PME270 . . . . . Immersive Total Patient Management Experience (ITPME) + ... 2
PME280 . . . . . Preparation for Paramedicine Practicum + ... 1

PME281 . . . . . Paramedicine Clinical Practicum: Comprehensive + (2) OR
PME281AA . . . . . Paramedicine Clinical Practicum: Phase I + (1) AND
PME281AB. . . . . Paramedicine Clinical Practicum: Phase II + (1) 2

PME288 . . . . . Paramedicine Comprehensive Field Internship Practicum +. 5
PME289 . . . . . Preparation for Paramedic National Credentialing + . . 2

Restricted Electives: None.

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Phlebotomy

Certificate of Completion — CCL 5279N
7 Credits

This Certificate of Completion (CCL) in Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture. The phlebotomist may find employment in hospitals, patient service centers, life insurance companies, doctors' offices, outreach services, and donor centers. Students in the Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids.

Upon satisfactory completion of the program, the students are eligible to take a national certification examination.

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

PHOENIX COLLEGE STUDENTS:
Completion of Program Prerequisites courses with a grade of C or better required prior to formal application and admission to the program. For further information, contact a Health Professions academic advisor or the Program Director.

GATEWAY COMMUNITY COLLEGE:
GateWay Community College also offers a clock-based certificate in Phlebotomy: https://www.gatewaycc.edu/phlebotomy

Admission Criteria:

ALL STUDENTS: High School diploma or GED. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Completion of Program Prerequisites courses with a grade of C or better. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Proof of current immunization: Measles, Mumps, and Rubella (MMR), Tuberculosis skin test (TB), Varicella, Tetanus/Diphtheria (Td), and Hepatitis B (HEB) vaccine. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results.

Background Check Requirements
Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

PHOENIX COLLEGE STUDENTS:
Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College web site.

GATEWAY COMMUNITY COLLEGE STUDENTS:
For program Admission information on the clock-based certificate in Phlebotomy visit: www.gatewaycc.edu/phlebotomy

Program Prerequisites: 0-1 Credits

Option 1: Credits: 0-1
Two or more years of documented work experience as a licensed or certified health care provider OR
HCC145AA Medical Terminology for Health Care Professionals I (1) 0-1

Option 2: Credits: 0
HCC145AA (1) is waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa Community College District.

Required Courses: 7 Credits
PLB109 . . . . . Phlebotomy: Basic Skills + ... 2
PLB111 . . . . . Specimen Processing and Advanced Techniques in Phlebotomy Procedures + ... 2
PLB122 . . . . . Practicum: Phlebotomy and Specimen Processing + ... 3

Restricted Electives: None.

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Tactical Emergency Casualty Care

Certificate of Completion — CCL 5998N
2.5 Credits

The Certificate of Completion (CCL) in Tactical Emergency Casualty Care is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the tactical emergency setting. This certificate prepares students for a tactical emergency casualty care paramedic credential.

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

Admission Criteria: Current state Paramedic certification.

Program Prerequisites: None.

Required Courses: 2.5 Credits
PME293 . . . . . Tactical Emergency Casualty Care (TECC) . . . 2.5

Restricted Electives: None.

Science, Technology, Engineering and Mathematics

CONTACT: Dr. S. Thorpe, Program Director:
(602) 285.7819 and/or
steve.thorpe@phoenixcollege.edu

Environmental and Natural Resource Conservation

Certificate of Completion — CCL 5824
16-20 Credits

The Certificate of Completion (CCL) in Environmental and Natural Resource Conservation program is designed for students seeking experiential education and professional development in the fields of natural resource management, wildland firefighting, and other conservation and outdoor-related occupations. Credits earned in this certificate can also be used towards the completion of the Academic Certificate (AC) in Sustainability and the Associate in Arts (AA), Emphasis in Sustainability and Environmental Studies.

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

Admission Criteria: Students must see the Program Director to enter this program.

Program Prerequisites: None.

Required Courses: 16-20 Credits
Note: Students should select either the Conservation Field School Non-Cohort Program or Conservation Field School Cohort Program.

Conservation Field School Non-Cohort Program (16 credits)
BIO105 . . . . . Environmental Biology 4
CWE198AC . . . . . Career/Work Experience 3
FSC110 . . . . . Wildland Firefighter 3
REC282AC . . . . . Volunteerism for Recreation: A Service Learning Experience 3
REC150AB . . . . . Outdoor Adventure Skills 3

Conservation Field School Cohort Program (16-21 credits)
A grade of C or better in high school biology (0) OR
BIO100 . . . . . Biology Concepts (4) OR
BIO181 . . . . . General Biology (Majors) I + (4) OR
BIO181XT . . . . . General Biology (Majors) I + (4) OR
Permission of Instructor 0-4

ABS/BIO274 . . . . . Introduction to Wildlife Management + ... 4
CWE198AC . . . . . Career/Work Experience 3
FSC110 . . . . . Wildland Firefighter 3
GCO/REC271AC . . Recreational Resources and Facilities Management Internship + ... 3
REC150AB . . . . . Outdoor Adventure Skills 3

Restricted Electives: None.

CONTACT: Dr. S. Thorpe, Program Director:
(602) 285.7819 and/or
steve.thorpe@phoenixcollege.edu

Environmental and Natural Resource Stewardship

Academic Certificate — AC 6227N
25-27 Credits

The Academic Certificate (AC) in Environmental and Natural Resource Stewardship program develops knowledge and understanding of the environmental and natural resource issues, problems, and policies through the study of selected courses. Students will examine the ethical theories and moral principles of global environmental issues, explore methods of inquiry, and the human impact on ecosystems and human policy related to natural resources.

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

Admission Criteria: None

Program Prerequisites: 0-7 Credits
A grade of C or better in:
High school Biology (0) OR
BIO100 Biology Concepts (4) OR
BIO181 General Biology (Majors) I + (4) OR
BIO181XT General Biology (Majors) I + (4) OR
Permission of Instructor 0-7
(ABS/BIO274 has the prerequisite of BIO181 or BIO181XT.)

Students selecting BIO181 or BIO181XT must complete with a grade of C or better:
RDG100 Successful College Reading + (3) OR
RDG100LL Disciplinary Literacy Lab + (1) OR
Higher level reading course (3) OR
Eligibility for CRE101, College Critical Reading and Critical Thinking + (3), as indicated by appropriate Reading placement test score.
One year of high school or one semester of college-level biology and chemistry is strongly recommended 0-3

Required Courses: 19 Credits
BIO105 . . . . . Environmental Biology (4) OR
BIO181 . . . . . General Biology (Majors) I + (4) OR
BIO181XT . . . . . General Biology (Majors) I + (4) OR
ABS/BIO274 . . . . . Introduction to Wildlife Management + (4) 4
ECN211 . . . . . Macroeconomic Principles (3) OR
ECN212 . . . . . Microeconomic Principles (3) 3

PHI216 . . . . . Environmental Ethics 3
POS110 . . . . . American National Government 3
SSH111 . . . . . Sustainable Cities 3
SUS110 . . . . . Sustainable World 3

Restricted Electives: 6-8 Credits
ASB102 . . . . . Introduction to Cultural Anthropology 3
ASB222 . . . . . Buried Cities and Lost Tribes: Old World 3
ASB223 . . . . . Buried Cities and Lost Tribes: New World 3
BIO108 . . . . . Plants and Society 4

CHM107 . . . . . Chemistry and Society (3) AND
CHM107LL . . . . . Chemistry and Society Laboratory (1) 4

ECN211 . . . . . Macroeconomic Principles (Except if used for Required Courses area.) 3
ECN212 . . . . . Microeconomic Principles (Except if used for Required Courses area.) 3

FSC110 . . . . . Wildland Firefighter 3
HIS190 . . . . . Environmental History 3
POS285 . . . . . Political Issues and Public Policy 3
REC150AB . . . . . Outdoor Adventure Skills 3

Visual and Performing Arts

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Alteration Specialist

Certificate of Completion — CCL 5556
19-27 Credits

The Certificate of Completion (CCL) in Alteration Specialist is designed to prepare students for employment in alterations for the apparel industry. Students will develop skills in advanced clothing construction, tailoring and couture techniques appropriate for a variety of fabrics and designs, and fitting techniques for all types of apparel. They will develop the ability to select appropriate fashion fabrics, interfacing, and lining materials for specific items of apparel. Students completing this certificate will be able to alter and repair ready-made garments in entry level positions in the alteration

profession for retailers, dry-cleaning industry or their own alteration establishment. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 19-27 Credits

TEC110	Beginning Apparel Construction (3) OR Permission of Program Director	0-3
TEC111	Intermediate Apparel Construction + (3) OR Permission of Program Director	0-3
TEC122	Sewing with Knits +	3
TEC124	Advanced Apparel Construction +	3
TEC129	Sewing with a Serger +	3
TEC130	Alteration of Readymade Garments +	3
TEC222	Textiles	3
TEC223	Tailoring + (3) OR	
TEC227	Couture Sewing + (3)	3
TEC277++	Any Alteration Internship course +	1-3

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Animation

Certificate of Completion — CCL 5169
40 Credits

The Certificate of Completion (CCL) in Animation develops knowledge and skills in the area of digital animation, including but not limited to the production of still and time-based media, animation techniques, narrative development, character design, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of animation techniques, use of production equipment, animation terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as digital animators, media producers, storyboard artists, media artist/designers, and interaction designers. Certificates of Completion (CCL) in Video Game Production, and Associate in Applied Science (AAS) degrees in Animation and Time-Based Media and Video Game Production, are also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 40 Credits

ADA/ART169	2D Media Design + (3) OR	
ART178	Digital Arts Studies + (3)	3
ADA/ART177	Digital Photographic Imaging I +	3
ADA/ART/MMT184	Digital Animation I +	3
ART100	Introduction to Digital Arts	1
ART111	Drawing I	3
ART116	Life Drawing I	3
ART/COM/STO150	Digital Storytelling (3) OR	
CRW150	Introduction to Creative Writing (3) OR	
CRW172	Introduction to Comic Book Writing (3) OR	
CRW176	Writing Narrative for Video Games (3) OR	
FMT121	Story Theory for Film, Television and Media (3)	3
ART170	3D Computer Design + (3) OR	
ART/THP246	Digital Fabrication (3)	3
ART/MMT185	3D Modeling and Animation I +	3
ART200	Animation and Interactivity +	3
ART240	Cinematography and Directing for 2D/3D Animation +	3
ART284	Digital Animation II +	3
ART/MMT285	3D Modeling and Animation II +	3
ART287	3D Character Animation +	3

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Animation and Time-Based Media

Associate in Applied Science — AAS 3199
68-74 Credits

The Associate in Applied Science (AAS) in Animation and Time-Based Media is designed for the student who wishes to develop marketable skills in the area of digital animation and time-based media development. The program provides the student with an understanding of the equipment, operations, and knowledge of the terminology related to still image, video, and animation production. It allows for the exploration of personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are included in video and multimedia fields, such as digital animator, media production, marketing, publishing, motion graphics, photography, storyboard artist, freelance artist designer, web and interactivity design, and multimedia artist/designer. A Certificate of Completion (CCL) in Animation and in Time-Based Media are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16 Credits

ADA/ART169	2D Media Design + (3) OR	
ART178	Digital Arts Studies + (3)	3
ADA/ART177	Digital Photographic Imaging I +	3
ADA/ART/MMT184	Digital Animation I +	3
ART100	Introduction to Digital Arts	1
ADA/ART248	Design Self Promotion (3) OR	

ART255 . . . . . Art Marketing (3) 3
ART280AC . . . . . Digital Media Arts and Design Capstone + . . . 3
Restricted Electives: 30 Credits
Specialization 1: Digital Animation (30 credits)
ART111 . . . . . Drawing I 3
ART116. . . . . Life Drawing I 3

ART/COM/STO150 . . Digital Storytelling (3) OR
CRW150. . . . . Introduction to Creative Writing (3) OR
CRW172. . . . . Introduction to Comic Book Writing (3) OR
CRW176. . . . . Writing Narrative for Video Games (3) OR
FMT121 . . . . . Story Theory for Film, Television and Media (3) 3

ART170. . . . . 3D Computer Design (3) OR
ART/THP246 . . . . . Digital Fabrication (3). 3

ART/MMT185 . . . . 3D Modeling and Animation I + ... 3
ART200 . . . . . Animation and Interactivity + ... 3
ART240 . . . . . Cinematography and Directing for 2D/3D Animation + ... 3
ART284 . . . . . Digital Animation II +. 3
ART/MMT285 . . . . 3D Modeling and Animation II +. 3
ART287 . . . . . 3D Character Animation +. 3

Specialization 2: Time-Based Media (30 credits)
ART111 . . . . . Drawing I (3) OR
ART116. . . . . Life Drawing I (3). 3

ART142. . . . . Introduction to Digital Photography 3

ART/COM/STO150 . . Digital Storytelling (3) OR
FMT121 . . . . . Story Theory for Film, Television and Media (3) OR
JRN203 . . . . . Writing for Online Media + (3) 3

ART202 . . . . . Media Productions I + (3) OR
FMP108 . . . . . Video Production (3) 3

ART279 . . . . . Media Productions II + (3) OR
FMP215 . . . . . Digital Video Effects + (3). 3

MTC191 . . . . . Electronic Music I (3) OR
MUC122. . . . . Sound Design I (3). 3

Complete twelve (12) credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

Photography Emphasis
ART131. . . . . Photography I. 3
ART138. . . . . Commercial Photography I +. 3
ART140. . . . . Portrait Photography + ... 3
ART143. . . . . Intermediate Digital Photography + ... 3
ART270 . . . . . Digital Photographic Imaging II + ... 3

Audio Emphasis
FMP114 . . . . . Audio Production + ... 3
MTC191 . . . . . Electronic Music I 3
MTC192 . . . . . Electronic Music II + ... 3
MUC122. . . . . Sound Design I 3
MUC195. . . . . Studio Music Recording I 3
MUC222. . . . . Sound Design II + ... 3

Media Production Emphasis
ART/COM/STO145 . . Digital Storybook 1
ART/MMT190 . . . . Art of Web Site Design + ... 3
ART192. . . . . Advanced Web Presentation Design +. 3
ART/THP246 . . . . . Digital Fabrication 3
CIS133DA. . . . . Internet/Web Development Level I. 3
FMP204 . . . . . Advanced Video Production +. 3
FMP215 . . . . . Digital Video Effects + ... 3
FMT151 . . . . . TV and New Media Production + ... 3

Motion Graphics Emphasis
ART116. . . . . Life Drawing I 3
ART174. . . . . Electronic Color Principles +. 1
ART/MMT185 . . . . 3D Modeling and Animation I + ... 3
ART200 . . . . . Animation and Interactivity + ... 3
ART240 . . . . . Cinematography and Directing for 2D/3D Animation + ... 3
ART273AC . . . . . Special Topics: Multimedia Arts + ... 3
ART287 . . . . . 3D Character Animation +. 3
FMP215 . . . . . Digital Video Effects + ... 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment 0-3
Mathematics:
Any approved general education course from the Mathematics area. . . .3-6
Recommended for students planning to transfer to a four-year university:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
ARH101 . . . . . Prehistoric Through Gothic Art (3) OR
ARH102 . . . . . Renaissance Through Contemporary Art (3) OR
ARH115 . . . . . History of Photography (3) OR
HUM/THF205 . . . . Introduction to Cinema (3). 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Apparel Construction

Certificate of Completion — CCL 5953
26-32 Credits

The Certificate of Completion (CCL) in Apparel Construction is designed for students to learn advanced sewing techniques appropriate for custom apparel. Students will develop abilities to select appropriate materials and notions for specific items of apparel.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 26-32 Credits

TEC110 . . . . . Beginning Apparel Construction (3) OR
Permission of Program Director (0) 0-3

TEC111 . . . . . Intermediate Apparel Construction + (3) OR
Permission of Program Director (0). 0-3

TEC112AQ . . . . . Pattern Alteration and Fit + ... 2
TEC116 . . . . . Textiles: Stitchery and Embellishment 1
TEC120. . . . . Specialty Apparel Construction + ... 3
TEC122. . . . . Sewing with Knits + ... 3
TEC124. . . . . Advanced Apparel Construction + ... 3
TEC129. . . . . Sewing with a Serger 3
TEC143. . . . . Industrial Sewing I + ... 2
TEC222. . . . . Textiles. 3
TEC223. . . . . Tailoring + ... 3
TEC227. . . . . Couture Sewing + ... 3

Restricted Electives: None.

CONTACT: Mr. J. Weddle, Coordinator, Commercial Music Studies: (602) 285-7555 and/or lisa.saper-bloom@phoenixcollege.edu

Audio Production Technologies

Associate in Applied Science — AAS 3024
61-68 Credits

The Associate in Applied Science (AAS) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An embedded Certificate of Completion (CCL) in Audio Production Technologies is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30-31 Credits
In addition to the required course work, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

MTC101 . . . . . Introduction to Music Theory 3
MTC191 . . . . . Electronic Music I 3
MTC192 . . . . . Electronic Music II + ... 3
MUC109. . . . . Music Business: Content Creation and
Copyright 3

MUC110 . . . . . Music Business: Marketing and Monetization (3) OR
MUC145. . . . . Recording Studio Business Operations (2) . . .2-3
MUC111 . . . . . Digital Audio Workstation I (DAW I) + ... 3
MUC194. . . . . Introduction to Audio Mixing Techniques + . . . 3

MUC195. . . . . Studio Music Recording I (3) OR
MUC195AA . . . . . Studio Music Recording I (3). 3

MUC196. . . . . Studio Music Recording II + ... 3
MUC197. . . . . Live Sound Reinforcement I 3

MUC297AA . . . . . Audio Production Internship + (1) OR
MUC296WA. . . . . Cooperative Education + (1) OR
MUC298AA . . . . . Special Projects (1) 1

Restricted Electives: 9 Credits
Students must select one (1) of two (2) Specializations:

Specialization I: Audio Engineering (9 credits)

MUC112 . . . . . Digital Audio Workstation II (DAW II) + ... 3
MUC198. . . . . Live Sound Reinforcement II + ... 3

MUC289. . . . . Live Sound Reinforcement III + (3) OR
MUC295. . . . . Studio Music Recording III + (3) 3

Specialization II: Sound Design (9 credits)
MUC122 . . . . . Sound Design I 3
MUC222. . . . . Sound Design II + ... 3
MUC292. . . . . Sound Design III + ... 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) OR
ENG111. . . . . Technical and Professional Writing + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
COM110 is recommended.
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
equivalent as indicated by assessment 0-3
Mathematics:
Any approved general education course from the Mathematics area. Students who intend to transfer must take
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education courses from the Humanities, Arts and Design area 3
MHL140 or MHL145 or MHL153 are recommended.
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences area... 3
PSY101 is recommended.
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Mr. J. Weddle, Coordinator, Commercial Music Studies:
(602) 285-7555 and/or
lisa.saper-bloom@phoenixcollege.edu

Audio Production Technologies

Certificate of Completion — CCL 5334
39-40 Credits

The Certificate of Completion (CCL) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30-31 Credits
In addition to the required course work, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

MTC101 . . . . . Introduction to Music Theory 3
MTC191 . . . . . Electronic Music I 3
MTC192 . . . . . Electronic Music II + ... 3
MUC109. . . . . Music Business: Content Creation and Copyright 3

MUC110 . . . . . Music Business: Marketing and Monetization (3) OR
MUC145. . . . . Recording Studio Business Operations (2) . . .2-3

MUC111 . . . . . Digital Audio Workstation I (DAW I) + ... 3
MUC194. . . . . Introduction to Audio Mixing Techniques + . . . 3

MUC195. . . . . Studio Music Recording I (3) OR
MUC195AA . . . . . Studio Music Recording I (3). 3

MUC196. . . . . Studio Music Recording II + ... 3
MUC197. . . . . Live Sound Reinforcement I 3
MUC297AA . . . . . Audio Production Internship + ... 1

Restricted Electives: 9 Credits
Students must select one (1) of two (2) Specializations:

Specialization I: Audio Engineering (9 credits)
MUC112 . . . . . Digital Audio Workstation II (DAW II) + ... 3
MUC198. . . . . Live Sound Reinforcement II + ... 3

MUC289. . . . . Live Sound Reinforcement III + (3) OR
MUC295. . . . . Studio Music Recording III + (3) 3

Specialization II: Sound Design (9 credits)
MUC122. . . . . Sound Design I 3
MUC222. . . . . Sound Design II + ... 3
MUC292. . . . . Sound Design III + ... 3

CONTACT: Ms. J. Laffoon, Coordinator, Photography Studies:
(602) 285-7280 and/or
lisa.saper-bloom@phoenixcollege.edu

Commercial and Freelance Photography

Certificate of Completion — CCL 5784
35-36 Credits

The Certificate of Completion (CCL) in Commercial and Freelance Photography includes the study of both the digital and film aspects of photography. The program is structured to help students develop an understanding of exposure principles, camera operations and functions, digital photographic materials, film-based strategies, studio lighting, and the basics of running a freelance photography business. This certificate is designed to provide knowledge and experience important to those hoping to work as freelance photographers, wedding photographers, commercial photographers, photography editors, photography assistants, or photo lab technicians. An Associate in Applied Science (AAS) in Photography is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. There will be costs for supplies and equipment in this program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 27 Credits
ART100 . . . . . Introduction to Digital Arts 1
ART112. . . . . Two-Dimensional Design 3
ART131. . . . . Photography I. 3
ART132. . . . . Photography II + ... 3
ART138. . . . . Commercial Photography I + ... 3

ART140. . . . . Portrait Photography + (3) OR
ART237 . . . . . Fashion Photography + (3) 3

ART142. . . . . Introduction to Digital Photography 3
ART143. . . . . Intermediate Digital Photography + ... 3

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

SBS200 . . . . . Small Business Operations 2

Restricted Electives: 8-9 Credits
Students must complete one of the two following specializations:

Specialization I: Freelance Photography (8 credits)
SBS204 . . . . . Small Business Marketing and Advertising . . . 2

In consultation with an advisor or program coordinator, choose two (2) courses from the following list to best fulfill goals:

ARH115 . . . . . History of Photography 3
ART116. . . . . Life Drawing I 3
ART137. . . . . Alternative Photographic Processes 3
ART139. . . . . Commercial Photography II + ... 3
ART181. . . . . Graphic Design I +. 3
ART234 . . . . . Color Photography I + ... 3
ART255 . . . . . Art Marketing. 3
FMP108 . . . . . Video Production 3

Specialization II: Commerical Photography (8-9 credits)
ART139. . . . . Commercial Photography II + ... 3
ART234 . . . . . Color Photography I + ... 3

In consultation with an advisor or program coordinator, choose one (1) course from the following list to best fulfill goals:

ARH115	History of Photography	3
ART116	Life Drawing I	3
ART137	Alternative Photographic Processes	3
ART181	Graphic Design I +	3
ART255	Art Marketing	3
FMP108	Video Production	3
SBS204	Small Business Marketing and Advertising	2

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Costume Design and Production, Level I

Certificate of Completion — CCL 5406
28-34 Credits

The Certificate of Completion (CCL) in Costume Design and Production, Level I trains students to design and make costumes for theatre, film, opera, dance and period reproductions. A Certificate of Completion (CCL) in Costume Design and Production, Level II and an Associate in Applied Science (AAS) in Fashion Design are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-31 Credits

TEC105	Cultural Aspects of Clothing (3) OR	
THF115	Makeup for Stage and Screen (3)	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director	0-3
TEC111	Intermediate Apparel Construction + (3) OR	
THP206	Introduction to Costume Construction for Theatre (4)	3-4
TEC120	Specialty Apparel Construction + (3) OR	
TEC124	Advanced Apparel Construction + (3) OR	
TEC227	Couture Sewing + (3)	3
TEC122	Sewing with Knits +	3
TEC134	Fashion Illustration I	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3
TEC278++	Any Costume Design and Production Internship course(s) (1-3) OR	
THP201++	Any Theatre Production course(s) (1-2) OR	
THP202AC	Theatre Production I Costume Shop (1)	1-3

Restricted Electives: 3 Credits

TEC113	Textiles: Dyeing	1
TEC114	Textiles: Block Printing/Silk Screening	1
TEC115	Textiles: Hand Painting	1
TEC116	Textiles: Stitchery and Embellishment	1
TEC121	Creative Sewing Machine Use	3
TEC161	Digital Machine Embroidery Laboratory	1
TEC222	Textiles	3

Note: TEC113, TEC114, TEC115, TEC116, TEC161 may be repeated for up to three (3) credits.

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Costume Design and Production, Level II

Certificate of Completion — CCL 5426
36-42 Credits

The Certificate of Completion (CCL) in Costume Design and Production, Level II expands students' skills in costuming for theatre, film, opera, dance and period reproductions. Students learn enhanced techniques for costume fit and construction, twentieth-century design, and digital fashion illustration.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-39 Credits
The following courses are required and included in CCL Costume Design and Production, Level I:

TEC105	Cultural Aspects of Clothing (3) OR	
THF115	Makeup for Stage and Screen (3)	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director	0-3
TEC111	Intermediate Apparel Construction + (3) OR	
THP206	Introduction to Costume Construction for Theatre (4)	3-4
TEC120	Specialty Apparel Construction + (3) OR	
TEC124	Advanced Apparel Construction + (3) OR	
TEC227	Couture Sewing + (3)	3
TEC122	Sewing with Knits +	3
TEC134	Fashion Illustration I	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3
TEC278++	Any Costume Design and Production Internship course(s) (1-3) OR	
THP201++	Any Theatre Production course(s) (1-2) OR	
THP202AC	Theatre Production I Costume Shop (1)	1-3

The following courses are required and included in CCL Costume and Design Production, Level II:

TEC112AQ	Pattern Alteration and Fit +	2
TEC232	Costume Construction +	3
TEC234	Vintage Fashion Design +	3

Restricted Electives: 3 Credits

TEC113	Textiles: Dyeing	1
TEC114	Textiles: Block Printing/Silk Screening	1
TEC115	Textiles: Hand Painting	1
TEC116	Textiles: Stitchery and Embellishment	1
TEC121	Creative Sewing Machine Use	3
TEC161	Digital Machine Embroidery Laboratory	1
TEC222	Textiles	3

Note: TEC113, TEC114, TEC115, TEC116, TEC161 may be repeated for up to three (3) credits.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Digital Media Arts

Associate in Applied Science — AAS 3567
65-71 Credits

The Associate in Applied Science (AAS) in Digital Media Arts is designed for the student who wishes to develop skills in the area of graphic design, imaging, photography, animation, time-based, interactivity, and media production. The program emphasizes critical thinking, written communication, and teamwork by challenging students to develop their own design method, production workflow, and conceptual aesthetic. The program provides students with a broad understanding of media design and its place in society as a means to communicate. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Upon completion of the program, students will have compiled a professional portfolio. Employment opportunities include, but are not limited to, graphic design, animation, web design, and video production. Based on course selections, students may also pursue transfer opportunities.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31 Credits
ADA/ART169 . . . . . 2D Media Design + ... 3
ADA/ART177 . . . . . Digital Photographic Imaging I + ... 3
ART100 . . . . . Introduction to Digital Arts 1

ART111 . . . . . Drawing I (3) OR
ART116 . . . . . Life Drawing I (3) 3

ART142 . . . . . Introduction to Digital Photography 3
ART181 . . . . . Graphic Design I + ... 3
ADA/ART/MMT184 . . Digital Animation I + ... 3
ART200 . . . . . Animation and Interactivity + ... 3
ADA/ART248 . . . . . Design Self Promotion 3
ART280AC . . . . . Digital Media Arts and Design Capstone + (3) OR
ART297++ . . . . . Computer Graphic Design Internship + (3) 3

JRN203 . . . . . Writing for Online Media + ... 3

Restricted Electives: 12 Credits
Complete twelve (12) credits from the following courses:
ART182 . . . . . Graphic Design II + ... 3
ART/MMT185 . . . . 3D Modeling and Animation I + ... 3
ART210 . . . . . Design Tools for Imagery, Production, and Publishing + ... 3
ART240 . . . . . Cinematography and Directing for 2D/3D Animation + ... 3
CIS133DA . . . . . Internet/Web Development Level I 3
FMP108 . . . . . Video Production 3
FMP215 . . . . . Digital Video Effects + ... 3
MTC191 . . . . . Electronic Music I 3
MUC122 . . . . . Sound Design I 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) 6
Oral Communication:
COM100 . . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225 . . . . . Public Speaking + (3) OR
COM230 . . . . . Small Group Communication (3) 3
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
Any approved general education course from the Mathematics area. . . .3-6
Recommended for students planning to transfer to a four-year university:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Students who intend to transfer should choose either ARH102 or HUM/THF205 to fulfill the [HU] requirement for transfer.

ARH102 . . . . . Renaissance Through Contemporary Art (3) OR
ARH110 . . . . . History of Graphic Design (3) OR
HUM/THF205 . . . . Introduction to Cinema (3) 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Dr. K. Schindler, Department Chair:
(602) 285.7273 and/or
lisa.saper-bloom@phoenixcollege.edu

Electronic Music

Academic Certificate — AC 6231N
40 Credits

The Academic Certificate in Electronic Music is intended for the student who would like to obtain acknowledgment for completion of electronic music courses, and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. In addition, students receive a high level of technical training in creating electronic music. As students complete courses in the program, they will build a portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

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

Admission Criteria: None

Program Prerequisites: 0-3 Credits
MTC101 . . . . . Introduction to Music Theory (3) OR
Permission of instructor 0-3

Required Courses: 40 Credits
Students are required to complete a total of six (6) credits of MTC240.

MTC105 . . . . . Music Theory I + ... 3
MTC106 . . . . . Aural Perception I + ... 1
MTC155 . . . . . Music Theory II + ... 3
MTC156 . . . . . Aural Perception II + ... 1
MTC205 . . . . . Music Theory III + ... 3
MTC206 . . . . . Aural Perception III + ... 1
MTC255 . . . . . Music Theory IV + ... 3
MTC256 . . . . . Aural Perception IV + ... 1
MTC191 . . . . . Electronic Music I 3
MTC192 . . . . . Electronic Music II + ... 3
MTC193 . . . . . Computer-Based Sound Synthesis + ... 3
MTC240 . . . . . Composition + (3) 6
MTC291 . . . . . Electronic Music III + ... 3
MUC195 . . . . . Studio Music Recording I 3
MUC196 . . . . . Studio Music Recording II + (3) OR
MUC197 . . . . . Live Sound Reinforcement I (3). 3

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Fashion Design

Associate in Applied Science — AAS 3355
62-71 Credits

The Associate in Applied Science (AAS) in Fashion Design guides students in developing technical and creative design skills for employment opportunities in the fashion industry or self-employment in fashion design. The program includes training in multiple levels of apparel construction, design, fashion illustration, patternmaking, and draping, and supports students in building inspirational sources through analysis of cultural, historical, and contemporary works of fashion and design.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 37-40 Credits
TEC105. . . . . Cultural Aspects of Clothing 3
TEC106. . . . . History of Fashion 3

TEC110 . . . . . Beginning Apparel Construction (3) OR
Permission of Program Director (0). 0-3

TEC111 . . . . . Intermediate Apparel Construction + ... 3
TEC122. . . . . Sewing with Knits + ... 3
TEC124. . . . . Advanced Apparel Construction + ... 3
TEC125. . . . . Fashion Design 3
TEC134. . . . . Fashion Illustration I. 3
TEC221. . . . . Computer-Assisted Fashion Design + ... 3
TEC222. . . . . Textiles. 3
TEC223. . . . . Tailoring + ... 3
TEC225. . . . . Pattern Design I + ... 3
TEC226. . . . . Draping for Fashion Design + ... 3

TEC236 . . . . . Portfolio Development + (1) OR
TEC271AA . . . . . Fashion Design Internship (1) OR
TEC277AA . . . . . Alteration Internship (1) OR
TEC278AA . . . . . Costume Design and Production Internship (1) 1

Restricted Electives: 4-6 Credits
Select 4 to 6 credits from the following except courses used in the Required Courses area:
ART113. . . . . Color. 3
TEC+++++. . . . . Any TEC Textiles and Clothing course 1-3

General Education: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment (0) . . 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT146 . . . . . College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
ARH100 . . . . . Introduction to Art (3) OR
ARH101 . . . . . Prehistoric through Gothic Art (3) OR
ARH102 . . . . . Renaissance through Contemporary Art (3) OR
INT115 . . . . . Historical Architecture and Furniture (3) OR
INT120 . . . . . Modern Architecture and Furniture (3) 3
ARH100, ARH101, or ARH102 recommended for university transfer.
Social-Behavioral Sciences:
Any approved general education course in the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Fashion Design: Entrepreneur

Certificate of Completion — CCL 5854
19 Credits

The Certificate of Completion (CCL) in Fashion Design: Entrepreneur introduces students to building a sustainable fashion design business. Students develop business and industry-specific skills based upon fashion marketing, merchandising, and production.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 19 Credits

MKT109	Introduction to Fashion Merchandising	3
MKT110	Marketing and Social Networking (3) OR	
MKT151	Display and Visual Merchandising (3)	3
MKT267	Principles of Sales	3
TEC103	Developing Your Fashion Business	2
TEC125	Fashion Design	3
TEC150	Fashion Show Production	3
TEC240	Apparel Production Management	2

Restricted Electives: None.

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Fashion Design: Level I

Certificate of Completion — CCL 5355
27-30 Credits

The Certificate of Completion (CCL) in Fashion Design: Level I includes training in design, fashion illustration, patternmaking, and draping, and supports students in building inspirational sources through analysis of cultural, historical, and contemporary fashion and design. Students student completing this certificate will enter the fashion industry at entry-level positions. A Certificate of Completion (CCL) in Fashion Design: Level II and an Associate in Applied Science (AAS) in Fashion Design are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27-30 Credits

TEC105	Cultural Aspects of Clothing	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director (0)	0-3
TEC111	Intermediate Apparel Construction +	3
TEC125	Fashion Design	3
TEC134	Fashion Illustration I	3
TEC221	Computer-Assisted Fashion Design +	3
TEC222	Textiles	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3

Restricted Electives: None.

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
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Fashion Design, Level II

Certificate of Completion — CCL 5939
41-44 Credits

The Certificate of Completion (CCL) in Fashion Design: Level II program provides students with more advanced skills necessary to design apparel, illustrate fashions, and create patterns. Students completing this certificate will enter the fashion industry at entry-level positions and above. An Associate in Applied Sciences (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 41-44 Credits
The following courses are required and included in CCL Fashion Design Level I:

TEC105	Cultural Aspects of Clothing	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director (0)	0-3
TEC111	Intermediate Apparel Construction +	3
TEC125	Fashion Design	3
TEC134	Fashion Illustration I	3
TEC221	Computer-Assisted Fashion Design +	3
TEC222	Textiles	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3

The following courses are also required for CCL Fashion Design Level II:

TEC135	Fashion Illustration II + (3) OR	
TEC138	Fashion Illustration: Menswear + (3)	3
TEC227	Couture Sewing + (3) OR	
TEC234	Vintage Fashion Design + (3)	3
TEC228	Advanced Draping for Fashion Design +	3
TEC230	Pattern Design II +	3
TEC270	Design Studio +	2

Certificates may contain additional course requirements.

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 or
char.brandom@phoenixcollege.edu

Fashion Illustration

Certificate of Completion — CCL 5941
26 Credits

The Certificate of Completion (CCL) in Fashion Illustration includes an advanced study of proportion and techniques used in drawing fashion figures and flats. Various art supplies are used to illustrate fabrics, textures, and patterns. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 26 Credits

TEC115 . . . . . Textiles: Hand Painting 1
TEC125 . . . . . Fashion Design 3
TEC134 . . . . . Fashion Illustration I. 3
TEC135 . . . . . Fashion Illustration II + ... 3
TEC136 . . . . . Fashion Illustration III + ... 3
TEC138 . . . . . Fashion Illustration: Menswear 3
TEC139 . . . . . Fashion Illustration: Children's Wear. 3
TEC221 . . . . . Computer-Assisted Fashion Design + ... 3
TEC222 . . . . . Textiles. 3
TEC236 . . . . . Portfolio Development + ... 1

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Graphic Design

Associate in Applied Science — AAS 3201
60-65 Credits

The Associate in Applied Science (AAS) in Graphic Design develops the knowledge and skills required in the areas of photography, digital imaging, and graphic design. The coursework includes creating graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This degree prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, freelance artist-designers, and art directors. A Certificate of Completion (CCL) in Graphic Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32-34 Credits

ADA/ART169 . . . . . 2D Media Design + ... 3
ADA/ART177 . . . . . Digital Photographic Imaging I + ... 3
ADA/ART183 . . . . . Digital Graphic Arts I 3

ADA/ART248 . . . . . Design Self Promotion (3) OR
ART255 . . . . . Art Marketing (3) 3

ADA/ART283 . . . . . Digital Graphic Arts II + ... 3
ART100 . . . . . Introduction to Digital Arts 1

ART111 . . . . . Drawing I (3) OR
ART116. . . . . Life Drawing I (3) 3

ART113. . . . . Color (3) OR
ART114. . . . . Digital Color (3) 3

ART142. . . . . Introduction to Digital Photography 3
ART178. . . . . Digital Arts Studies + ... 3

ART/MMT190 . . . . Art of Web Site Design (3) OR
CIS133DA. . . . . Internet/Web Development Level I (3) 3
Capstone/Internship Course:
ART280AA . . . . . Digital Media Arts and Design Capstone + (1) OR
ART280AB . . . . . Digital Media Arts and Design Capstone + (2) OR
ART280AC . . . . . Digital Media Arts and Design Capstone + (3) . .1-3

Restricted Electives: 3 Credits
Students must select three (3) credits from the following list of courses:

ADA/ART175 . . . . . Electronic Publishing Design I + ... 3
ADA/ART289 . . . . . Computer Illustration + ... 3
ART103. . . . . Typography in the Digital Age + ... 3
ART/COM/STO150 . . Digital Storytelling + ... 3
ART192. . . . . Advanced Web Presentation Design + ... 3
ART200 . . . . . Animation and Interactivity + ... 3
ART210. . . . . Design Tools for Imagery, Production, and Publishing + ... 3
ART/THP246 . . . . . Digital Fabrication 3

General Electives: 0-3 Credits
Select additional courses 100-level or higher to complete the minimum credits required for this degree. Consult with the Program Director or an Academic Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3). 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
Any approved general education course from the Mathematics area. . . .3-6
Recommended for students planning to transfer to a four-year university:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Students who intend to transfer should choose either ARH101 or ARH102 to fulfill the [HU] requirement for transfer.
ARH101 . . . . . Prehistoric Through Gothic Art (3) OR
ARH102 . . . . . Renaissance Through Contemporary Art (3) OR
ARH110 . . . . . History of Graphic Design (3) 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Graphic Design

Certificate of Completion — CCL 5173
34 Credits

The Certificate of Completion (CCL) in Graphic Design develops the knowledge and skills required to create graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, and art directors. An Associate in Applied Science (AAS) in Graphic Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31 Credits

ADA/ART169	2D Media Design +	3
ADA/ART177	Digital Photographic Imaging I +	3
ADA/ART183	Digital Graphic Arts I	3
ADA/ART248	Design Self Promotion (3) OR	
ART255	Art Marketing (3)	3
ADA/ART283	Digital Graphic Arts II +	3
ART100	Introduction to Digital Arts	1
ART111	Drawing I (3) OR	
ART116	Life Drawing I (3)	3
ART113	Color (3) OR	
ART114	Digital Color (3)	3
ART142	Introduction to Digital Photography	3
ART178	Digital Arts Studies +	3
ART/MMT190	Art of Web Site Design (3) OR	
CIS133DA	Internet/Web Development Level I (3)	3

Restricted Electives: 3 Credits
Students must select 3 credits from the following list of courses:

ADA/ART175	Electronic Publishing Design I +	3
ADA/ART289	Computer Illustration +	3
ART103	Typography in the Digital Age +	3
ART/COM/STO150	Digital Storytelling +	3
ART192	Advanced Web Presentation Design +	3
ART200	Animation and Interactivity +	3
ART210	Design Tools for Imagery, Production, and Publishing +	3
ART/THP246	Digital Fabrication	3

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Illustration

Certificate of Completion — CCL 5174
31 Credits

The Certificate of Completion (CCL) in Illustration develops knowledge and skills in creating visual narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Focus areas include graphic arts, publications, and storyboarding for animation, video, and media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as freelance artist-designer, concept artist, visual development artist for gaming/film, and storyboarder. Students may also pursue an Associate in Applied Science (AAS) in Illustration and Sequential Art.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25 Credits

ADA/ART169	2D Media Design +	3
ADA/ART177	Digital Photographic Imaging I +	3
ADA/ART248	Design Self Promotion (3) OR	
ART255	Art Marketing (3)	3
ADA/ART289	Computer Illustration +	3
ART100	Introduction to Digital Arts	1
ART111	Drawing I	3
ART113	Color (3) OR	
ART114	Digital Color (3)	3
ART116	Life Drawing I	3
ART178	Digital Arts Studies +	3

Restricted Electives: 6 Credits
Students must select six (6) credits from the following list of courses. Students may select from one emphasis or may select from different emphases to fulfill the six (6) credit requirement.

Animation Focus Area

ADA/ART/MMT184	Digital Animation I +	3
ART/MMT185	3D Modeling and Animation I +	3

Drawing Focus Area

ART117	Life Drawing II +	3
ART118	Art Anatomy +	3
ART122	Drawing and Composition II +	3

Painting Focus Area

ART165	Watercolor Painting I +	3
ART166	Watercolor Painting II +	3
ART167	Painting I +	3
ART168	Painting II +	3
ART263	Figure Painting +	3

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Illustration and Sequential Art

Associate in Applied Science — AAS 3203
60-71 Credits

The Associate in Applied Science (AAS) in Illustration and Sequential Art is designed for the student who wishes to develop an area of specialization in illustration and comics and sequential art. Students will develop narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Areas of emphasis include comic book and sequential art, illustration for publications, and storyboarding. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are available in a variety of fields including, but not limited to, freelance artist-designer, concept artist, comics/sequential art, visual development artist for gaming/film, and storyboarder. A Certificate of Completion (CCL) in Illustration and in Sequential Art is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 23-25 Credits
ADA/ART169 . . . . . 2D Media Design + ... 3
ADA/ART177 . . . . . Digital Photographic Imaging I + ... 3
ADA/ART289 . . . . . Computer Illustration + ... 3
ART100 . . . . . Introduction to Digital Arts 1
ART111 . . . . . Drawing I 3

ART113 . . . . . Color (3) OR
ART114 . . . . . Digital Color (3) 3

ART116 . . . . . Life Drawing I 3
ART178 . . . . . Digital Arts Studies + ... 3

Capstone/Internship Course:
ART280AA . . . . . Digital Media Arts and Design Capstone + (1) OR
ART280AB . . . . . Digital Media Arts and Design Capstone + (2) OR
ART280AC . . . . . Digital Media Arts and Design Capstone + (3) . . 1-3

Restricted Electives: 9-18 Credits
Specialization 1: Sequential Art (18 credits)
ART119 . . . . . Penciling for Sequential Art 3
ART120 . . . . . Inking for Sequential Art 3
ART219 . . . . . Coloring, Toning and Lettering for Sequential Art . . . 3
ART220 . . . . . Publishing for the Comic Industry 3
ART221 . . . . . Comics Creation 3

CRW172 . . . . . Introduction to Comic Book Writing (3) OR
CRW176 . . . . . Writing Narrative for Video Games (3) OR
CRW190 . . . . . Introduction to Screenwriting (3) 3
Specialization 2: Illustration (9 credits)
ADA/ART248 . . . . . Design Self Promotion (3) OR
ART255 . . . . . Art Marketing (3) 3

Students must select six (6) credits from the following list of courses. Students may select from one emphasis or may select from different emphases to fulfill the six (6) credit requirement.

Animation Emphasis
ADA/ART/MMT184 . . Digital Animation I + ... 3
ART/MMT185 . . . . 3D Modeling and Animation I + ... 3

Drawing Emphasis
ART117 . . . . . Life Drawing II + ... 3
ART118 . . . . . Art Anatomy + ... 3
ART122 . . . . . Drawing and Composition II + ... 3

Painting Emphasis
ART165 . . . . . Watercolor Painting I + ... 3
ART166 . . . . . Watercolor Painting II + ... 3
ART167 . . . . . Painting I + ... 3
ART168 . . . . . Painting II + ... 3
ART263 . . . . . Figure Painting + ... 3

General Electives: 0-6 Credits
Select additional courses 100-level or higher to complete the minimum credits required for this degree. Consult with the Program Director or an Academic Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) 6
Oral Communication:
COM100 . . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225 . . . . . Public Speaking + (3) OR
COM230 . . . . . Small Group Communication (3) 3
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
Any approved general education course from the Mathematics area. . . .3-6
Recommended for students planning to transfer to a four-year university:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
ARH101 . . . . . Prehistoric Through Gothic Art (3) OR
ARH102 . . . . . Renaissance Through Contemporary Art (3) . . 3
Social-Behavioral Sciences:
Any approved general education course from the Social-Behavioral Sciences area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4

CONTACT: Ms. C. Golab, Program Director:
(602) 285.7608 and/or
coreen.golab@phoenixcollege.edu

Interior Design

Associate in Applied Science — AAS 3191
64-70 Credits

The Associate in Applied Science (AAS) in Interior Design prepares students to work in an entry-level interior design position. The program provides both general and interior design education, which includes design, color theory and application, architectural and furniture history, drafting and computer aided design (CAD) for

interior design, space planning, interior materials, rendering, and basic codes and regulations. Studio projects allow students to identify, research, solve, and present design problems. Certificates of Completion (CCL) in areas of specialization are also available and embedded within the AAS.

The AAS in Interior Design transfers to Northern Arizona University Bachelor of Science (BS) in Interior Design. NAU will accept up to 73 credits as part of this degree program. Please speak with an NAU transfer specialist for details about this transfer option.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 45 Credits
ARC141 . . . . . Architectural CAD I: Introduction (3) AND
ARC142 . . . . . Architectural CAD II: Plans and Elevations + (3)
OR
INT100 . . . . . Interior Design Drafting (3) AND
INT140 . . . . . Introduction to CAD for Interior Design (3). . . . 6

INT105 . . . . . Introduction to Interior Design 3
INT115 . . . . . Historical Architecture and Furniture 3
INT120 . . . . . Modern Architecture and Furniture. 3
INT122 . . . . . Digital Visualization for Design 3

INT145 . . . . . Drawing and Rendering (3) OR
INT145AA. . . . . Sketching and Visualization + (1.5) AND
INT145AB. . . . . Rendering + (1.5). 3

INT150 . . . . . Color and Design 3
INT160 . . . . . Fabrics for Interiors 3
INT175 . . . . . Custom Design +. 3
INT190 . . . . . Space Planning +. 3

INT211 . . . . . Interior Materials and Specifications + (3) OR
INT211AA. . . . . Interior Materials + (1.5) AND
INT211AB . . . . . Material Specifications + (1.5). 3
INT215 . . . . . Professional Practices + ... 3
INT230 . . . . . Presentation Techniques + ... 3

INT222 . . . . . Residential Design + (3) OR
INT240 . . . . . Kitchen and Bath Design + (3) OR
INT240AA . . . . . Bath Design + (1.5) AND
INT240AB. . . . . Kitchen Design + (1.5). 3

Restricted Electives: None.

General Electives: None.

General Education Requirements: 19-25 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + ... 6
Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) 3
COM110 is recommended for students who intend to transfer to Northern Arizona University.
Critical Reading:
CRE101. . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3

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

DISTRIBUTION: 7 Credits
Humanities, Arts and Design:
Met by INT115 or INT120 in the Required Courses area 0
Social-Behavioral Sciences:
PSY101. . . . . Introduction to Psychology 3

Natural Sciences:
Any approved general education course in the Natural Sciences area.. . . . 4
Recommended:
BIO108 . . . . . Plants and Society (4) OR
GLG101 . . . . . Introduction to Geology I - Physical Lecture (3) AND
GLG103 . . . . . Introduction to Geology I - Physical Lab (1) OR
FON241 . . . . . Principles of Human Nutrition (3) AND
FON241LL . . . . . Principles of Human Nutrition Laboratory (1) . . 4

CONTACT: Ms. C. Golab, Program Director:
(602) 285.7608 and/or
coreen.golab@phoenixcollege.edu

Interior Design Kitchen and Bath

Certificate of Completion — CCL 5070
30 Credits

The Certificate of Completion (CCL) in Interior Design Kitchen and Bath is intended to provide students with the knowledge and creative skills important to planning and developing kitchen and bath design solutions. The program prepares students for entry-level career in a kitchen and bath studio including, but not limited to, kitchen and bath planning, retail sales, and wholesale sales, or to advance within related job fields. Students will study design principles and elements, color theory, drawing, space planning, industry guidelines and standards, and other factors utilized in kitchen and bath design. The program helps to prepare students for National Kitchen and Bath Association (NKBA) certifications. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits
ARC141 . . . . . Architectural CAD I: Introduction (3) AND
ARC142 . . . . . Architectural CAD II: Plans and Elevations + (3) AND
INT122 . . . . . Digital Visualization for Design (3) OR
INT100 . . . . . Interior Design Drafting (3) AND
INT122 . . . . . Digital Visualization for Design (3) AND
INT140 . . . . . Introduction to CAD for Interior Design (3). . . . 9

INT105 . . . . . Introduction to Interior Design 3

INT145 . . . . . Drawing and Rendering (3) OR
INT145AA. . . . . Sketching and Visualization + (1.5) AND
INT145AB. . . . . Rendering + (1.5). 3

INT190 . . . . . Space Planning +. 3

INT211 . . . . . Interior Materials and Specifications + (3) OR
INT211AA . . . . . Interior Materials + (1.5) AND
INT211AB . . . . . Material Specifications + (1.5) 3

INT230 . . . . . Presentation Techniques + ... 3

INT240 . . . . . Kitchen and Bath Design + (3) OR
INT240AA . . . . . Bath Design + (1.5) AND
INT240AB . . . . . Kitchen Design + (1.5) 3

Restricted Electives: 3 Credits
Select one course from the following:
COM100 . . . . . Introduction to Human Communication 3
COM263 . . . . . Elements of Intercultural Communication 3
EPS150 . . . . . Introduction to Entrepreneurship 3
INT115 . . . . . Historical Architecture and Furniture 3
INT120 . . . . . Modern Architecture and Furniture 3
INT150 . . . . . Color and Design 3
INT215 . . . . . Professional Practices + ... 3
MGT253 . . . . . Owning and Operating a Small Business 3

CONTACT: Ms. C. Golab, Program Director:
(602) 285.7608 and/or
coreen.golab@phoenixcollege.edu

Interior Design Technology

Certificate of Completion — CCL 5071
24 Credits

The Certificate of Completion (CCL) in Interior Design Technology is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in an Interior Design or related office. Computer-aided design using AutoCAD, Revit, Sketchup, and the Adobe Creative Suite forms the core of this program. An Associate in Applied Science (AAS) in Interior Design and an Associate in Applied Science (AAS) in Architectural Technology are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits
ARC141 . . . . . Architectural CAD I: Introduction (3) AND
ARC142 . . . . . Architectural CAD II: Plans and Elevations + (3) AND
INT122 . . . . . Digital Visualization for Design (3) OR
INT100 . . . . . Interior Design Drafting (3) AND
INT122 . . . . . Digital Visualization for Design (3) AND
INT140 . . . . . Introduction to CAD for Interior Design (3) 9

INT145 . . . . . Drawing and Rendering (3) OR
INT145AA . . . . . Sketching and Visualization + (1.5) AND
INT145AB . . . . . Rendering + (1.5) 3

INT230 . . . . . Presentation Techniques + ... 3
ARC/INT250 . . . . . Basic Revit + ... 3
ARC265/INT251 . . . Sketchup I: Introduction to Sketchup 3

Restricted Electives: 3 Credits
Select one course from the following:
COM100 . . . . . Introduction to Human Communication 3
COM263 . . . . . Elements of Intercultural Communication 3
EPS150 . . . . . Introduction to Entrepreneurship 3
INT105 . . . . . Introduction to Interior Design 3
INT215 . . . . . Professional Practices + ... 3
MGT253 . . . . . Owning and Operating a Small Business 3

CONTACT: Ms. C. Golab, Program Director:
(602) 285.7608 and/or
coreen.golab@phoenixcollege.edu

Interior Design Upholstery and Soft Goods Production

Certificate of Completion — CCL 5074
30 Credits

The Certificate of Completion (CCL) in Interior Design Upholstery and Soft Goods Production is intended to provide students with the knowledge and creative skills important to operating current commercial machinery and upholstery. The program prepares students for an entry-level career as an upholsterer or soft goods fabricator for residential and commercial applications. Students will study design principles, history and use of fabrics and textiles, colors, and upholstery techniques utilized in upholstery and soft goods production. Elective coursework also allows students to take specific courses preparing them for a particular segment of the industry they are most interested in pursuing. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits
INT105 . . . . . Introduction to Interior Design 3

INT/TEC126 . . . . . Sewing for the Home (3) OR
TEC128 . . . . . Home Upholstery (3) 3

INT145 . . . . . Drawing and Rendering (3) OR
INT145AA . . . . . Sketching and Visualization + (1.5) AND
INT145AB . . . . . Rendering + (1.5) 3

INT150 . . . . . Color and Design 3
INT156 . . . . . Furniture Upholstery I 3

INT157 . . . . . Furniture Upholstery II + ... 3
INT158 . . . . . Furniture Upholstery III + ... 3
INT159 . . . . . Furniture Upholstery IV + ... 3

INT160 . . . . . Fabrics for Interiors (3) OR
TEC222 . . . . . Textiles (3) 3

Restricted Electives: 3 Credits
Select one of the courses from the list for a total of 3 credits:
INT115 . . . . . Historical Architecture and Furniture 3
INT120 . . . . . Modern Architecture and Furniture 3
TEC114 . . . . . Textiles: Block Printing/Silk Screening 1
(May be repeated for a total of 3 credits)
TEC116 . . . . . Textiles: Stitchery and Embellishment 1
(May be repeated for a total of 3 credits)

CONTACT: Ms. C. Golab, Program Director:
(602) 285.7608 and/or
coreen.golab@phoenixcollege.edu

Interior Merchandising and Home Staging

Certificate of Completion — CCL 5429
21 Credits

The Certificate of Completion (CCL) in Interior Merchandising and Home Staging is intended to provide students with the knowledge and creative skills important to colorizing, visual merchandising, home-staging, and selecting furnishings and accessories. The program prepares students for entry-level career as a home decorator, retail merchandiser, home stager, model home merchandiser, etc. or to advance within these job fields. Students will study design principles and elements, color theory, drawing, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits
INT100 . . . . . Interior Design Drafting (3) OR
INT145 . . . . . Drawing and Rendering (3) OR
INT145AA. . . . . Sketching and Visualization + (1.5) AND
INT145AB. . . . . Rendering + (1.5) 3

INT105 . . . . . Introduction to Interior Design 3
INT115 . . . . . Historical Architecture and Furniture 3
INT120 . . . . . Modern Architecture and Furniture. 3
INT150 . . . . . Color and Design 3
INT160 . . . . . Fabrics for Interiors 3

INT215 . . . . . Professional Practices + (3) OR
MGT251 . . . . . Human Relations in Business (3) OR
MGT253 . . . . . Owning and Operating a Small Business (3) . . 3

Restricted Electives: None.

CONTACT: Mr. J. Weddle, Coordinator, Commercial Music Studies:
(602) 285-7555 and/or
lisa.saper-bloom@phoenixcollege.edu

Music Industries: Music Business

Associate in Applied Science — AAS 3017
60-67 Credits

The Associate in Applied Science (AAS) in Music Industries: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-26 Credits
MGT253 . . . . . Owning and Operating a Small Business 3
MKT110 . . . . . Marketing and Social Networking 3
MKT271 . . . . . Principles of Marketing 3
MUC109. . . . . Music Business: Content Creation and Copyright 3
MUC110 . . . . . Music Business: Marketing and Monetization . . . 3

MTC180 . . . . . Computer Literacy for Musicians + (3) OR
MUC180. . . . . Computer Literacy for the Music Business (3) . . . 3
Note: Students who have not already completed MTC180 must take MUC180.

MUC209. . . . . Music Industry Entrepreneurship + ... 3
MUC293. . . . . Self Promotion for Music 1

Music Industry Capstone Experience
MUC290AA . . . . . Music Business Internship + (1) OR
MUC296WA. . . . . Cooperative Education + (1) OR
MUC298AA . . . . . Special Projects + (1). 1
Overview of Music Genres
MUC242. . . . . Music Genres and Styles (2) OR
MHL155 . . . . . Survey of American Music (3). 2-3

Restricted Electives: 12-13 Credits
Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from Required Courses area may not be used.

Business and Marketing
GBS+++ Any GBS General Business course(-s)
MKT+++ Any MKT Marketing course(-s)
MUC+++ Any MUC Music: Commercial/Business course(-s)

Music Production
MTC+++ Any MTC Music: Theory/Composition course(-s)
MUC+++ Any MUC Music: Commercial/Business course(-s)

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course(-s)
MUP+++ Any MUP Music: Performance course(-s)

General Electives: 0-1 Credits
Select courses 100-level or higher to complete a minimum of 60 semester credits. Consult with an Academic and/or Program Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) OR
ENG111. . . . . Technical and Professional Writing + (3). 6
ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

Oral Communication:
COM100. . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225. . . . . Public Speaking + (3) OR
COM230. . . . . Small Group Communication (3) 3
Consult with an academic advisor about specific COM requirements if intending to transfer.

Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review (5) OR
MAT146 . . . . . College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits
Humanities, Arts and Design:
Any approved general education course from the Humanities, Arts and Design [HU] area 3
Social-Behavioral Sciences:
Any approved general studies education from the Social-Behavioral Sciences [SB] area 3
Natural Sciences:
Any approved general studies education from the Natural Sciences area 4

CONTACT: Mr.J. Weddle, Coordinator, Commercial Music Studies: (602) 285-7555 and/or
lisa.saper-bloom@phoenixcollege.edu

Music Business I

Certificate of Completion — CCL 5106
16 Credits

The Certificate of Completion (CCL) in Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a Certificate of Completion (CCL) in Music Business II available as well as an Associate in Applied Science (AAS) in Music Industries: Music Business.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16 Credits
MGT253 . . . . . Owning and Operating a Small Business 3

MKT110 . . . . . Marketing and Social Networking (3) OR
MKT271 . . . . . Principles of Marketing (3) 3

MUC109 . . . . . Music Business: Content Creation and Copyright 3
MUC110 . . . . . Music Business: Marketing and Monetization . 3
MUC293 . . . . . Self Promotion for Music 1

MTC180 . . . . . Computer Literacy for Musicians + (3) OR
MUC180 . . . . . Computer Literacy for the Music Business (3) . 3
Note: Students who have not already completed MTC180 must take MUC180.

Restricted Electives: None.

CONTACT: Mr. J. Weddle, Coordinator, Commercial Music Studies: (602) 285-7555 and/or
lisa.saper-bloom@phoenixcollege.edu

Music Business II

Certificate of Completion — CCL 5258
35-37 Credits

The Certificate of Completion (CCL) in Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industries: Music Business is available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-26 Credits
MGT253 . . . . . Owning and Operating a Small Business 3
MKT110 . . . . . Marketing and Social Networking 3
MKT271 . . . . . Principles of Marketing 3
MUC109 . . . . . Music Business: Content Creation and Copyright 3
MUC110 . . . . . Music Business: Marketing and Monetization . . . 3

MTC180 . . . . . Computer Literacy for Musicians + (3) OR
MUC180 . . . . . Computer Literacy for the Music Business (3) . . . 3
Note: Students who have not already completed MTC180 must take MUC180.

MUC209 . . . . . Music Industry Entrepreneurship + ... 3
MUC293 . . . . . Self Promotion for Music 1

Music Industry Capstone Experience
MUC290AA . . . . . Music Business Internship + (1) OR
MUC296WA . . . . . Cooperative Education + (1) OR
MUC298AA . . . . . Special Projects (1) 1
Overview of Music Genres
MUC242 . . . . . Music Genres and Styles (2) OR
MHL155 . . . . . Survey of American Music (3) 2-3

Restricted Electives: 10-11 Credits
Students should work with their program advisor to select 10-11 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from Required Courses area may not be used.

Music Business and Marketing
GBS+++ Any GBS General Business course
MKT+++ Any MKT Marketing course
MUC+++ Any MUC Music: Commercial/Business course

Music Production
MTC+++ Any MTC Music: Theory/Composition course
MUC+++ Any MUC Music: Commercial/Business course

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course
MUP+++ Any MUP Music: Performance course

General Electives: None.

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Pattern Design, Level I

Certificate of Completion — CCL 5947
17-23 Credits

The Certificate of Completion (CCL) in Pattern Design, Level I trains students to create patterns using flat patterns, draping methods, and grading. A Certificate of Completion (CCL) in Pattern Design: Level II is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 17-23 Credits

TEC110 . . . . . Beginning Apparel Construction (3) OR permission of Program Director 0-3

TEC111 . . . . . Intermediate Apparel Construction + (3) OR permission of Program Director 0-3

TEC112AQ . . . . . Pattern Alteration and Fit + ... 2
TEC122. . . . . Sewing with Knits + ... 3
TEC124. . . . . Advanced Apparel Construction + ... 3
TEC225. . . . . Pattern Design I + ... 3
TEC226. . . . . Draping for Fashion Design + ... 3
TEC231. . . . . Pattern Grading + ... 3

Restricted Electives: None.

Visual and Performing Arts

CONTACT: Ms. C. Brandom, Department Chair:
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Pattern Design, Level II

Certificate of Completion — CCL 5949
35-41 Credits

The Certificate of Completion (CCL) in Pattern Design, Level II enhances skills for advanced flat pattern design, draping pattern drafting, computer-assisted pattern making, and pattern making for industry.

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

Admission Criteria: None

Program Prerequisites: None.

Required Courses: 35-41 Credits
The following courses are required and included in CCL/5947 Pattern Design, Level I (17-23 credits):

TEC110 . . . . . Beginning Apparel Construction (3) OR permission of Program Director 0-3

TEC111 . . . . . Intermediate Apparel Construction + (3) OR permission of Program Director 0-3

TEC112AQ . . . . . Pattern Alteration and Fit + ... 2
TEC122. . . . . Sewing with Knits + ... 3
TEC124. . . . . Advanced Apparel Construction + ... 3
TEC225. . . . . Pattern Design I + ... 3
TEC226. . . . . Draping for Fashion Design + ... 3
TEC231. . . . . Pattern Grading + ... 3

The following courses are required and included in CCL/5949 Pattern Design, Level II (18 credits):

TEC224. . . . . Pattern Drafting + ... 2
TEC228. . . . . Advanced Draping for Fashion Design + ... 3
TEC230 . . . . . Pattern Design II + ... 3
TEC233 . . . . . Computer-Assisted Pattern Making + ... 3
TEC234 . . . . . Vintage Fashion Design + ... 3
TEC238 . . . . . Industry Patternmaking Standards + ... 1
TEC270. . . . . Design Studio + ... 3

Restricted Electives: None.

CONTACT: Ms. J. Laffoon, Coordinator, Photography Studies:
(602) 285-7280 and/or
lisa.saper-bloom@phoenixcollege.edu

Photography

Associate in Applied Science — AAS 3195
60-64 Credits

The Associate in Applied Science (AAS) in Photography program is designed for the student who wishes to pursue a career in photography, either commercial or fine arts. Students will study digital and traditional film-based (darkroom) media, content and image selection, and the theory and practice of visual communication.

Program Notes: Students must earn a grade of C or better for all courses required within the program. There will be costs for supplies and equipment in this program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 26-28 Credits

ARH101 . . . . . Prehistoric Through Gothic Art (3) OR
ARH102 . . . . . Renaissance Through Contemporary Art (3) . . 3

ARH115 . . . . . History of Photography 3
ART100 . . . . . Introduction to Digital Arts 1
ART112. . . . . Two-Dimensional Design 3
ART113. . . . . Color. 3
ART131. . . . . Photography I. 3
ART132. . . . . Photography II + ... 3
ART142. . . . . Introduction to Digital Photography 3
ART143. . . . . Intermediate Digital Photography + ... 3

ART255 . . . . . Art Marketing (3) OR
ART255AB . . . . . The Portfolio (1) 1-3

Restricted Electives: 8-20 Credits
Complete all courses in the specialization below that best aligns with your academic and professional goals.

Specialization I: Commercial Photography (13-20 credits)
ART138. . . . . Commercial Photography I +. 3
ART139. . . . . Commercial Photography II + ... 3

ART140 . . . . . Portrait Photography + (3) OR
ART237 . . . . . Fashion Photography + (3) 3

SBS200 . . . . . Small Business Operations 2

MKT110 . . . . . Marketing and Social Networking (3) OR
MKT263 . . . . . Advertising Principles (3) OR
MKT271 . . . . . Principles of Marketing (3) OR
SBS204 . . . . . Small Business Marketing and Advertising (2) 2-3

In consultation with advisor or program coordinator, choose up to six (6) credits of coursework from the following list to best fulfill goals and complete a minimum of 60 credits required for the AAS.
ADA/ART169 . . . . . 2D Media Design + ... 3
ADA/ART177 . . . . . Digital Photographic Imaging + ... 3
ART111 . . . . . Drawing I 3
ART116 . . . . . Life Drawing I 3
ART137 . . . . . Alternative Photographic Processes 3
ART178 . . . . . Digital Arts Studies + ... 3
ART181 . . . . . Graphic Design I + ... 3
ART234 . . . . . Color Photography I + ... 3
ART270 . . . . . Digital Photographic Imaging II + ... 3
ART290AC . . . . . Studio Art + ... 3
ART290EC . . . . . Studio Art: Photography + ... 3
ART290MC . . . . . Studio Art: Digital Photography + ... 3
ART295DA . . . . . Art Workshop/Seminar: Photography + ... 1
ART295DB . . . . . Art Workshop/Seminar: Photography + ... 2
ART295DC . . . . . Art Workshop/Seminar: Photography + ... 3
ART297AA . . . . . Commercial Art Internship (1) OR
ART297AB . . . . . Commercial Art Internship (2) + ... 1 -2
FMP108 . . . . . Video Production 3

Specialization II: Fine Art Photography (8-15 credits)
ART133 . . . . . Photography III + ... 3
ART137 . . . . . Alternative Photographic Processes 3

Select 2-9 credits from the following:
ADA/ART169 . . . . . 2D Media Design + ... 3
ADA/ART177 . . . . . Digital Photographic Imaging I + ... 3
ART111 . . . . . Drawing I 3
ART116 . . . . . Life Drawing I 3
ART134 . . . . . Photography IV + ... 3
ART178 . . . . . Digital Arts Studies + ... 3
ART234 . . . . . Color Photography I + ... 3
ART250 . . . . . Introduction to Printmaking + ... 3
ART270 . . . . . Digital Photographic Imaging II + ... 3
ART274 . . . . . Digital Photographic Imaging III + ... 3
ART290AC . . . . . Studio Art + ... 3
ART290EC . . . . . Studio Art: Photography + ... 3
ART290MC . . . . . Studio Art: Digital Photography + ... 3
ART295DA . . . . . Art Workshop/Seminar: Photography + ... 1
ART295DB . . . . . Art Workshop/Seminar: Photography + ... 2
ART295DC . . . . . Art Workshop/Seminar: Photography + ... 3
ART297AA . . . . . Commercial Art Internship + ... 1
SBS200 . . . . . Small Business Operations 2
SBS204 . . . . . Small Business Marketing and Advertising . . . 2

General Electives: 0-7 Credits
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Consult with the Program Director or an Academic Advisor.

Recommend that students interested in transferring to a four-year institution to earn a bachelor's degree take courses that fulfill any unmet Arizona General Education Curriculum (AGEC) requirements.

General Education: 19-25 Credits

CORE: 12-18 Credits
First-Year Composition:
ENG101 . . . . . First-Year Composition + (3) OR
ENG107 . . . . . First-Year Composition for ESL + (3) AND
ENG102 . . . . . First-Year Composition + (3) OR
ENG108 . . . . . First-Year Composition for ESL + (3) 6
Oral Communication:
COM100 . . . . . Introduction to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM225 . . . . . Public Speaking + (3) OR
COM230 . . . . . Small Group Communication (3) 3
Critical Reading:
CRE101 . . . . . College Critical Reading and Critical Thinking + (3) OR
Equivalent as indicated by assessment 0-3
Mathematics:
MAT140 . . . . . College Mathematics + (5) OR
MAT141 . . . . . College Mathematics + (4) OR
MAT142 . . . . . College Mathematics + (3) OR
MAT145 . . . . . College Mathematics with Review + (5) OR
MAT146 . . . . . College Mathematics with Review (6) OR
Any approved general education course in the Mathematical Applications [MA] area (3-6) 3-6

DISTRIBUTION: 7 Credits
Humanities, Arts and Design:
Met by ARH101 OR ARH102 OR ARH115 OR ART131 in Required Courses 0
Social-Behavioral Sciences:
Any approved general education course in the Social-Behavioral Sciences [SB] area 3
Natural Sciences:
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area . . . 4

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Sequential Art

Certificate of Completion — CCL 5177
40 Credits

The Certificate of Completion (CCL) in Sequential Art develops knowledge and skills in the area of sequential art, including but not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. Students will develop diverse narratives that reflect cultural, historical, and social diversity. The program provides the student with an understanding of writing for sequential art, illustration techniques, and digital media tools for illustration, layout and publication. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as illustrator, comic book artist, storyboarder, cartoonist, penciler, inker, colorist, letterer, production artist, game designer, and comic book writer. An Associate in Applied Science (AAS) in Illustration and Sequential Art is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 40 Credits
ADA/ART169 . . . . . 2D Media Design + ... 3
ADA/ART177 . . . . . Digital Photographic Imaging I + ... 3
ADA/ART289 . . . . . Computer Illustration + ... 3
ART100 . . . . . Introduction to Digital Arts 1
ART111 . . . . . Drawing I 3

ART113 . . . . . Color (3) OR
ART114 . . . . . Digital Color (3) 3

ART116 . . . . . Life Drawing I 3
ART119 . . . . . Penciling for Comic and Sequential Art 3
ART120 . . . . . Inking for Comic and Sequential Art 3
ART178 . . . . . Digital Arts Studies + ... 3
ART219 . . . . . Coloring, Toning and Lettering for Comic and Sequential Art 3
ART220 . . . . . Publishing for the Comic Industry 3
ART221 . . . . . Comics Creation 3

CRW172 . . . . . Introduction to Comic Book Writing (3) OR
CRW176 . . . . . Writing Narrative for Video Games (3

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre

Certificate of Completion — CCL 5462
21-48 Credits

The Certificate of Completion (CCL) in Technical Theatre is designed to prepare students for a wide range of careers within theatre operations and production. The curriculum includes a foundation of applied skills within technical theatre including backstage personnel skills, as well as hands-on experience working on live theatre productions and events. Students may select from a choice of specializations in audio, costuming, group/solo cosplay, hair and makeup, lighting, properties, puppetry, and set/scenic construction. Program graduates can directly enter the workforce into positions such as cosplay actor, puppeteer, sound engineer, lighting technician, carpenter, scenic painter, stage crew, stage management, wardrobe crew, costume stitcher, costume crafts apprentice, and hair/makeup artist in a range of settings including live theatre, television and film, conferences and events, attractions and shows.

Students can earn an embedded Certificate of Completion (CCL) in Stage Crew along with one additional area: Audio Technician, Costuming, Group/Solo Cosplay, Hair and Makeup, Lighting, Properties, Puppetry, and Set/Scenic construction. An Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre is also available for students interested in university transfer.

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

Students should select an area of specialization based on their personal, academic, and professional goals. Students should speak to a program director or academic advisor for details.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 14-23 Credits
ENG101 . . . . . First Year Composition + ... 0-3
Students who intend to take THE220 must take ENG101.

THE111 . . . . . Introduction to Theatre 3

THE220 . . . . . Modern Drama + (3) OR
THP225 . . . . . Visual Script Analysis (3) OR
THP291AC . . . . . Summer Conservatory: Script Analysis (ACT) + (1) . . 1-3

THP201AB . . . . . Theatre Production II (2) OR
THP203 . . . . . Technical Theatre Production (3 2-3

THP213 . . . . . Introduction to Technical Theatre 4
THP251 . . . . . Safety Practices in Theatre and Film Production . . . 1
THP266 . . . . . Production Careers in Technical Theatre 1
THP269 . . . . . Technical Theatre Portfolio Development 1
THP296++ . . . . . Cooperative Education + ... 1-4

Restricted Electives: 7-25 Credits
Students must also select and complete one of the following specialization areas in Technical Theatre based on their personal, academic, and professional goals. Speak to a program director or academic advisor for details.

Specialization 1: Audio Technician (10-11 credits)
MUC122 . . . . . Sound Design I + ... 3
MUC197 . . . . . Live Sound Reinforcement I 3
MUC198 . . . . . Live Sound Reinforcement II + ... 3

THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202 . . . . . Theatre Production Projects (1) OR
THP202AB . . . . . Theatre Production I Electrics (1) 1-2

Specialization 2: Cosplay I (12-13 credits)
TEC111 . . . . . Intermediate Apparel Construction (3) OR
THP206 . . . . . Introduction to Costume Construction for Theatre (4) 3-4

THF115 . . . . . Makeup for Stage and Screen 3
THP208 . . . . . Costume Play Solo Performance Practicum . . . 3
THP250 . . . . . Stage Properties 3

Specialization 3: Cosplay II (24-25 credits)
CIS103 . . . . . Introduction to Social Media (3) OR
MKT110 . . . . . Marketing and Social Networking (3) 3

TEC111 . . . . . Intermediate Apparel Construction (3) OR
THP206 . . . . . Introduction to Costume Construction for Theatre (4) 3-4

THF115 . . . . . Makeup for Stage and Screen 3
THF215 . . . . . Advanced Makeup Techniques for Stage and Screen + ... 3
THF216 . . . . . Wig and Hair Production for Theatre and Film . 3
THP208 . . . . . Costume Play Solo Performance Practicum . . . 3
THP209 . . . . . Costume Play Group Performance Practicum . 3
THP250 . . . . . Stage Properties 3

Specialization 4: Costuming (8-9 credits)
THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AC . . . . . Theatre Production I Costume Shop (1) 1-2

THP206 . . . . . Introduction to Costume Construction for Theatre 4

Students should work with their program advisor to select 3 credits that align with the academic/career goals and further their development in the area of Costuming.

TEC113 . . . . . Textiles: Dyeing (1) AND
TEC114 . . . . . Textiles: Block Printing/Silk Screening (1) AND
TEC115 . . . . . Textiles: Hand Painting (1) OR
TEC225 . . . . . Pattern Design I (3) OR

THF115 . . . . . Makeup for Stage and Screen (3) 3

Specialization 5: Hair and Makeup (10-11 credits)
THF115 . . . . . Makeup for Stage and Screen. 3
THF215. . . . . Advanced Makeup Techniques for Stage and Screen + ... 3
THF216. . . . . Wig and Hair Production for Theatre and Film . 3

THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AC . . . . . Theatre Production I Costume Shop (1) 1-2

Specialization 6: Lighting (7-8 credits)
THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AB . . . . . Theatre Production I Electrics (1) 1-2

THP216. . . . . Beginning Stage Lighting 3
THP263 . . . . . Entertainment Industry Drafting I: 2D CAD . . . 3

Specialization 7: Properties (7-9 credits)
THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AA . . . . . Theatre Production I Scene Shop (1) OR
THP202AC . . . . . Theatre Production I Costume Shop (1) 1-2

THP206 . . . . . Introduction to Costume Construction for Theatre (4) OR
THP267 . . . . . Painting Techniques for Film, TV and Theatre + (3) . . 3-4

THP250 . . . . . Stage Properties 3

Specialization 8: Puppetry (14-15 credits)
THP112. . . . . Acting I (3) OR
THP151. . . . . Theatre for Youth (3) 3

THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AA . . . . . Theatre Production I Scene Shop (1) OR
THP202AC . . . . . Theatre Production I Costume Shop (1) 1-2

THP206 . . . . . Introduction to Costume Construction for Theatre. 4
THP219. . . . . Introduction to Puppetry 3
THP250 . . . . . Stage Properties 3

Specialization 9: Set/Scenic Construction (10-11 credits)
ARC141 . . . . . Architectural CAD I: Introduction (3) OR
CAD100 . . . . . Fundamentals of 2D AutoCAD (3). 3

THP201AA . . . . . Theatre Production I OR (1)
THP201AB . . . . . Theatre Production II (2) OR
THP202AA . . . . . Theatre Production I Scene Shop (1) 1-2

THP263 . . . . . Entertainment Industry Drafting I: 2D CAD . . . 3

THP267 . . . . . Painting Techniques for Film, TV and Theatre + (3) OR
WLD102 . . . . . Basic Welding Metal Sculpture (3) 3

CONTACT: Dr. C. Marín, Program Director:
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christina.marín@phoenixcollege.edu

Technical Theatre: Audio Technician

Certificate of Completion — CCL 5077N
11-12 Credits

The Certificate of Completion (CCL) in Technical Theatre: Audio Technician is designed to prepare students to apply live sound reinforcement in theatre productions. Classes include instruction in live sound reinforcement, setting up equipment, and sound design for theatrical productions. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 11-12 Credits
MUC122 . . . . . Sound Design I + ... 3
MUC197 . . . . . Live Sound Reinforcement I 3
MUC198 . . . . . Live Sound Reinforcement II + ... 3

THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202 . . . . . Theatre Production Projects (1) OR
THP202AB . . . . . Theatre Production I Electrics (1) 1-2

THP251. . . . . Safety Practices in Theatre and Film Production . . 1

Restricted Electives: None.

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(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre: Costuming

Certificate of Completion — CCL 5090N
8-9 Credits

The Certificate of Completion (CCL) in Technical Theatre: Costuming is designed to provide students with skills in the acquisition, construction, alteration, and maintenance of costumes for theatrical performances. Courses include instruction in costume construction, theory and period styles. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 5-6 Credits
THP201AA . . . . . .Theatre Production I (1) OR
THP201AB . . . . . .Theatre Production II (2) OR
THP202AC . . . . . .Theatre Production I Costume Shop (1) 1-2

THP206 . . . . . .Introduction to Costume Construction for Theatre . . 4

Restricted Electives: 3 Credits
Students should select courses for a total of 3 credits based on their career goal. Speak to a Program Director for additional information.
TEC113 . . . . . .Textiles: Dyeing 1
TEC114 . . . . . .Textiles: Block Printing/Silk Screening 1
TEC115 . . . . . .Textiles: Hand Painting 1
TEC225. . . . . .Pattern Design I. 3
THF115 . . . . . .Makeup for Stage and Screen. 3

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre: Lighting

Certificate of Completion — CCL 5095N
12-13 Credits

The Certificate of Completion (CCL) in Technical Theatre: Lighting is designed to provide students with skills in lighting for theatrical performances. Courses Include instruction in basic circuiting and dimmer application, lighting plots, programming, hanging and focus of lighting instruments, light board operation, and safety in the theatre. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12-13 Credits
THP201AA . . . . . .Theatre Production I (1) OR
THP201AB . . . . . .Theatre Production II (2) OR
THP202AB . . . . . .Theatre Production I Electrics (1) 1-2

THP213. . . . . .Introduction to Technical Theatre 4
THP216 . . . . . .Beginning Stage Lighting 3
THP251. . . . . .Safety Practices in Theatre and Film Production . 1
THP263 . . . . . .Entertainment Industry Drafting I: 2D CAD . . . 3

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre: Properties

Certificate of Completion — CCL 5098N
12-14 Credits

The Certificate of Completion (CCL) in Technical Theatre: Properties is designed to provide students with skills in the acquisition, construction, alteration, maintenance, and repair of properties for theatrical performances. Courses include instruction in prop construction, sewing, use of tools, and creation and maintenance of production paperwork. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. + 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: None.

Program Prerequisites: None.

Required Courses: 12-14 Credits
THP201AA . . . . . .Theatre Production I (1) OR
THP201AB . . . . . .Theatre Production II (2) OR
THP202AA. . . . . .Theatre Production I Scene Shop (1) OR
THP202AC . . . . . .Theatre Production I Costume Shop (1) 1-2

THP206 . . . . . .Introduction to Costume Construction for Theatre (4) OR
THP267 . . . . . Painting Techniques for Film, TV and Theatre + (3) 3-4

THP213. . . . . .Introduction to Technical Theatre 4
THP250 . . . . . .Stage Properties 3
THP251. . . . . .Safety Practices in Theatre and Film Production . 1

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre: Puppetry

Certificate of Completion — CCL 5148N
15-16 Credits

The Certificate of Completion (CCL) in Technical Theatre: Puppetry is designed to provide students with skills in puppetry for theatrical performances. Courses include instruction in the creation and operation of puppets in performance. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

indicates program is shared by other MCCCD colleges.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15-16 Credits
THP112 . . . . . Acting I (3) OR
THP151 . . . . . Theatre for Youth (3) 3

THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AA . . . . . Theatre Production I Scene Shop (1) OR
THP202AC . . . . . Theatre Production I Costume Shop (1) 1-2

THP206 . . . . . Introduction to Costume Construction for Theatre . . 4
THP219 . . . . . Introduction to Puppetry 3
THP250 . . . . . Stage Properties 3
THP251 . . . . . Safety Practices in Theatre and Film Production . 1

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre: Set/Scenic Construction

Certificate of Completion — CCL 5096N
9-10 Credits

The Certificate of Completion (CCL) in Technical Theatre: Set/Scenic Construction is designed to provide students with skills in the construction of sets for theatrical performances. Courses include instruction in theatrical set and scene construction, use of scene shop tools, materials and hardware. Plan reading and safety for set and scenic construction are also emphasized. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-10 Credits
THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AA . . . . . Theatre Production I Scene Shop (1) 1-2

THP213 . . . . . Introduction to Technical Theatre 4
THP251 . . . . . Safety Practices in Theatre and Film Production . 1

THP267 . . . . . Painting Techniques for Fllm, TV and Theatre + (3) OR
WLD102 . . . . . Basic Welding Metal Sculpture (3) 3

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marín@phoenixcollege.edu

Technical Theatre: Stage Crew Technician

Certificate of Completion — CCL 5099N
6-7 Credits

The Certificate of Completion (CCL) in Technical Theatre: Stage Crew Technician is designed to provide students with skills to work on theatrical productions as part of the stage crew. The courses include instruction in general theatre knowledge and safety and provide opportunities for hands-on theatrical production experience. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-7 Credits
THP201AA . . . . . Theatre Production I (1) OR
THP201AB . . . . . Theatre Production II (2) OR
THP202AA . . . . . Theatre Production I Scene Shop (1) OR
THP202AB . . . . . Theatre Production I Electrics (1) 1-2

THP213 . . . . . Introduction to Technical Theatre 4
THP251 . . . . . Safety Practices in Theatre and Film Production . 1

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Time-Based Media

Certificate of Completion — CCL 5170
40 Credits

The Certificate of Completion (CCL) in Time-Based Media develops knowledge and skills in the area of time-based media, including but not limited to the production of still and time-based media, media production techniques, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of media and photographic techniques, use of production equipment, media production terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupational areas such as media production, marketing, publishing, motion graphics, photography, freelance artist designer, and web and interactivity design. An Associate in Applied Science (AAS) in Animation and Time-Based Media is also available.

An "N" after the Major Code (Ex.: 5947**N**) indicates program is not approved by the Department of Education for financial assistance.

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. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28 Credits

ADA/ART169 . . . . . 2D Media Design + (3) OR
ART178. . . . . Digital Arts Studies + (3). 3

ADA/ART177 . . . . . Digital Photographic Imaging I +. 3
ADA/ART/MMT184 . Digital Animation I + ... 3
ART100 . . . . . Introduction to Digital Arts 1
ART142. . . . . Introduction to Digital Photography 3

ART111 . . . . . Drawing I (3) OR
ART116. . . . . Life Drawing I (3). 3

ART/COM/STO150 . . Digital Storytelling (3) OR
FMT121 . . . . . Story Theory for Film, Television and Media (3) OR
JRN203 . . . . . Writing for Online Media + (3) 3

ART202 . . . . . Media Productions I + (3) OR
FMP108 . . . . . Video Production (3) 3

ART279 . . . . . Media Productions II + (3) OR
FMP215 . . . . . Digital Video Effects + (3). 3

MTC191 . . . . . Electronic Music I (3) OR
MUC122. . . . . Sound Design I (3). 3

Restricted Electives: 12 Credits
Complete twelve (12) credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

Photography Focus Area
ART131. . . . . Photography I. 3
ART138. . . . . Commercial Photography I +. 3
ART140. . . . . Portrait Photography + ... 3
ART143. . . . . Intermediate Digital Photography + ... 3
ART270 . . . . . Digital Photographic Imaging II + ... 3

Audio Focus Area
FMP114 . . . . . Audio Production + ... 3
MTC191 . . . . . Electronic Music I 3
MTC192 . . . . . Electronic Music II + ... 3
MUC122. . . . . Sound Design I 3
MUC195. . . . . Studio Music Recording I 3
MUC222. . . . . Sound Design II + ... 3

Media Production Focus Area
ART/COM/STO145 . . Digital Storybook 1
ART/MMT190 . . . . Art of Web Site Design + ... 3
ART192. . . . . Advanced Web Presentation Design +. 3
ART/THP246 . . . . . Digital Fabrication 3
CIS133DA. . . . . Internet/Web Development Level I. 3
FMP204 . . . . . Advanced Video Production +. 3
FMP215 . . . . . Digital Video Effects + ... 3
FMT151 . . . . . TV and New Media Production + ... 3

Motion Graphics Focus Area
ART116. . . . . Life Drawing I 3
ART174. . . . . Electronic Color Principles + ... 1
ART/MMT185 . . . . 3D Modeling and Animation I + ... 3
ART200 . . . . . Animation and Interactivity 3
ART240 . . . . . Cinematography and Directing for 2D/3D Animation + ... 3
ART273AC . . . . . Special Topics: Multimedia Arts + ... 3
ART287 . . . . . 3D Character Animation +. 3
FMP215 . . . . . Digital Video Effects + ... 3

MILITARY SCIENCE

CONTACT: Mr. B. Williams
(602) 285.7234

Reserve Officers Training Corps (ROTC) — Aerospace Studies/Military Science

Through an arrangement with Arizona State University at Tempe, students at Phoenix College can take freshman and sophomore year classes in ROTC. Students register for the classes at Phoenix College and take the courses at Arizona State University. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in (Army) Military Science or (Air Force) Aerospace Studies. For further information, see below or contact Army ROTC at (480) 965.3318 or Air Force ROTC at (480) 965.3181.

AEROSPACE (AIR FORCE)

Purpose: The Department of Aerospace Studies curriculum consists of the general military course and history for freshmen and sophomores (AES 101, 102, 201, 202) and the Professional Officer Course for juniors and seniors (AES 301, 302, 401, 402).

General Qualifications: A man or woman entering Air Force Reserve Officer Training Corps (AFROTC) must be the following: (1) a citizen of the United States (noncitizens may enroll, but must obtain citizenship before commissioning); (2) of sound physical condition; and (3) at least 17 years of age for scholarship appointment or admittance to the Professional Officer Course (POC). Additionally, scholarship recipients must be able to fulfill commissioning requirements by age 25. If designated for flying training, the student must be able to complete all commissioning requirements prior to age 26 and a half; other categories must be able to complete all commissioning requirements before age 30.

Four-Year Program (GMC and POC). A formal application is not required for students entering the four-year program. A student may enter the program by simply registering for one of the general military course (GMC) classes at the same time and in the same manner as other courses. GMC students receive two semester hours of credit for each AES 100 and 200 class completed a total of eight semester hours. GMC students not on AFROTC scholarship incur no military obligation. Each candidate for commissioning must pass an Air Force aptitude test and a physical examination and be selected by a board of Air Force officers. If selected, the student then enrolls in the POC the last two years of the Air Force ROTC curriculum. Students attend a four-week field training course at an Air Force base normally between the sophomore and junior year. Upon successful completion of the POC and the college requirements for a degree, the student is commissioned in the U.S. Air Force as a second lieutenant. The new officer then enters active duty or may be granted an educational delay to pursue graduate work.

Two-Year Program (POC). The basic requirement for entry into the two-year program is that the student have two academic years of college work remaining, either at the undergraduate or graduate level. Applicants seeking enrollment in the two-year program must pass an Air Force aptitude and medical examination and be selected by a board of Air Force officers. After successfully completing a six-

week field training course at an Air Force base, the applicant may enroll in the professional officer course in the AFROTC program. Upon completion of the POC and the college requirements for a degree, the student is commissioned.

Qualifications for Admittance to the Professional Officer Course (POC). (1) The four-year student must successfully complete the general military course and the four-week field training course. (2) The two-year applicant must complete a six-week field training course. (3) All students must pass the Air Force Officer Qualifying Test (AFOQT). (4) All students must pass the Air Force physical examination. (5) All students must maintain the minimum GPA required by the college.

Pay and Allowances. POC members in their junior and senior years receive $200 per month for a maximum of 20 months of POC attendance. Students are also paid to attend field training. In addition, uniforms, housing, and meals are provided during field training at no cost to the student. Students are reimbursed for travel to and from field training.

Scholarships. AFROTC offers scholarships annually to outstanding young men and women on a nationwide competitive basis. Scholarships cover full college tuition for resident and non-resident students and provide an allowance for books, fees, supplies, and equipment, and a monthly tax-General allowance of $200. Scholarships are available on a four-, three, and two-year basis. To qualify for the four-year scholarship, a student must be a U.S. citizen and submit an application before December 1 of the senior year in high school. Interested students should consult their high school counselors or call AFROTC at ASU for application forms to be submitted to: HQ. AFROTC, Maxwell AFB, Alabama 36112-6633. Male and female students enrolled in AFROTC at ASU are eligible for three- and two-year scholarships. Those students interested must apply through the Department of Aerospace Studies. Consideration is given to academic grades, the score achieved on the AFOQT, and physical fitness. A board of officers considers an applicant's personality, character and leadership potential.

Flight Screening Program (FSP). A cadet designated to enter U.S. Air Force Undergraduate Pilot Training after graduation participates in FSP after the junior year in college. This program trains and motivates pilot candidates.

MILITARY SCIENCE (ARMY)

Purpose: The Department of Military Science, or Army ROTC (Reserve Officers' Training Corps), is a four-year or two-year program that consists of the basic and the advanced courses. It is one of the best leadership courses in the country and is part of a student's college curriculum. The curriculum prepares students with the tools, training, and experiences that will help them succeed in any competitive environment. During classes and field training, students learn firsthand what it takes to lead others and motivate groups and how to conduct missions as an officer in the U.S. Army. Upon successful completion of the advanced course and college graduation, students will earn a commission in the U.S. Army as a second lieutenant and become a leader for life.

In addition to the military science curriculum, courses in national defense studies are both an integral and parallel source of the department's program.

GENERAL INFORMATION

Basic Course. Any student who is enrolled in ASU (or approved by the professor of military science) can enroll in military science basic courses. The basic course (MIS 101, 102, 201, and 202) takes place during the first two years in college as elective courses. Each course includes a lab each semester. Students learn basic military skills and the fundamentals of leadership and begin the groundwork toward becoming an Army leader. Students may enroll in basic course classes without a military commitment.

Leader's Training Course (Two-Year Program). Scholars who want to achieve something even greater than a college degree and aspire to be leaders may join the Army ROTC program by attending a four-week summer Leader's Training Course (LTC) that consists of intense classroom and field training. This course is an accelerated version of the two-year basic course listed above and qualifies students for enrollment in the advanced course provided they have two years of college remaining (undergraduate or graduate). Students who attend this course receive a stipend; transportation to and from Fort Knox, Kentucky; housing; and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 205 Leader's Training Course. Students who attend this course may also qualify for a two-year scholarship upon successful completion.

Advanced Course. The advanced course takes place during a student's last two years in college as elective courses (MIS 301, 302, 401, and 402). Each course includes a lab each semester plus a summer leadership camp. Students learn advanced military tactics and gain experience in team organization, planning, and decision making. To benefit from the leadership training in the advanced course, all students must have completed either the basic course (four-year program) or have attended the LTC (two-year program). Students must meet the following qualifications to be enrolled in the advanced course:

1. be a citizen of the United States;
2. be of sound physical condition and pass the U.S. Army physical fitness test;
3. meet the required professional military educational requirements;
4. be at least 17 years of age for entrance into the advanced course and be able to complete all commissioning requirements before age 30 (which can be waivered to age 32); and
5. commit to accept a commission and serve as an officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation.

Leadership Development and Assessment Course (Advanced Course Program). Every ROTC cadet who enters into the Advanced Course attends the Leader Development and Assessment Course. It is a four-week summer course designed to evaluate and train all Army ROTC cadets. This course normally takes place between the junior and senior years of college and is conducted at Fort Lewis, Washington. Students who attend this course receive a stipend, transportation to and from camp, housing, and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 303 National Advanced Leadership Camp.

The Commitment. Army ROTC cadets who receive an Army ROTC scholarship or enter the Army ROTC Advanced Course must commit to being commissioned a second lieutenant in the U.S. Army and to completing a period of service with the Army. Students may serve full-time on active duty, part-time in either the U.S. Army Reserve or the Army National Guard, or a combination of full-time and part-time.

Scholarship Programs. Students who accept an Army ROTC scholarship must also commit to accepting a commission and serving as an Officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation. Scholarships provide either 100 percent costs for tuition, labs, and fees; or, costs for room and board up to the amount of tuition costs. In addition, scholarship students receive a book stipend of $450 per semester. Army ROTC offers two-, three-, and four-year scholarship programs to outstanding young men and women based on the time remaining to complete a degree.

Scholarships are awarded based on a student's merit and grades, not financial need.

1. High School four-year: The national high school four-year, active duty scholarship is for high school students planning on attending a four-year college program. Applications should be submitted by November 15. Applications submitted past that date are considered; however, late applications may not be as competitive due to selection time frames. Applications may be obtained at armyrotc.com/edu/azstate/index.htm.
2. College four-year: These active duty scholarships are for college freshmen in their First-Year of a five-year undergraduate plan. Contact the department for more information.
3. College three- and two-year: These active duty scholarships are for students already enrolled in a college or university with three or two academic years remaining.
4. Guaranteed Reserve Forces Duty: These reserve component, two- and three-year scholarships are strictly dedicated for those students desiring to serve in the U.S. Army Reserve or Army National Guard.

Living Expenses. Scholarship and all Advanced Course students also receive a monthly, nontaxable living allowance for each school year. The amount depends on a student's level in the ROTC curriculum: freshman: $300; sophomore: $350; junior: $450; senior: $500 per month.

Simultaneous Membership Program. Under this program, ROTC students may simultaneously be members of the Army Reserve or the National Guard. The combination of advanced course living allowance and pay for Army Reserve or National Guard participation can provide between $550 and $1,000 per month.

Graduate and Professional Studies Programs. Graduate students may also enroll in the ROTC program. Outstanding students who desire to earn graduate or professional degrees may request and receive an educational, active duty delay of up to four years.

Nurse Program. By joining Army ROTC, nursing students can enhance their leadership skills and critical-thinking abilities while obtaining financial support. Besides great scholarship opportunities, Army ROTC nurse cadets may also qualify for cash bonuses. In addition, nurse cadets have an opportunity for a unique summer nursing experience. The paid, three-week Nurse Summer Training Program assigns cadets to Army hospitals throughout the U.S. and Germany. This program is designed to introduce nurse cadets to the Army Medical Department and to the roles and responsibilities of an Army nurse. Cadets work under the supervision of an Army nurse and obtain hands-on experience. This one-on-one clinical experience allows students to hone their clinical skills, develop their problem-solving techniques, and become comfortable with developing their professional skills as a member of the U.S. Army Healthcare Team.

Being an Army nurse provides opportunities not found in the civilian world. Army nurses also have the opportunity to train and serve in a variety of specialties.

CONTACT: Honors Program Office
(602) 285.7305

Honors

The Phoenix College Honors Program provides opportunities for bright and talented students to make the most of their higher education through access to small classes, outstanding faculty, campus involvement, community service, travel, and interaction with other like-minded students. We promote intellectual, social, and personal development to help prepare you for an increasingly complex world.

There are two pathways into the Honors Program. Recent high school graduates may qualify by graduating with a 3.25 GPA or higher. Current Phoenix College students qualify once they have earned at least 12 college-level Maricopa credits and carry a cumulative GPA of 3.25 or higher. See the application for complete eligibility requirements. Qualified students must apply for the Program in the Honors office (Room HB-111).

To graduate with Honors Program designation, Honors students must complete at least 15 semester hours of Honors courses at Phoenix College and earn a cumulative GPA of 3.5. Call 602.285.7305 for more information.

Honors offerings vary from semester to semester: check with the Honors Office to verify.

Transfer Programs/ Options

The program to be followed at Phoenix College depends upon the requirements of the four-year institution to which the student plans to transfer and the specific major of the student. Students should consult the catalog of the institutions to which they expect to transfer. Faculty and academic advisors will assist students in their selection of courses for transfer.

Contact: Transfer Center
Information: 602.285.7110
Appointments: 602.285.7777

Associate in Arts – AA/8400

The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. See page 120 or visit the Transfer Center for more information.

CONTACT: Mr. E. Erspamer, Program Director:
(602) 285-7171 and/or
lisa.saper-bloom@phoenixcollege.edu

Art

Associate in Arts, Fine Art — AAFA 8105

"College Art" is used to designate the curriculum students should follow if they expect to transfer with the Associate in Arts degree after two years to a four-year college or university out of state. The courses which are offered at Phoenix College include the customarily required subjects for the first two years of a four-year curriculum. Students planning to take their first two years of work at a community college should take only those courses in art that are offered as lower division level courses at the college or university to which they plan to transfer. Entering students should always consult the catalog of the college or university to which they plan to transfer so they can determine the specific requirements and select courses accordingly. A student may find that the courses required for the Associate in Arts degree would not fulfill the requirements necessary for the program of study at the university. In that case, it would not be advisable to pursue such a degree.

For specific transfer information on the programs at the three Arizona universities, students should follow the AAFA-Art degree, refer to the respective university catalogs, and review the general transfer statements, see an art advisor, or visit the AZCAS Web site: http://az.transfer.org/cas/students/index.html

Associate in Arts, Fine Arts (AAFA) Degree

Description: The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. The AA-FA degree is governed by the MCCCD General Academic Policies for Transfer Degrees (https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies).

The Associate in Arts, Fine Arts degree includes the following components:

I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) 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.

In most cases, courses used to satisfy the MCCCD Associate in Arts, FIne Arts (AAFA) will apply to general university graduation requirements of the majors that align with the AAFA degree; however, students need to be aware of any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements ***Credits***

I. Program Prerequisites.....**Number varies**
Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

II. Required Courses.....**Number varies**
Required (major-specific) courses for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

III. Restricted Electives.....**Number varies**
Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum -- Arts (AGEC-A) .....**up to 44**
The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....**6***
ENG101 OR ENG107.....(3)*
AND ENG102 OR ENG108.....(3)*
*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

B. Literacy and Critical Inquiry [L].....**3**

C. Mathematical Applications [MA].....**3-6**
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.

D. Computer/Statistics/
Quantitative Applications [CS].....**3**

E. Humanities, Arts and Design [HU].....**6**

F. Social-Behavioral Sciences [SB].....**6**
Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG].....**8**
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ -Science Quantitative. Eight (8) credits of SG -Science General will not satisfy this requirement.

H. Awareness Areas.....**0-6**
Some courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C].....(0-3)
2. Global Awareness [G] OR
Historical Awareness [H].....(0-3)

V. MCCCD Additional Requirements.....**0-6**
These requirements may be shared with other AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication.....(0-3)
Refer to emphasis area (Art, Dance, Music, Musical Theatre, Theatre) for specific COM course required from the following:
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading.....(0-3)
Students may demonstrate proficiency through assessment.
CRE101 [L] College Critical Reading and Critical Thinking OR equivalent as indicated by assessment

VI. General Electives.....**0-25**
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

MINIMUM TOTAL CREDITS REQUIRED*:
AAFA (No Emphasis).....**60**
AAFA, Emphasis in Art.....**60**
AAFA, Emphasis in Dance..... **62**
AAFA, Emphasis in Music.....**66**
AAFA, Emphasis in Musical Theatre.....**66**
AAFA, Emphasis in Theatre.....**61**

***64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an advisor for additional transfer pathways.

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

American Indian Studies

60-64 Credits Suggested

The area of American Indian Studies (AIS) provides a multidisciplinary understanding of the history and present situation of the indigenous peoples of North America. AIS courses emphasize American Indian history, culture, language, literature, arts, philosophy, religion, politics, and sovereignty.

Students wishing to transfer to a four-year degree institution with a major and/or minor in American Indian Studies may enroll in transferable general education and lower division AIS courses at Phoenix College. Students are advised to check with a Phoenix College academic advisor, as well as the transfer institution, before enrolling in any of the following courses.

Suggested Courses: 60-64 Credits

Social-Behavioral Sciences: 9 credits
AIS101 . . . . . Survey of Native American Issues 3
AIS/SOC141 . . . . . Sovereign Indian Nations. 3
AIS/HIS170 . . . . . American Indian History of the Southwest . . . 3

Humanities, Arts and Design: 7 credits
ENH259 . . . . . American Indian Literature 3
HUM105AB . . . . . Cultural Perspectives: Native-American Ideas/Values 1
REL203/AIS213 . . . American Indian Religions 3

Restricted Electives: 12-15 credits
AIS110 . . . . . Navajo Government. 3
AIS112 . . . . . American Indian Policy 3
AIS160 . . . . . American Indian Law. 3
AIS/MGT203 . . . . . Fundamental Economic Development for Indigenous Nations 3
CPD103BE . . . . . Native American Cultural Pride and . . . . . Awareness. 2
ENH260 . . . . . Literature of the Southwest 3
HIS106 . . . . . Southwest History 3

Natural Sciences: 8 credits
BIO109 . . . . . Natural History of the Southwest 4
CHM107 . . . . . Chemistry and Society 3
CHM107LL . . . . . Chemistry and Society Lab 1

Literacy: 3 credits
REL203/AIS213 American Indian Religions 3

Suggested General Education: 19 credits
ENG101/107 . . . . . First-Year Composition +. 3
ENG102/108. . . . . First-Year Composition +. 3
CRE101. . . . . College Critical Reading and Critical Thinking + 3
COM100. . . . . Intro to Human Communication (3) OR
COM110 . . . . . Interpersonal Communication (3) OR
COM230. . . . . Small Group Communication + (3) OR
COM263. . . . . Elements/Intercultural Communication + (3) . . 3
MAT151 . . . . . College Algebra/Functions +. 4
CIS105 . . . . . Survey of Computer Information Systems 3

CONTACT: Business Department
(602) 285.7387 and/or
https://www.phoenixcollege.edu/business

Business

The Department of Business offers curriculums of six general types:

1. That which provides the first two years of regular four-year college bachelor's degree programs.
2. That which provides the business student with a broad general education with reference to business.
3. That which provides specialized two-year training in six areas:
   a. Accounting
   b. Banking and Finance
   c. Computer Information Systems
   d. General Business
   e. Management
   f. Marketing
4. That which provides courses for job upgrading in selected areas for adults.

Please see a Program Director or the Department Chair to ensure that you are completing the appropriate coursework.

CONTACT: Business Department
(602) 285.7387 and/or
https://www.phoenixcollege.edu/business

Associate's in Business -- GR/8900 and SR/8800

ABUS-GR: Purpose of the Degree
The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

ABUS-SR: Purpose of the Degree
The Associate in Business General Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business' Computer Information Systems majors at Arizona's public universities.. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

See the ABus-GR and ABus-SR degrees on Pages 127-128 for more information.

Pre-Law in Business Administration: A pre-law student may pursue a program of study in the field of liberal arts or in the field of BUSINESS ADMINISTRATION. Students planning to meet their pre-law requirements by taking a business administration curriculum should see both the pre-law advisor and the business administration advisor before completing enrollment.

CONTACT: Physical Sciences Department
(602) 285.7138

Chemistry

Associate in Science — AS 8600

The Chemistry Department suggests these courses for students preparing to pursue a bachelor of science degree in chemistry at a four-year institution. Successful completion of this curriculum satisfies the requirements of the Arizona Associate in Science (AS) Chemistry degree, and should qualify students to transfer with junior status, but specific requirements may vary. Students should seek advisement from any institution to which they intend to transfer.

Recommended Courses:

CHM150	General Chemistry I +	4
OR		
CHM151	General Chemistry I +	3
CHM151LL	General Chemistry I Lab +	1
CHM152	General Chemistry II +	3
CHM152LL	General Chemistry II Lab +	1
CHM235	General Organic Chemistry I +	3
CHM235LL	General Organic Chemistry I Lab +	1
CHM236	General Organic Chemistry IIA +	3
CHM236LL	General Organic Chemistry IIA Lab +	1
OR		
CHM238	General Organic Chemistry IIB +	3
CHM238LL	General Organic Chemistry IIB Lab +	2
MAT221	Calculus with Analytic Geometry I +	4
MAT231	Calculus with Analytic Geometry II +	4
MAT241	Calculus with Analytic Geometry III +	4
MAT262	Differential Equations +	3
PHY121	University Physics I: Mechanics +	4
PHY131	University Physics II: Electricity and Magnetism +	4

The Chemistry Department suggests students take the following course: CIS162 C: Level I+ (or equivalent course in programming to solve problems).

Students who wish to complete an AS are urged to consult with a Phoenix College academic advisor to plan an appropriate program of study. MCCCD degree and transfer options information is available beginning on page 113 of this catalog.

CONTACT: Rody Randon
(602) 285.7312

Communication

For Professional, Academic, or Personal Development: Communication courses are available during the day, evening, and on weekends. Courses are designed to meet general education requirements for an Associate in Arts (AA) degree and/or equivalent transfer requirements for universities. Courses may also be taken for academic or personal development.

Careers in Communication: Communication majors today find high rates of employment in a wide variety of fields including public relations, law, teaching, consulting, human resources, mediation, and business. A communication degree provides a person with skills highly desired in today's economy, which include writing, listening, and public speaking; critical thinking; research; and small group collaboration. Professional positions in communication usually require a Bachelor's or post-graduate degree. The outlook for communication majors remains high in this age of information.

Communication Majors: A student may graduate with an AA Degree at Phoenix College. It is required, however, that communication majors transfer to a four-year college or university to obtain a bachelors degree in communication. Communication majors are strongly encouraged to meet with an advisor in order to meet the requirement needs of your chosen four-year institution. Accurate advisement now will avoid transfer problems later. For details, contact the Advisement Center.

CONTACT: (602) 532-8700 and/or
https://www.phoenixcollege.edu/iti

Computer and Information Technology

The following transfer options are currently available. Contact the Maricopa IT Institute at Phoenix College for more information.

Arizona State University:

75/45 Program: Bachelor of Applied Science: Cybersecurity

Northern Arizona University:

90/30 Program: Interdisciplinary Studies - Technology Management 90-30, Bachelor of Science

University of Arizona:

75/45 Program: Bachelor of Applied Science: Cyber Operations

75/45 Program: Bachelor of Applied Science in Applied Computing: Emphasis in Network Operations

75/45 Program: Bachelor of Applied Science in Applied Computing: Emphasis in Software Development

CONTACT: Counseling Department
(602) 285.7392
https://www.phoenixcollege.edu/students/counseling

Counseling

A new degree, the AA/8137 Associate in Arts, Emphasis in Counseling and Applied Psychological Science, is now available.

Contact the Counseling Department for more information.

CONTACT: (602) 285.7319

Education

Students wishing to pursue a four-year degree in Education, including Elementary, Special, Bilingual, English as a Second Language (ESL), Early Childhood, and Secondary Education, may enroll in general education and lower division education requirements at Phoenix College. Transfer requirements vary at four-year institutions and most universities require a separate application to Education programs. Students are urged to seek advisement on degree requirements, course selection, and transfer process. (Also see AAEE degree on this page.)

Education courses are available for majors and for students exploring the field of Education.

The following courses require field experience hours (additional observation hours in a classroom setting): EDU220 Introduction to Serving English Language Learners (ELL), 15 hours; EDU221 Introduction to Education, 30 hours; and EDU222 Introduction to the Exceptional Learner, 15 hours.

EDU291 Children's Literature, ENG213 Introduction to the Study of Language, MAT156 and MAT157 Mathematics for Elementary Teachers I and II, are courses offered at Phoenix College that provide the opportunity for students to value literature, understand the development of the English language, and investigate mathematical principles and processes of various teaching methodologies in a classroom.

Associate in Arts In Elementary Education (AAEE)/8101 Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. The degree has two major components:

I. MCCCD General Education
   Arizona General Education Curriculum for Arts (AGEC A)
   MCCCD Additional Requirements

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

Visit the following Web site for more information:
www.maricopa.edu/academic/teachered/

CONTACT: Physical Sciences Department
(602) 285.7143

Engineering

Engineering is the profession in which a knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied with judgment to develop ways to utilize, economically, the materials and forces of nature for the benefit of mankind. Engineering education requires four or more years of study to attain the skills required to become a member of this profession. Phoenix College offers the first two years of core courses along with additional prerequisites which may be transferred into engineering programs offered at four-year institutions. Phoenix College works directly with all of the Arizona universities to ensure that the lower division courses taken here will transfer directly into their engineering programs.

The basic mathematics and science requirements are rigidly prescribed in engineering curricula. Students attending Phoenix College for lower division courses should complete the courses listed below for transfer to a four-year engineering program. In addition, students may complete the lower division general education requirements.

Suggested Courses:

CHM151	General Chemistry I and Lab+	4
CHM152	General Chemistry II and Lab+	4
ECE102	Engineering Analysis Tools and Techniques	2
ECE211	Engineering Mechanics-Statics+	3
ECE212	Engineering Mechanics-Dynamics+	3
ECN211	Macroeconomic Principles	3
ENG101	First Year Composition+	3
ENG102	First Year Composition+	3
MAT151	College Algebra/Functions +	4
MAT182	Plane Trigonometry+	3
MAT220	Analytic Geometry and Calculus I+	5
MAT230	Analytic Geometry and Calculus II+	5
MAT241	Calculus with Analytic Geometry III+	4
MAT262	Differential Equations+	3

PHY111	General Physics I+	4
PHY112	General Physics II+	4
PHY121	University Physics I: Mechanics+	4
PHY131	University Physics II: Electricity/Magnetism+	4

- Civil Engineers should take ECE241 Plane Surveying+.
- Chemical and Metallurgical Engineering students should take CHM151, CHM154, CHM235, and CHM236.
- Mining and Petroleum Engineering students should take CHM151, CHM154, CHM235, CHM236 and GLG140.

It is suggested that students plan their engineering curriculum and general education electives in consultation with an engineering advisor.

CONTACT: Charlynn Brandom, Department Chair (602.285.7287)
OR
Tanya Mure, NAU Program Coordinator (602.285.7148)

Family and Consumer Sciences

Bachelor of Science in Education (BSEd) Career and Technical Education

Phoenix College/NAU Transfer Pathway
The Phoenix College/NAU Transfer Pathway for students seeking the **Family and Consumer Sciences** emphasis must complete the following lower-division courses:

AGEC A/S		35-38
CFS116	Discipline and Guidance	3
CFS/ECH176	Child Development	3
CFS178	Survey of Early Childhood Education	3
CFS256	Management in the Family	3
FON104	Certification in Food Service Safety and Sanitation	1
HRM110	Introduction to Hospitality and Tourism Management	3
HRM Elective	Any HRM Course (Except HRM110)	3
INT105	Introduction to Interior Design	3
INT150	Color and Design	3
INT170	Interior Materials +	3
MKT/TEC109	Introduction to Fashion Merchandising (3) OR	
TEC125	Fashion Design	3
TEC111	Clothing Construction	3
TEC122	Sewing with Knits	3
CFS/FON/INT/TEC Electives (Except courses already listed)		8

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

Liberal Arts and Sciences

This option is suggested for those students planning for a Bachelor of Arts or a Bachelor of Science Degree. It is a four-year curriculum path, with the first two years (lower division) given at Phoenix College by completing either the Associate in Arts/8400 or the Associate in Science/8600 degree. The requirements for the Bachelor of Arts and Bachelor of Science degrees are similar in that both call for a considerable distribution of studies; yet they also permit specialization, and require sufficient emphasis in major fields to insure some degree of mastery. The distinction between the curriculums offered for the two degrees generally lies in the fact that for the Bachelor of Arts degree, emphasis is placed on a broader humanistic program, whereas for the Bachelor of Science, greater emphasis is placed on a special scientific field.

Upper-division work (last two years), which the student will begin on transferring to a four-year college/university, is usually concerned with mastery in the field of a student's technical or professional interest. Major and minor requirements are usually made in reference to this field of concentration.

The Bachelor of Arts degree is granted usually to students who major in English, art, foreign language, social science, and similar subject fields; the Bachelor of Science degree is given for work in mathematics and sciences. Students should decide as soon as possible which degree they intend to work toward, since there may be significant differences in requirements. It would be equally valuable for students to decide on the college at which they would continue their upper-division work, and to carefully consult the catalog of that college, in order to conform with the specific requirements of the school to which they intend to transfer.

Students should confer with an advisor prior to registering. Please see transfer information on pages 147-148.

CONTACT: Dr. K. Schindler, Department Chair:
(602) 285.7273 and/or
karl.schindler@phoenixcollege.edu

Music

All courses in Music are open to all students. One does not have to be a music major in order to take private lessons or take courses. The faculty cordially invites every student of Phoenix College to take some music as an elective and to enjoy the benefits of the many recitals and concerts offered every semester. Scholarships are available to music majors as well as non-music majors for some Music ensembles. Contact the Fine and Performing Arts Department for information. Music majors are entitled to some private instruction fee waivers — see Program Director. Music majors must meet with an advisor in the M Building every semester before enrolling in courses.

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

Nutrition

The MCCCD Associate in Arts, Emphasis in Nutritional Science degree and AGEC-A meets major requirements and facilitates admission to the degree program at any one of the three Arizona state universities. Upon transfer, students will follow the additional requirements for a bachelor's degree.

Nutrition majors study all things food! From food and nutrition management to nutrition communication to food studies, a nutrition major opens the door for students to pursue careers in food, health care, schools, supermarkets, athletics, and wellness industries. A Nutrition major's complete coursework covers the scientific method, statistics, nutrition, food production, food marketing, and more. With a bachelor's degree, nutrition students may also pursue graduate education in health care. Additionally, students may pursue a dietetics concentration which prepares students to apply to a dietetic internship and become Registered Dietitians through the Academy of Nutrition and Dietetics.

CONTACT: Ms. J. Laffoon, Coordinator, Photography Studies:
(602) 285-7280 and/or
lisa.saper-bloom@phoenixcollege.edu

Photography

Photography courses are open to all students. One does not have to be an art major in order to take photographs or take courses in the department. The faculty cordially invites every student of Phoenix College to take photography as an elective and to enjoy the benefits of learning principles of composition and darkroom techniques. Contact the Fine and Performing Arts Department for information.

CONTACT: (602) 285.7295 and/or
marty.minton@phoenixcollege.edu

Physical Education

Phoenix College offers both a general and a transfer curriculum in Physical Education, Health and Recreation. Students who wish to transfer should see an advisor for easy transition to four-year institutions.

Suggested Courses:

HES100	Healthful Living	3
PED101	Physical Activities	2
BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
HES154	First Aid/Cardiopulmonary Resuscitation	3
HES271	Prevention and Treatment/Athletic Injuries	3
REC120	Leisure and the Quality of Life	3

General Education Requirements must also be met. Students should select courses in consultation with a department advisor.

CONTACT: Physical Sciences Department
(602) 285.7143

Physics

The following curriculum is suggested for those students planning an advanced degree with a major in physics. It is designed to correlate with the lower division programs at four-year colleges and universities. Students should consult a department advisor regarding General Education Requirements.

Suggested Courses for Physics majors:

CHM150	General Chemistry I +	4
OR		
CHM151	General Chemistry I +	3
CHM151LL	General Chemistry I Lab +	1
CHM152	General Chemistry II +	3
CHM152LL	General Chemistry II Lab +	1
MAT221	Calculus with Analytic Geometry I +	4
MAT231	Calculus with Analytic Geometry II +	4
MAT241	Calculus with Analytic Geometry III +	4
MAT262	Differential Equations +	3
PHY121	University Physics I: Mechanics +	4
PHY131	University Physics II: Electricity and Magnetism +	4

CONTACT: Ms. C. Powers, Department Chair:
(602) 532.8615

Pre-Nursing

For Students Planning a University Program

University Transfer Students:
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

Students pursuing the Bachelor of Science in Nursing (BSN) at one of the Arizona public universities will find the required coursework at the AZTransfer Web site: http://aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/DegreePathwayAZ. Consult with an Academic Advisor for more details.

PRE-PROFESSIONAL

Students interested in careers as lawyers, doctors, or physical therapists are advised to meet with an academic advisor in the Hannelly Center One Stop as early as possible. Academic advisors will help students plan their path through their associate's degree, on their way to a bachelor's degree, in order to submit a competitive application to graduate/professional school.

Phoenix College offers an array of high-quality courses that are required for admission by professional schools in law, dentistry, medicine, chiropractic, occupational therapy, optometry, pharmacy, physician assistant, physical therapy, podiatry, public health, and veterinary medicine. The courses listed in the suggested curriculum are minimum requirements for students who wish to enter professional schools. Students should check the catalogs of each school to which they plan to apply in order to determine specific admission requirements, since there are differences among schools.

Students should understand that while many professional schools do not technically require a bachelor's (baccalaureate) degree for admission, because admission is highly competitive it is rare for students without a bachelor's degree to be accepted. Thus, an educational plan for a pre-professional student should include transferring to a university to earn a bachelor's degree, prior to applying to professional school. An associate's degree from Phoenix College is the first step in this process.

Associate's degree (Phoenix College) > Bachelor's degree (from a university such as ASU, U of A, or NAU) > Professional school (i.e. law school, medical school, chiropractic school)

Academic advisors will support students' degree and course planning, as well as provide information on required admission tests (e.g., LSAT, MCAT, PCAT, VCAT), strategies for securing letters of recommendation, and resources for gaining needed clinical experience.

Pre-Law

Law schools require a bachelor's degree for admission, but they do not require that you select a specific undergraduate major or degree. Moreover, there are no specific prerequisite courses required to apply to law school. The best preparation for law school is to take a variety of courses which challenge you intellectually through reading, writing, critical thinking, and analysis, all of which can be obtained from any major. The American Bar Association recommends that students pursue a bachelor's degree that interests and challenges them, in addition to improving their research and writing skills. An academic advisor can assist you in understanding your degree and

transfer options, as well as selecting courses and experiences that will help you on your path to law school.

For information on pre-law programs of study, contact Academic Advising in the Hannelly Center One Stop (602.285.7777)

Students interested in Phoenix College's Paralegal degree program should contact an advisor in that area at lasadvisor@phoenixcollege.edu.

Pre-Health

The following list is not all-inclusive. Each school and field has subtle differences in the requirements for admission. Many students planning a pre-health career choose to earn an Associate of Science degree at Phoenix College, on their way to earning a bachelor's degree in biology, chemistry, or biochemistry. However, no specific major is required in order to apply to medical school, as long as the pre-requisite coursework has been successfully completed. For a complete list of prerequisites, check with the professional schools to which you plan to apply.

Core courses:

BIO181, BIO182	General Biology (Majors) I-II with labs +	8
CHM150 or CHM151 and CHM151LL	General Chemistry I and Lab (also known as Inorganic Chemistry +	4-5
CHM152 and CHM152LL	General Chemistry II and Lab + (also known as Inorganic Chemistry)	4
CHM235 and CHM235LL	Organic Chemistry I and Lab +	4
CHM236 and CHM236LL	Organic Chemistry II and Lab +	4
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
MAT212/213	Brief Calculus + (4) OR	
MAT220	Calculus with Analytic Geometry I +	4-5
PHY111, PHY112	General Physics I and II and Labs +	8

Microbiology (BIO 205), Biochemistry (CHM 260 and CHM 260LL), and statistics (e.g., MAT 206 or PSY230) may be required by some professional schools. In addition to the aforementioned, many dental, pharmacy, physical therapy, and occupational therapy schools require two semesters of anatomy and physiology (BIO201 and BIO202). Many physician assistant and optometry programs require only one semester of anatomy and physiology (BIO201).

Some bachelor's degrees require up to 16 credits of a second language, as well as additional general education requirements that must be completed. Consult with an academic advisor regarding transfer options and specific degree requirements.

For information on pre-health programs of study, contact Academic Advising in the Hannelly Center One Stop (602.285.7777)

CONTACT: (602) 285.7794 and/or
deborah.webster@phoenixcollege.edu

Psychology

Careers In Psychology - Psychologists are concerned with the scientific study of behavior. Psychology is a beneficial major or minor for students interested in education, business, journalism, medicine, law, social work, management, or any of the human service fields such as nursing, child care, medical technology, law enforcement or real estate. Professional positions in the field of psychology require a master's or doctoral degree. Employment for individuals with graduate degrees will be growing in counseling, clinical and business settings. Related areas are personnel management, public relations, sports and recreation, speech pathology, educational psychology, vocational rehabilitation, gerontology, business management, and computer science. Employment in colleges and universities remains competitive.

Psychology Majors - You may graduate from Phoenix College with an Associate in Arts (AA) degree, and major in psychology at a four year college or university. Psychology majors are strongly encouraged to consult with a psychology department faculty member for advisement. Transfer requirements for majors in Psychology differ at various colleges and universities. Accurate advisement now will reduce transfer problems later. In addition to specific psychology courses, psychology majors are usually required to take some courses in related areas such as mathematics, computer science, and a foreign language. General Education areas are always required. General Education areas are usually in English Composition, Oral Communication, Mathematics, Humanities, Arts and Design, Social-Behavioral Sciences, and Natural Sciences. There may be other requirements in addition to these. Contact the four year college or university for details.

Suggested Core Psychology Courses for Majors

PSY101	Introduction to Psychology	3
PSY230	Introduction to Statistics +	3
PSY231	Laboratory for Statistics + (Optional)	1
PSY290AB	Research Methods +	4

Students majoring in Psychology should choose no more than 6 credit hours from the following list of electives.

PSY132	Psychology and Culture (SB, C, G)	3
PSY143	Lesbian, Gay, Bisexual and Transgendered Studies (C)	3
PSY156	Understanding Death and Dying	3
PSY215	Introduction to Sport Psychology +	3
PSY218	Health Psychology + (SB)	3
PSY235	Psychology of Gender + (SB, C)	3
PSY240	Developmental Psychology + (SB)	3
PSY250	Social Psychology + (SB)	3
PSY260	Psychology of Personality + (SB)	3
PSY262	Positive Psychology +	3
PSY266	Abnormal Psychology + (SB)	3
PSY267	Introduction to Forensic Psychology +	3
PSY277	Psychology of Human Sexuality + (SB)	3
PSY292	Psychology of Altered States of Consciousness + (SB)	3

CONTACT: Dr. C. Marín, Program Director:
(602) 285-7303 and/or
lisa.saper-bloom@phoenixcollege.edu

Theatre

The Theatre curriculum covers the following fields: acting, scenic design, lighting design, stage make-up, technical theatre, study of theatre history and the great playwrights and play production. Students who enroll in this curriculum do so for both cultural and vocational purposes.

Several plays are staged during the year in both traditional and experimental forms. Students desiring to work on these major productions should arrange their schedules so they will be General to rehearse at the times scheduled. Auditions are held for each production and all students in the College are eligible whether or not they are in drama classes.

Theatre Majors: Students intending to transfer to a university to complete a degree in theatre arts should consult that university's catalog to insure compliance with transfer requirements.

You may graduate from Phoenix College with an Associate in Arts/8400 or 8107 Degree, and major in theatre at a four-year college or university. Theatre majors are strongly encouraged to consult with a theatre department faculty member for advisement. Transfer requirements for majors in theatre differ at various colleges and universities. Accurate advisement now will reduce transfer problems later.

It is highly recommended that all theatre majors complete the required courses as indicated for transfer to any of the three state universities, particularly ASU. Failure to complete the lower division required theatre courses may result in the student being denied entry into their major field of concentration until lower division course requirements are met. Theatre majors must meet with Christina Marín, the Program Director for Theatre. Dr. Marín may be reached at 602.285.7303.

Unlimited Opportunities.

Your goals matter. We want to help you reach them.

Whether you want to earn an associate degree, get a head start on your bachelor's, or receive workforce training.

Fields of Interest organize degrees and certificates that share similar areas of study, allowing you to identify your skills and interests to find a career path that's best for you.

For an overview of the Maricopa Community Colleges' Fields of Interest, please watch the following video:

https://www.youtube.com/embed/QTk-powzIgI

Maricopa Community Colleges can help pave the best path for you.

From day one, you'll see how our affordable tuition, world-class faculty, small class sizes, and innovative programs can support your success.

COVID-19 Updates:
Visit together.maricopa.edu
to get updated COVID-19 information and to see what we're doing to help you learn safely.

University Transfer
for students who want a bachelor's degree

https://www.maricopa.edu/academics/university-transfer/partners

Maricopa-ASU Pathways Programs (MAPP)
The Maricopa Community Colleges and Arizona State University have a strong history of working together to support transfer student success. Our partnership is designed to promote positive and seamless experiences for Maricopa students who transfer to ASU.

The partnership goals are:

- Double the number of Maricopa students transferring to ASU over the next five years.
- Double the percentage of Maricopa students transferring to ASU with an associate degree.
- Increase the success rate of Maricopa transfer students at ASU in terms of earning a bachelor's.
- Ensure seamless transition of students between Maricopa and ASU.
- Expand opportunities for direct transfer to specified ASU degree programs.

The pathway programs are:

- Maricopa-ASU Pathways Program (MAPP)
- Maricopa-ASU Exploratory Pathway Program
- RN-BSN Pathway Program
- AAS to BAS Program

To be eligible for the Maricopa-ASU Pathways Program, you must:

- Be currently enrolled at a Maricopa Community College.
- Be interested in transferring to Arizona State University in the next three years.
- Know your intended major.

ASU transfer staff is available at each of the Maricopa Community Colleges and are able to assist you with the transfer process.

NAU Connection

Find NAU on campus. Flexible scheduling, earn a bachelor's degree right here in the Valley.

U of A (The University of Arizona) Bridge Program

The Maricopa Community Colleges UA Bridge program is a life-changing opportunity, so learn more today!

Much more at https://www.maricopa.edu/academics/university-transfer/partners

Course Descriptions

PHOENIX
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For additional information on **PC program competencies**, visit:
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For additional information on **MCCCD course competencies**, visit:
https://curriculum.maricopa.edu

All courses listed in this catalog are not offered every semester. Check in the Class Schedule for current course offerings.
On the web, go to phoenixcollege.edu/schedule

AAA – Advancing Academic Achievement

AAA/CPD115
Creating College Success
1 credit(s) 1 period(s) lecture
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. **Prerequisites:** None.

AAA/CPD150
Strategies for College Success
3 credit(s) 3 period(s) lecture
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. **Prerequisites:** None.

AAA/CPD150AA
College Orientation/Personal Growth
1 credit(s) 1 period(s) lecture
Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. **Prerequisites:** None.

AAA/CPD150AB
Study Skills Development
1 credit(s) 1 period(s) lecture
Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory and critical and creative thinking. **Prerequisites:** None.

AAA/CPD150AC
Educational and Career Planning
1 credit(s) 1 period(s) lecture
Emphasis on increasing student success through educational and career planning. **Prerequisites:** None.

ACC – Accounting

ACC105
Payroll, Sales and Property Taxes
3 credit(s) 3 period(s) lecture
Tax reporting for payroll, sales, and personal property. **Prerequisites:** None.

ACC111
Accounting Principles I
3 credit(s) 3 period(s) lecture
Fundamental theory of accounting principles and procedures. **Prerequisites:** None.

ACC112
Accounting Principles II
3 credit(s) 3 period(s) lecture
Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. **Prerequisites:** ACC111 with a grade of C or better or permission of Department or Division.

ACC115
Computerized Accounting
3 credit(s) 3 period(s) lecture + lab
Understanding of fundamental accounting principles and mastery of an accounting information systems including the general ledger, accounts receivable, accounts payable and payroll. **Prerequisites:** None.

ACC121
Individual Tax Preparation
3 credit(s) 3 period(s) lecture + lab
Theory and practice of accounting for individual taxation. **Prerequisites:** None.

ACC211 SUN# **ACC 2201**
Financial Accounting
3 credit(s) 3 period(s) lecture
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. **Prerequisites:** None.

ACC212 SUN# **ACC 2202**
Managerial Accounting
3 credit(s) 3 period(s) lecture
Development and analysis of accounting information for managerial planning and control. **Prerequisites:** A grade of C or better in (ACC111 and ACC112) or ACC211 and (CIS105 or permission of Department or Division).

ACC216
Fraud Examination
3 credit(s) 3 period(s) lecture
Fundamental theory of fraud examination methodology to detect and prevent accounting fraud. **Prerequisites:** A grade of C or better in (ACC230 or ACC112 or ACC211) or permission of Department or Division.

ACC219
Intermediate Accounting I
3 credit(s) 3 period(s) lecture
Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity related problems of income determination and financial reporting. **Prerequisites:** A grade of C or better in ACC212 or ACC240 or permission of Department or Division.

ACC220
Intermediate Accounting II
3 credit(s) 3 period(s) lecture
Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity determination of asset values, liabilities, and related problems of income determination, special topics and financial reporting. **Prerequisites:** A grade of C or better in ACC219 or permission of Department or Division.

ACC221
Tax Accounting
3 credit(s) 3 period(s) lecture
Theory and practice of accounting for personal, corporate, and non-corporate taxation. **Prerequisites:** A grade of C or better in ACC111 or ACC211 or permission of Department or Division.

ACC260
Certified Bookkeeper (CB) Preparation
3 credit(s) 3 period(s) lecture
Fundamental accounting practices including accrual and deferral adjustments, correcting common transaction recording errors, bank reconciliations and adjusting entries. Includes payroll accounting and related Federal and State payroll law requirements. Accounting for depreciation for financial and tax accounting purposes covered. Inventory valuation methods. Includes calculating, recording, and reporting under generally accepted accounting principles (GAAP). Preventive internal control procedures to detect organizational fraud, theft, and embezzlement covered. **Prerequisites:** A grade of C or better in ACC111, or ACC211, or (bookkeeping experience and permission of Instructor).

ACC270AA
Accounting Internship
1 credit(s) 1 period(s) lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester. **Prerequisites:** Permission of Department or Division. **Course Notes:** ACC270AA may be repeated for a total of four (4) credits.

ACC270AB
Accounting Internship
2 credit(s) 2 period(s) lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester. **Prerequisites:** Permission of Department or Division. **Course Notes:** ACC270AB may be repeated for a total of four (4) credits.

ACC270AC
Accounting Internship
3 credit(s) 3 period(s) lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester. **Prerequisites:** Permission of Department or Division. **Course Notes:** ACC270AC may be repeated for a total of six (6) credits.

ACC298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

AES – Aerospace Studies

AES101
Air Force Today I
2 credit(s) 2 period(s) lecture and lab
Introduction to U.S. Air Force and AFROTC. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. **Prerequisites:** None.

AES103
Air Force Today II
2 credit(s) 2 period(s) lecture and lab
Introduction to U.S. Air Force and AFROTC. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. **Prerequisites:** None.

AES201
Evolution of USAF Air and Space Power I
2 credit(s) 2 period(s) lecture and lab
Further preparation of AFROTC candidate. Topics include: Air Force heritage and leaders, communication skills, ethics, leadership, quality Air Force, and values. **Prerequisites:** None.

AES203
Evolution of USAF Air and Space Power II
2 credit(s) 2 period(s) lecture and lab
Topics include: The Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. **Prerequisites:** None.

AES294
Air Force Physical Fitness
1 credit(s) 3 period(s) lecture + lab
Beginning instruction in adapted physical activities and a variety of sports and sports activities to include calisthenics, sit-ups, push-ups, running, basketball, volleyball, and other physical events. **Prerequisites:** None. **Course Note:** AES294 may be repeated for credit.

AFR – African American Studies

AFR/ASB/CCS202
Ethnic Relations in the United States
3 credit(s) 3 period(s) lecture
Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. **Prerequisites:** None.

AHU – Arabic Humanities

AHU245
Arabic Culture and Islam
3 credit(s) 3 period(s) lecture
A survey of Arab heritage in the Arab world (Middle East). Cultural and social institutions and their contribution to the development of the region and its heritage. **Prerequisites:** None.

AIS – American Indian Studies

AIS101
Survey of American Indian Issues
3 credit(s) 3 period(s) lecture
Introduction to critical issues related to American Indian peoples. Examines cultural, political, economic, educational, social, and environmental issues. Focuses on contemporary issues and factors influencing American Indian communities. **Prerequisites:** None.

AIS/SOC105
Introduction to American Indian Studies
3 credit(s) 3 period(s) lecture
Introduction to political, economic, and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. **Prerequisites:** None.

AIS110
Navajo Government
3 credit(s) 3 period(s) lecture
Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed. **Prerequisites:** None.

AIS/SOC112
American Indian Policy
3 credit(s) 3 period(s) lecture
Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic, and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. **Prerequisites:** None.

AIS/HIS140
American Indian History
3 credit(s) 3 period(s) lecture
Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. **Prerequisites:** None.

AIS/SOC141
Sovereign Indian Nations
3 credit(s) 3 period(s) lecture
Explores the sovereign status of American Indians as it relates to social relationships, traditions and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal government, other current issues, and contemporary social problems. **Prerequisites:** None.

See pages 151-154 for Instructional Department details.

AIS/SOC160
American Indian Law
3 credit(s) 3 period(s) lecture
Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. **Prerequisites:** None.

AIS/HIS170
American Indian History of the Southwest
3 credit(s) 3 period(s) lecture
Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States' policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples. **Prerequisites:** None.

AIS213 /REL203
American Indian Religions
3 credit(s) 3 period(s) lecture
An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

AIS298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

For additional information on **PC program competencies,** visit: https://curriculum.maricopa.edu/

For additional information on **MCCCD course competencies**, visit: https://curriculum.maricopa.edu/

AJS – Administration of Justice Studies

AJS101 SUN# **AJS 1101**
Introduction to Criminal Justice
3 credit(s) 3 period(s) lecture
An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. **Prerequisites:** None.

AJS107
Patrol Procedures
3 credit(s) 3 period(s) lecture
Specialized areas of the patrol function, including responding to crowds, riots, bomb threats, intoxication, hazardous materials, fires, and domestic disputes. Partially fulfills Arizona POST requirements for proficiency skills academy attendance. **Prerequisites:** None.

AJS109
Substantive Criminal Law
3 credit(s) 3 period(s) lecture
Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. **Prerequisites:** None.

AJS110
Law and Legal Review I
3 credit(s) 3 period(s) lecture
In-depth study of the Arizona laws governing arrest by peace officers, as well as an intensive study of the Arizona substantive criminal law code (ARS Title 13). Focuses on specific sections of ARS Title 4 and ARS Title 8, as they apply to peace officers in Arizona. Partially fulfills the Arizona POST Board requirements for Proficiency Skills Academy attendance. **Prerequisites:** None.

AJS113
Criminal Justice Crime Control Policies and Practices
3 credit(s) 3 period(s) lecture
Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space. **Prerequisites:** None.

AJS119
Computer Applications in Justice Studies
3 credit(s) 4 period(s) lecture + lab
Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. **Prerequisites:** None.

AJS123
Ethics and the Administration of Justice
3 credit(s) 3 period(s) lecture
Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Explores issues of how media/social media shape ethics. Encourages critical thinking and value decision making in criminal justice system situations. **Prerequisites:** None.

AJS124
Correctional Institutions
3 credit(s) 3 period(s) lecture
An examination of correctional institutions with an emphasis on personnel and security measures, care and treatment programs and institutional planning. The criminal justice system and matters of custody and treatment. Inmate subcultures, and organized crime in correctional institutions and jails. **Prerequisites:** None.

AJS131
Police Management Techniques I
3 credit(s) 3 period(s) lecture
Police supervisory techniques for planning, organization coordination, reporting, budgeting and handling related personnel problems. **Prerequisites:** None.

AJS/FSC148
Fundamentals of Emergency Management
3 credit(s) 3 period(s) lecture
Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. **Prerequisites:** None.

AJS150
Defensive Tactics
1 credit(s) 1 period(s) lecture
Skills in the protection against persons armed with dangerous and deadly weapons, demonstration and drill in a limited number of holds and come-alongs, and restraint of prisoners and the mentally ill. May be repeated twice for credit. **Prerequisites:** None.

AJS162
Domestic Violence
3 credit(s) 3 period(s) lecture
Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence. Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy. **Prerequisites:** None.

AJS192
Serial Killers and Mass Murderers
3 credit(s) 3 period(s) lecture
The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention. **Prerequisites:** None.

AJS198AB
Special Topics in the Administration of Justice
1 credit(s) 1 period(s) lecture
Explores special topics related to the administration of justice with an emphasis on current issues. **Prerequisites:** None. **Course Note:** AJS198AB may be repeated for a total of nine (9) credit hours.

AJS200
Current Issues in Criminal Justice
3 credit(s) 3 period(s) lecture
Examines current issues, techniques, and trends in the Criminal Justice System. **Prerequisites:** None.

AJS201
Rules of Evidence
3 credit(s) 3 period(s) lecture
A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the hearsay rule and its exceptions; the use of documentary evidence, written memoranda, photographs, recordings and electronic surveillance; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. **Prerequisites:** None.

Transfer news from our university partners is now available at: https://www.maricopa.edu/degrees-certificates/transfer/news

AJS205
Effective Communication and Report Writing in Criminal Justice
3 credit(s) 3 period(s) lecture
Overview of effective communication for criminal justice agencies. Covers the communication process and flow. Written communication emphasized with report writing, including characteristics of reports and field notes, and the importance and uses of each. Form, style, and procedures for writing various reports, including elements of composition, required substance, proper and improper conclusions, and descriptions of persons and property. **Prerequisites:** None.

AJS210
Constitutional Law
3 credit(s) 3 period(s) lecture
An examination of the U. S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum. **Prerequisites:** None.

AJS212
Juvenile Justice Procedures
3 credit(s) 3 period(s) lecture
Examines the nature and extent of juvenile delinquency to the present. Including but not limited to the history, jurisdictions, terminology, procedures, and institutions of the juvenile justice system. **Prerequisites:** None.

AJS213
Evidence Technology/Fingerprints
3 credit(s) 3 period(s) lecture
Fundamental principles and processes of fingerprints to include identification, interpretation, and classification. In addition, students will apply fingerprinting latent fingerprint developing, preservation of evidence and the chain of custody. **Prerequisites:** None.

AJS214
Evidence Technology/Photography
3 credit(s) 3 period(s) lecture
The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. **Prerequisites:** None.

AJS215
Criminalistics: Physical Evidence
3 credit(s) 3 period(s) lecture
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Discussion topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. **Prerequisites:** None.

AJS216
Criminalistics: Biological Evidence
3 credit(s) 3 period(s) lecture
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. **Prerequisites:** None.

AJS220
Transnational Organized Crime
3 credit(s) 3 period(s) lecture
The study of organized crime on a domestic and global scale. Examines the history, structure, and activities of domestic and transnational organized crime groups. Explores domestic and global responses to transnational organized crime, along with accompanying challenges and future implications. **Prerequisites:** None.

AJS223
Forensic Pathology: Death Investigation
3 credit(s) 3 period(s) lecture
An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. **Prerequisites:** None.

AJS225
Criminology
3 credit(s) 3 period(s) lecture
Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crimes and categories of offenders. Required in the AJS curriculum. **Prerequisites:** None.

AJS230
The Police Function
3 credit(s) 3 period(s) lecture
Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. **Prerequisites:** None.

AJS240
The Correction Function
3 credit(s) 3 period(s) lecture
Examines the history and development of correctional theories and institutions. **Prerequisites:** None.

AJS/EMT/FSC/SWU258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. **Prerequisites:** None.

AJS260
Procedural Criminal Law
3 credit(s) 3 period(s) lecture
Concerned with the understanding of procedural criminal law. Examines the processes and procedures followed by law enforcement, attorneys, and the courts in the apprehension and prosecution of criminal offenders. Examines the rationale underlying major court holdings impacting the criminal justice process, the procedural requirements that stem from these holdings and their effect on the daily operations of the criminal justice system. **Prerequisites:** None.

AJS270
Community Relations
3 credit(s) 3 period(s) lecture
Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology, conflict, and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system. **Prerequisites:** None.

AJS275
Criminal Investigation I
3 credit(s) 3 period(s) lecture
Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. **Prerequisites:** None.

AJS/FSC276
Terrorism Liaison
4 credit(s) 4 period(s) lecture + lab
Provides knowledge and skills required for the Terrorism Liaison Officer (TLO) role to coordinate and communicate with various fire, police, and military agencies in managing threat vulnerability and other emergency disasters. **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC276 is not open to the public.

COVID-19 Updates:
Visit together.maricopa.edu to get updated COVID-19 information and to see what we're doing to help you learn safely.

AJS/FSC277
Threat Vulnerability Assessment
1 credit(s) 1 period(s) lecture + lab
Provides a historical perspective of threats and the activities and methods used by first responders to identify and mitigate future threats. Introduces and examines threat vulnerability of critical infrastructure within jurisdictions. Provides assessment techniques for responding agencies. **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC277 is not open to the public.

AJS/FSC278
Hostile Intent and Intervention Training
2 credit(s) 2 period(s) lecture + lab
Provides knowledge and skills required to detect and anticipate terrorist activities as a member of a Hostile Intent and Intervention Team (HIIT). **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC278 is not open to the public.

AJS/FSC279
Field Intelligence Team Training
3 credit(s) 3 period(s) lecture + lab
Provides knowledge and skills required for situational awareness of suspicious activities and the deployment of first responders for mitigation and investigation for the Field Intelligence Team (FIT). **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC279 is not open to the public.

AJS/FSC280
Terrorism Hazmat First Responder Training
4 credit(s) 4 period(s) lecture + lab
Provides knowledge and skills to understand the chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect the safety of responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances for the Field Intelligence Team (FIT) and the Hostile Intent and Intervention Team (HIIT). **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC280 is not open to the public.

AJS290 Courses
Course topics presented are selected from a variety of subjects designed to meet the needs and interests of persons desiring in-service education and training. AJS290 courses may be repeated for credit provided it is not a repeat of the same topic. Courses may not transfer to other colleges and universities.

AJS290AU
Child Abuse Investigation
1 credit(s) 1 period(s) lecture
Definition and investigation of the causes and effects of child abuse. **Prerequisites:** None.

AJS290AW
Narcotics and Dangerous Drugs
1 credit(s) 1 period(s) lecture
Pharmacological effects of the use and abuse of drugs, including a description of common abuse patterns and investigative techniques used in the enforcement of drug laws. **Prerequisites:** None.

AJS290AZ
Police Interrogation Techniques
1 credit(s) 1 period(s) lecture
Proper interview and interrogation techniques, including a discussion of the constitutional rights of the defendant and applicable court decisions. **Prerequisites:** None.

AJS290BN
Courtroom Testimony Seminar
1 credit(s) 1 period(s) lecture
Courtroom demeanor and protocol. Role and primary functions of witness and legal counsels. **Prerequisites:** None.

AJS290BU
Family Violence
1 credit(s) 1 period(s) lecture
Family violence issues as they relate to the criminal justice response. **Prerequisites:** None.

AJS290BV
Victim Assistance
1 credit(s) 1 period(s) lecture
An overview of victim issues emphasizing strategies used to reduce the trauma associated with crime. Includes description of counseling methods, referral procedures, intervention techniques, and community resources. **Prerequisites:** None.

ALT – Academic Literacy

ALT100
Academic Literacy Through Integrated Reading and Writing
4 credit(s) 4 period(s) lecture
Develops academic language skills and critical reading skills for organizing, analyzing, and retaining material through complementary reading and writing assignments. Prepares students for college level reading and writing intensive courses as well as career-related reading and writing tasks. **Prerequisites:** An appropriate District placement.

ARC – Architecture

ARC121
Introduction to Architectural Drafting: Manual
3 credit(s) 6 period(s) lecture and lab
Emphasis on basic techniques and principles of manual architectural drafting. Includes hand lettering, line work, dimensioning, multi-view projection, work in plan, section, and elevation views, design standards, wall details, office procedures, and portfolio development. **Prerequisites:** None.

ARH – Art Humanities

ARH100
Introduction to Art
3 credit(s) 3 period(s) lecture
Understanding and enjoyment of art and visual culture through study of two-dimensional and three-dimensional works of art, design elements, media and processes, and cultural contexts. Emphasis on contemporary topics and cultural diversity in the arts. **Prerequisites:** None.

ARH101 SUN# **ART 1101**
Prehistoric Through Gothic Art
3 credit(s) 3 period(s) lecture
History of art from prehistoric through medieval period. **Prerequisites:** None.

ARH102 SUN# **ART 1102**
Renaissance Through Contemporary Art
3 credit(s) 3 period(s) lecture
History of art from around the world from the Renaissance through contemporary period. **Prerequisites:** None.

ARH109
History of American Art
3 credit(s) 3 period(s) lecture
Development and variety of American art. Presentation of architecture, sculpture, painting and decorative objects. **Prerequisites:** None.

ARH112
History of Modern Art
3 credit(s) 3 period(s) lecture
Development of and significant aspects of modern art since the mid-nineteenth century. Emphasis on modern art's relationship to socio-political and aesthetic developments, new media and the rise of mass culture. **Prerequisites:** None.

ARH115
History of Photography
3 credit(s) 3 period(s) lecture
Survey of history of photography from beginning to present. Emphasizes medium's impact upon society and other visual arts. Technical developments, aesthetic concerns, and individual photographers studied. **Prerequisites:** None.

ARH118
Introduction to Chinese Art
3 credit(s) 3 period(s) lecture + lab
Explores Chinese philosophy, symbolism, history and religions that underlie the choice of subject matter and life forms in Chinese art. Uses Chinese bamboo brush, ink and rice paper to study Chinese calligraphy and traditional subjects for painting. **Prerequisites:** None.

ARH145
History of American Indian Art
3 credit(s) 3 period(s) lecture
Survey of American Indian Art from precontact to present. Reviews the impact of these art forms on contemporary American society, other world societies and on the visual arts. Explores characteristics, cultural influences and concerns represented in various art forms past and present. Features field trips to galleries and collections. **Prerequisites:** None.

ARH201
Art of Asia
3 credit(s) 3 period(s) lecture
Introduction to the origins and historic development of art in Asia, with emphasis on China, Japan, and India. **Prerequisites:** None.

ARH203
Art of Ancient Egypt
3 credit(s) 3 period(s) lecture
The art and culture of ancient Egypt from prehistoric through the Greco-Roman period. **Prerequisites:** None.

ARH204
Roman Art and Architecture
3 credit(s) 3 period(s) lecture
Detailed examination of the art and architecture of ancient Rome from the monarchical period to the late empire, with emphasis on the visual culture and artifacts of the civilization. **Prerequisites:** None.

ARH216
Pre-Columbian Art History
3 credit(s) 3 period(s) lecture
Art of the Americas prior to European contact, focusing on Mesoamerica and the Central Andean region and their respective adjoining areas, with some attention to the U.S. Southwest and Eastern Woodlands Mound Building cultures. **Prerequisites:** None.

ARH217
Mexican Art History
3 credit(s) 3 period(s) lecture
Art of Mexico and related cultures, from the prehistoric to the contemporary period. **Prerequisites:** None.

ART – *(Studio)*

ART100
Introduction to Digital Arts
1 credit(s) 2 period(s) lecture + lab
Foundation course in digital arts and design, with emphasis in the production of art using the computer. **Prerequisites:** None.

ART106
Gallery Operations
3 credit(s) 6 period(s) lecture + lab
Operation of an art gallery. Includes organization, publicity, evaluation of artwork, selection and installation of exhibits. **Prerequisites:** Permission of Instructor. **Course Notes:** ART106 may be repeated for a total of six (6) credit hours.

ART110
Experimental Chinese Painting
1 credit(s) 2 period(s) lecture + lab
Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works. **Prerequisites:** None. **Course Notes:** ART110 may be repeated for credit.

ART111 SUN# **ART 1111**
Drawing I
3 credit(s) 6 period(s) lecture + lab
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. **Prerequisites:** None.

ART112 SUN# **ART 1112**
Two-Dimensional Design
3 credit(s) 6 period(s) lecture + lab
Study of fundamental elements and principles of two-dimensional design. **Prerequisites:** None.

ART113
Color
3 credit(s) 6 period(s) lecture + lab
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. **Prerequisites:** None.

ART115 SUN# **ART 1115**
Three-Dimensional Design
3 credit(s) 6 period(s) lecture + lab
Fundamental principles of three-dimensional design. **Prerequisites:** None.

ART116
Life Drawing I
3 credit(s) 6 period(s) lecture + lab
Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. **Prerequisites:** None.

ART117
Life Drawing II
3 credit(s) 6 period(s) lecture + lab
Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. **Prerequisites:** A grade of C or better in ART116.

ART119
Penciling for Sequential Art
3 credit(s) 6 period(s) lecture + lab
Development of observational skills as they apply to sequential art. Emphasis on techniques that showcase how characters interact with their environment and manipulate props and cartooning anatomy. Includes techniques on composing page layouts, adapting scripts and reference gathering. **Prerequisites:** A grade of C or better in ART100 or permission of Instructor.

ART120
Inking for Sequential Art
3 credit(s) 6 period(s) lecture + lab
Development of inking materials and techniques used in sequential art. Emphasis on the types of tools used in the industry and the various means of employing them. Understanding the duties of the inker and the process of computer finishing. **Prerequisites:** None.

ART122
Drawing and Composition II
3 credit(s) 6 period(s) lecture + lab
Emphasis on composition and exploration of drawing media. **Prerequisites:** A grade of C or better in ART111.

ART150
Digital Storytelling
3 credit(s) 6 period(s) lecture + lab
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. **Prerequisites:** None.

ART151
Sculpture I
3 credit(s) 6 period(s) lecture + lab
Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. **Prerequisites:** None.

ART152
Sculpture II
3 credit(s) 6 period(s) lecture + lab
Continuation of ART151 with emphasis on control of sculptural media. **Prerequisites:** A grade of C or better in ART151.

ART155
Glass Fusing and Slumping I
3 credit(s) 6 period(s) lecture + lab
Introduction to the basics involved in glass fusing and slumping. The concepts of glass, glass fusing, and glass slumping will be covered with hands-on experience using a variety of techniques to create finished glass projects such as jewelry, dishes, frames, and door bells. **Prerequisites:** None. **Course Notes:** ART155 may be repeated for a total of twelve (12) credits.

ART156
Glass Fusing and Slumping II
3 credit(s) 6 period(s) lecture + lab
Further study in the area of glass fusing and slumping. Advanced techniques including Pate-de-Verre, Pattern Bars, watchbands, bracelets, and patterned dishes. **Prerequisites:** A grade of C or better in ART155. **Course Notes:** ART156 may be repeated for a total of twelve (12) credits.

ART161
Ceramics I
3 credit(s) 6 period(s) lecture + lab
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. **Prerequisites:** None.

ART162
Ceramics II
3 credit(s) 6 period(s) lecture + lab
Major emphasis on wheel throwing, glaze making and decorating techniques. **Prerequisites:** A grade of C or better in ART161.

ART165
Watercolor Painting I
3 credit(s) 6 period(s) lecture + lab
Transparent and Gouache watercolor painting. **Prerequisites:** A grade of C or better in (ART111 and ART112) or permission of Instructor.

ART166
Watercolor Painting II
3 credit(s) 6 period(s) lecture + lab
Painting in water soluble media. Emphasis on individual techniques and design. **Prerequisites:** A grade of C or better in ART165.

ART167
Painting I
3 credit(s) 6 period(s) lecture + lab
Exploration of technical and expressive possibilities of various painting media in easel painting. **Prerequisites:** A grade of C or better in (ART111 and ART112) or permission of Instructor.

ART168
Painting II
3 credit(s) 6 period(s) lecture + lab
Continued refinement of painting skills and investigation of new possibilities in painting. **Prerequisites:** A grade of C or better in ART167 or permission of Instructor.

ART/ADA169
2D Media Design
3 credit(s) 6 period(s) lecture + lab
Generation of two-dimensional (2D) images, designs, and media using digital and traditional methods of visual problem solving. Understanding digital and design-based techniques and workflows. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ART100 or permission of Instructor.

ART170
3D Computer Design
3 credit(s) 6 period(s) lecture + lab
Artistic manipulation of computer images. Emphasis on color and three-dimensional (3D) design in production of these images. Existing software used to generate three-dimensional art. **Prerequisites:** A grade of C or better in ART100 or ADA/ART169 or permission of Instructor.

ART171
Jewelry I
3 credit(s) 6 period(s) lecture + lab
Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. **Prerequisites:** None.

ART172
Jewelry II
3 credit(s) 6 period(s) lecture + lab
Further refinement of personal expression using techniques and design concepts of ART171. **Prerequisites:** A grade of C or better in ART171.

ART173
Computer Art
3 credit(s) 6 period(s) lecture + lab
Introduction to the multiple elements of paint software programs using the microcomputer. Basic foundation in the use of computer techniques including color paint programs for the production of computer images. Use of electronic input and output devices. **Prerequisites:** A grade of C or better in ART100, or permission of Instructor.

ART/ADA175
Electronic Publishing Design I
3 credit(s) 6 period(s) lecture + lab
Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. **Prerequisites or Corequisites:** A grade of C or better in ART100 or permission of Instructor.

ART/ADA177
Digital Photographic Imaging I
3 credit(s) 6 period(s) lecture + lab
Introduction to multiple elements of digital imaging. Basic foundation in photographic manipulation of images, with special attention to aesthetic foundations underlying photographic composition. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ART100 or permission of Instructor.

ART179
Electronic Presentation Design
3 credit(s) 6 period(s) lecture + lab
Introduction to the multiple elements of commercial-graphic presentation materials using the microcomputer and other advanced technologies. Basic foundation in the use of computer presentation software programs using presentation techniques. Special attention to aesthetic foundations underlying all presentation materials. **Prerequisites or Corequisites:** A grade of C or better in ART100 or permission of Instructor.

ART180
Designer's Tools Modules
1 credit(s) 2 period(s) lecture + lab
Introduction to the multiple elements of a selected visual art software package using the microcomputer. Basic foundation in the use of electronic techniques including appropriate input and output production devices. **Prerequisites:** A grade of C or better in ART100, or permission of Instructor.

ART180AC
Designer's Tools: QuarkExpress

ART180AD
Designer's Tools: Adobe Illustrator

ART180AI
Designer's Tools: 3-D Studio Textures

ART180AJ
Designer's Tools: 3-D Special Effects

ART180AK
Designer's Tools: Adobe Premiere

ART180AL
Designer Tools: Character Studio

ART181
Graphic Design I
3 credit(s) 6 period(s) lecture + lab
Basic understanding of design principles and the stages of graphic design, with an emphasis on final product and presentation. **Prerequisites:** A grade of C or better in ART100 or permission of Instructor.

ART182
Graphic Design II
3 credit(s) 6 period(s) lecture + lab
Utilizing graphic design essentials of typography, contrast and layout to develop design solutions to problems in consumer advertising, typography and structure. **Prerequisites:** A grade of C or better in ART181 or permission of Instructor.

ART183
Digital Graphic Arts I
3 credit(s) 6 period(s) lecture + lab
Graphic design use in microcomputer; black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography and video interaction. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ART100 or permission of Instructor.

ART/ADA/MMT184
Digital Animation I
3 credit(s) 6 period(s) lecture + lab
The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing, and surface rendering. Screening and discussion of selected animated short films and videos. **Prerequisites:** A grade of C or better in (ART111 or ART116) or permission of Instructor. **Corequisites:** ART100 or permission of Instructor.

ART/MMT185
3D Modeling and Animation I
3 credit(s) 6 period(s) lecture + lab
Basic concepts of 3D modeling. Anatomy of computer geometry; basic elements that make computer models-curves, surfaces, non-uniform rational basis spline (NURBS), and polygons. 3D translation, shading, materials, and rendering. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ART100 or permission of Instructor.

ART/MMT190
Art of Web Site Design
3 credit(s) 6 period(s) lecture + lab
Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language (HTML), digital text, and graphics. Discussion of color, proportion, typography and Web-specific design principles. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. **Prerequisites:** A grade of C or better in ART100, or permission of Instructor. CIS133DA recommended.

ART190AA
Art of Website Design I
1 credit(s) 2 period(s) lecture + lab
Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language, digital text, and graphics. **Prerequisites:** A grade of C or better in ART100, or permission of Instructor. CIS133DA recommended.

ART190AB
Art of Website Design II
1 credit(s) 2 period(s) lecture + lab
Producing Web site pages, using design and Hyper Text digital text and graphics. Discussion of color, proportion, typography and Web-specific design principles. **Prerequisites:** A grade of C or better in ART100 and ART190AA, or permission of Instructor. CIS133DA recommended.

ART190AC
Art of Website Design III
1 credit(s) 2 period(s) lecture + lab
Producing Web sites using artistic form and content. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. **Prerequisites:** A grade of C or better in ART100 and ART190AB, or permission of Instructor. CIS133DA recommended.

ART191
Storyboarding and Layout
2 credit(s) 4 period(s) lecture + lab
Introduction to storyboarding including film storytelling and scene presentation. **Prerequisites:** A grade of C or better in ART111 or ART187 or MMT188.

ART192
Advanced Web Presentation Design
3 credit(s) 6 period(s) lecture + lab
Advanced interactive application and training for Web designers and graphic artists using Quark, Illustrator, Photoshop, HTML Flash, Dreamweaver and Digital Video site optimization techniques. Development of design concepts for web pages that communicate and deliver Web content creatively. **Prerequisites:** A grade of C or better in ART190 or permission of Instructor. ART180AM and ART180AN suggested but not required.

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ART210
Design Tools for Imagery, Production, and Publishing
3 credit(s) 6 period(s) lecture + lab
Industry standard development of image manipulation, digital production, digital negatives, typography, and desktop publishing. New techniques using integrated software with multiple platform applications. Emphasis on alternative processes including: technique, aesthetics and creative imagery. **Prerequisites:** A grade of C or better in ART100 and [ADA/ART169 or (ADA/ART180AD, ADA/ART180AE, and ART180AS)] and ART181, or permission of Instructor.

ART215
Advanced Electronic Publishing
3 credit(s) 6 period(s) lecture + lab
Advanced use of electronic page layout techniques including in-depth styles; typography; technical documents and digital publishing interactivity. **Prerequisites:** A grade of C or better in ADA/ART175.

ART219
Coloring, Toning and Lettering for Sequential Art
3 credit(s) 6 period(s) lecture + lab
Understanding of the digital rules and programs used in coloring, toning and lettering comics, and the problems presented therein within the sequential narrative. Emphasis on rules and guidelines within the industry, and digital coloring and lettering. **Prerequisites:** A grade of C or better in (ART100, ART119, and ART120) or permission of Instructor.

ART220
Publishing for the Comic Industry
3 credit(s) 6 period(s) lecture + lab
Understanding of the comics industry. Includes researching, marketing, packaging, and distributing comics. Emphasis on selling and submitting to comic publishers, how to develop comics for self-publishing, promotional materials, and understanding contracts and copyrights involved in the process of publishing comics. **Prerequisites:** A grade of C or better in ART100 or permission of Instructor.

ART221
Comics Creation
3 credit(s) 3 period(s) lecture + lab
Development of a complete sequential comic, using all comics skills from beginning to end. Process includes scripting, penciling, inking, coloring or toning, lettering, and printing for publication. **Prerequisites:** A grade of C or better in (ART100 and ART219) or permission of Instructor.

ART/THP246
Digital Fabrication
3 credit(s) 6 period(s) lecture + lab
Introduction to concepts and application of computer visualization, modeling, and rapid prototyping for interdisciplinary arts. Students will design sculptures applying 3D computer modeling techniques, rapid prototyping, and other available digital output devices to produce solid models. **Prerequisites:** None.

ART250
Introduction to Printmaking
3 credit(s) 6 period(s) lecture + lab
Introduction to concepts and techniques involved in Fine Art field of Printmaking. Deals with three most basic Printmaking modes of Serigraphy, Woodcut, and Monoprinting in first part of course. Overview of Etching, Lithography and Papermaking in second part of course. **Prerequisites:** A grade of C or better in ART111 and ART113.

ART255
Art Marketing
3 credit(s) 3 period(s) lecture
Career goals, presentation of artist and art work (portfolio, resume, business cards, catalog), pricing and selling works, networking, establishing a studio, promotion and publicity, writing press releases, proposal writing, business ethics, artist rights, copyright law, contracts and agreements, royalties, record keeping, and communication skills. **Prerequisites:** None.

ART255AA
Self Promotion
1 credit(s) 1 period(s) lecture
Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. **Prerequisites:** None.

ART255AB
The Portfolio
1 credit(s) 1 period(s) lecture
Choosing the right pieces to include, presenting art work, developing the portfolio. **Prerequisites:** None.

ART256
Glass Fusing and Slumping III
3 credit(s) 6 period(s) lecture + lab
Further study in the area of glass fusing and slumping with emphasis on advanced techniques and design considerations, such as, plates designed using different techniques, weaving or strip glass, and combining previous techniques to create projects. **Prerequisites:** A grade of C or better in ART156. **Course Notes:** ART256 may be repeated for a total of fifteen (15) credits.

ART257
Glass Fusing and Slumping IV
3 credit(s) 6 period(s) lecture + lab
Further study of advanced glass fusing and slumping including problems, professional practices, personal expression and experimental research into various techniques. **Prerequisites:** A grade of C or better in ART256. **Course Notes:** ART257 may be repeated for a total of fifteen (15) credits.

ART270
Digital Photographic Imaging II
3 credit(s) 6 period(s) lecture + lab
Intermediate digital photographic imaging techniques. Refinement of aesthetic awareness and personal expression. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ADA/ART177.

ART273AC
Special Topics: Multimedia Arts
3 credit(s) 6 period(s) lecture + lab
Multimedia art studio course examining new and/or current topics in media and/or multimedia arts. **Prerequisites:** Permission of Instructor. **Course Note:** ART273AC is designed to offer special topics and/or specialized training for students in multimedia arts. Activities may also be appropriate for portfolio enhancement.

ART275
Lost Wax Casting I
3 credit(s) 6 period(s) lecture + lab
Introduction to lost wax casting techniques for jewelry and small sculptures. Emphasis on design concepts as related to three-dimensional forms. **Prerequisites:** None.

ART276
Lost Wax Casting II
3 credit(s) 6 period(s) lecture + lab
Advanced course in lost wax casting techniques for jewelry and small sculptures. Emphasis on the continuation of individual expression using the lost wax method. **Prerequisites:** A grade of C or better in ART275.

ART/ADA283
Digital Graphic Arts II
3 credit(s) 6 period(s) lecture + lab
Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. **Prerequisites:** A grade of C or better in ADA/ART183 or permission of Instructor.

ART/MMT285
3D Modeling and Animation II
3 credit(s) 6 period(s) lecture + lab
Advanced techniques for 3D modeling and computer animation. Creating and applying 2D background and 3D model textures, creating and applying special effects to models and animation, designing, modeling, and animating a digital 3D character from a character study. **Prerequisites:** A grade of C or better in ART/MMT185.

ART/ADA289
Computer Illustration
3 credit(s) 6 period(s) lecture + lab
Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of input and output devices. **Prerequisites or Corequisites:** A grade of C or better in ART100 or permission of Instructor.

ART290AC
Studio Art
3 credit(s) 6 period(s) lecture + lab
Studio course for art majors allowing continuation in a subject field. **Prerequisites:** Permission of Instructor. **Course Note:** ART290AC may be repeated for credit.

ART291
Digital Prepress
3 credit(s) 6 period(s) lecture + lab
Introduction to fundamental concepts of digital prepress necessary for the designer to create digital documents for accurate output and reproduction. **Prerequisites:** A grade of C or better in ART100 or permission of Instructor.

ART297AB
Commercial Art Internship
2 credit(s) 2 period(s) lecture + lab
Digital design, development, and photographic imaging work experience in a business or industry. 160 hours of designated work. **Prerequisites:** Permission of Department or Division.

ART298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

ART – *(Photography)*

ART131
Photography I
3 credit(s) 6 period(s) lecture + lab
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. **Prerequisites:** None. **Course Note:** Camera required.

ART132
Photography II
3 credit(s) 6 period(s) lecture + lab
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. **Prerequisites:** A grade of C or better in ART131, or permission of Instructor.

ART133
Photography III
3 credit(s) 6 period(s) lecture + lab
Refinement of aesthetic and technical aspects producing convincing images of highest quality. **Prerequisites:** A grade of C or better in ART132 or permission of Instructor.

ART134
Photography IV
3 credit(s) 6 period(s) lecture + lab
Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. **Prerequisites:** A grade of C or better in ART133 or permission of Instructor.

ART135
Photojournalism I
3 credit(s) 6 period(s) lecture + lab
Basic technical knowledge of photographic process as applied by mass media. **Prerequisites:** A grade of C or better in ART131 or permission of Instructor.

ART137
Alternative Photographic Processes
3 credit(s) 6 period(s) lecture + lab
Emphasis on development of alternative photographic processes including technique, aesthetics, and creative imagery. Exploration of various types of non-silver photographic processes including cyanotype, Van Dyke, Polaroid imaging, and others. **Prerequisites:** None.

ART138
Commercial Photography I
3 credit(s) 6 period(s) lecture + lab
Basic techniques of lighting, camera work, and reproduction of commercial photography. Cooperation with commercial art community. **Prerequisites:** A grade of C or better in (ART131 or ART142) or permission of Instructor.

ART139
Commercial Photography II
3 credit(s) 6 period(s) lecture + lab
Continuation of ART138. Advanced techniques with portfolio organization and presentation. **Prerequisites:** A grade of C or better in ART138.

ART140
Portrait Photography
3 credit(s) 6 period(s) lecture + lab
Fundamentals of portrait photography. Basic techniques of lighting, posing, design, and digital workflows applicable to the industry. Theory and practices of a portrait photography business. **Prerequisites:** A grade of C or better in ART131 or ART142 or permission of Instructor. **Course Notes:** Digital camera with manual settings required.

ART142
Introduction to Digital Photography
3 credit(s) 6 period(s) lecture + lab
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. **Prerequisites:** None. **Course Note:** Digital camera required.

ART143
Intermediate Digital Photography
3 credit(s) 6 period(s) lecture + lab
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. **Prerequisites:** A grade of C or better in ART142 or permission of Instructor. **Course Note:** Semi-adjustable, high-resolution digital camera is required.

ART/ADA177
Digital Photographic Imaging I
3 credit(s) 6 period(s) lecture + lab
Introduction to multiple elements of digital imaging. Basic foundation in photographic manipulation of images, with special attention to aesthetic foundations underlying photographic composition. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ART100 or permission of Instructor.

ART234
Color Photography I
3 credit(s) 6 period(s) lecture + lab
Basic principles of color theory, camera and input and output techniques using slide film or digital photography. **Prerequisites:** A grade of C or better in ART131 or ART142 or permission of Instructor. **Course Note:** Film or digital camera required.

ART235
Color Photography II
3 credit(s) 6 period(s) lecture + lab
Basic theories and techniques of color negative materials. **Prerequisites:** A grade of C or better in ART234 or permission of Instructor.

ART237
Fashion Photography
3 credit(s) 6 period(s) lecture + lab
Practical application of photographic techniques within the fashion industry. Includes the photographing of models, garments, and accessories. **Prerequisites:** A grade of C or better in (ART131 or ART142) or permission of Instructor. **Course Notes:** ART237 may be repeated for credit. Digital Single Lens Reflex (DSLR) camera required.

ART290AC
Studio Art
3 credit(s) 6 period(s) lecture + lab
Studio course for art majors allowing continuation in a subject field. **Prerequisites:** Permission of Instructor. **Course Notes:** ART290AC students must have completed advanced courses in the subject field. ART290AC may be repeated for credit.

ART295DA, DB, and DC
Art Workshop/Seminar: Photography
1, 2, and 3 credit(s) 2, 4, and 6 period(s) lecture + lab
Advanced level workshop seminar in art disciplines. **Prerequisites:** Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department/Division Chair.

ASB, ASM – Anthropology

ASB102
Introduction to Cultural Anthropology
3 credit(s) 3 period(s) lecture
Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. **Prerequisites:** None.

ASB/AFR/CCS202
Ethnic Relations in the United States
3 credit(s) 3 period(s) lecture
Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. **Prerequisites:** None.

ASB211
Women in Other Cultures
3 credit(s) 3 period(s) lecture
Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. **Prerequisites:** None.

ASB214
Magic, Witchcraft and Healing: An Introduction to Comparative Religion
3 credit(s) 3 period(s) lecture
Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. **Prerequisites:** None.

ASB222
Buried Cities and Lost Tribes: Old World
3 credit(s) 3 period(s) lecture
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. **Prerequisites:** None.

ASB223
Buried Cities and Lost Tribes: New World
3 credit(s) 3 period(s) lecture
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North American, Central America, and South America. **Prerequisites:** None.

ASB235
Southwest Archaeology
3 credit(s) 3 period(s) lecture
Anthropological perspective and comparative study of the cultures of prehistoric native peoples of the North American southwest. **Prerequisites:** None.

ASB245
Indians of the Southwest
3 credit(s) 3 period(s) lecture
Comparative study of the cultures, including the histories and present status, of Indians of the Southwest. **Prerequisites:** None.

ASM104
Bones, Stones, and Human Evolution
4 credit(s) 5 period(s) lecture + lab
Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology. **Prerequisites:** None.

ASM/FOR275
Forensic Anthropology
4 credit(s) 5 period(s) lecture + lab
Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline. **Prerequisites:** None.

ASL – American Sign Language

Also see Interpreter Preparation, IPP on page 321.

ASL090AA
Speedy American Sign Language I
1 credit(s) 1 period(s) lecture
Introduction of techniques for communicating with deaf people using American Sign Language (A.S.L.). Expressive and receptive sign skills, manual alphabet, numbers, and basic sign vocabulary. **Prerequisites:** None. ASL103 suggested but not required. **Course Notes:** ASL090AA may be repeated for a total of five (5) credit hours.

ASL090AB
Speedy American Sign Language II
1 credit(s) 1 period(s) lecture
Use American Sign Language (A.S.L.) to converse about feelings, family members, other people, clothing, events according to proper tense, and to count to one hundred. **Prerequisites:** A grade of C or better in ASL090AA. Completion of prerequisites within the last three years is required. **Course Notes:** ASL090AB may be repeated for a total of five (5) credit hours.

ASL101
American Sign Language I
4 credit(s) 4 period(s) lecture
Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). **Prerequisites:** None. ASL103 suggested as a corequisite but not required.

ASL102
American Sign Language II
4 credit(s) 4 period(s) lecture
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. **Prerequisites:** A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL103
Introduction to the Deaf Community
1 credit(s) 1 period(s) lecture
History and development of American Sign Language (ASL) and English codes. Overview of education for Deaf and Hard of Hearing children. Legal rights and common adaptive devices used by Deaf and Hard of Hearing individuals. **Prerequisites:** None.

ASL110
Fingerspelling
3 credit(s) 3 period(s) lecture
Introduction to fingerspelling techniques. Focus on methods, theory, and applications on receptive and expressive skills including manual alphabet production and numbers. In addition, skill development in speed, dexterity, clarity, and lexicalized fingerspelling, numeric incorporation, prefixes, suffixes, and polysyllabic words. **Prerequisites:** A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL200
Issues and Resources
3 credit(s) 3 period(s) lecture
Implications of laws pertaining to educational choices and rights of deaf, deaf-blind, and hard of hearing individuals. Local, state, and national organizations, activities, and agencies affecting the deaf community. **Prerequisites:** A grade of C or better in ASL102 or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL201
American Sign Language III
4 credit(s) 4 period(s) lecture
Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. **Prerequisites:** A grade of C or better in ASL102 or permission of Department or Division. (ENG101 or ENG107) and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.

ASL202
American Sign Language IV
4 credit(s) 4 period(s) lecture
Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings. **Prerequisites:** A grade of C or better in ASL201 or permission of Department or Division. (ENG101 or ENG107), ASL200, and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.

ASL203
American Sign Language V
4 credit(s) 4 period(s) lecture
Advanced study of vocabulary, classifiers, use of space, and grammatical features of American Sign Language (ASL). Includes evaluation of changes that occur in ASL as a living language. Advanced use of ASL in demonstrations, reports, and presentations. **Prerequisites:** A grade of C or better in ASL202. Completion of prerequisites within the last three years is required.

ASL204
Comparative Linguistics: ASL/English
3 credit(s) 3 period(s) lecture
A variety of topics about linguistics of American Sign Language (ASL) and English including phonology, morphology, lexicon, syntax, discourse, and language acquisition. Aspects of using sign language and how visual languages differ and are similar to spoken language. **Prerequisites:** A grade of C or better in ASL202. **Corequisites:** ASL203. Completion of prerequisites within the last three years is required.

For more information on transfer pathways to Northern Arizona University (NAU), visit:

https://sites.google.com/nau.edu/naupartnerships/home

ASL212
Deaf Culture
3 credit(s) 3 period(s) lecture
Linguistic, social, educational, and political issues in deaf culture. Values and group identity issues as related to heritage and literature. Special emphasis on the cultural and philosophical attitudes shared with other minority groups. **Prerequisites:** A grade of C or better in ASL202 or permission of Department or Division. Completion of prerequisites within the last three years is required.

AST– Astronomy

AST101
Survey of Astronomy
4 credit(s) 6 period(s) lecture and lab
Survey of astronomy for the non-technical student. The history, contents, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology **Prerequisites:** None.

AST102
Survey of Astronomy Laboratory
1 credit(s) 3 period(s) lab
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. **Prerequisites:** A grade of C or better in AST101 and permission of Instructor or Department or Division. **Course Notes:** AST102 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCCD students should enroll in AST101 only.

AST/GLG106
Life in the Universe
4 credit(s) 6 period(s) lecture and lab
Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe, origin of life on Earth and the possibility of life on other planets. **Prerequisites:** A grade of C or better in MAT090, MAT091, or MAT092, or completion of higher level mathematics course, or satisfactory placement.

AST/GLG107
Life in the Universe Laboratory
1 credit(s) 3 period(s) lab
Astronomy, Biology, and Planetary Science laboratory. **Prerequisites:** A grade of C or better in AST/GLG106 and permission of Instructor or Department or Division. **Course Notes:** AST107 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCCD students should enroll in AST106 only.

AST111
Introduction to Solar System Astronomy
4 credit(s) 6 period(s) lecture and lab
Introduction to astronomy for the non-science major. The scientific method, properties of light, astronomical instruments, our Solar System and solar systems around other stars. Includes hands-on astronomical observations and laboratory exercises. **Prerequisites:** A grade of C or better in MAT092 or higher, or satisfactory district placement.

AST112
Introduction to Stars, Galaxies, and Cosmology
4 credit(s) 6 period(s) lecture and lab
Introduction to astronomy for the non-science major. Structure and evolution of stars; supernovae, black holes, and quasars; nebulae; star clusters; galaxies; cosmology, including the birth and death of the universe. **Prerequisites:** A grade of C or better in MAT092 or higher, or satisfactory district placement. **Course Notes:** Note that AST111 is not a prerequisite for this course.

AST113
Introduction to Solar System Astronomy Laboratory
1 credit(s) 3 period(s) lab
Hands-on astronomical observations and exercises to supplement AST111. **Prerequisites:** A grade of C or better in AST111 and permission of Instructor or Department or Division. **Course Notes:** AST113 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCCD students should enroll in AST111 only.

AST114
Introduction to Stars, Galaxies, and Cosmology Laboratory
1 credit(s) 3 period(s) lab
Hands-on astronomical observations and exercises to supplement AST112. **Prerequisites:** A grade of C or better in AST112 and permission of Instructor or Department or Division. **Course Notes:** AST114 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCCD students should enroll in AST112 only.

BIO – Biology

BIO100
Biology Concepts
4 credit(s) 6 period(s) lecture and lab
Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. **Prerequisites:** None. **Course Notes:** Field trips may be required at students' expense.

BIO105
Environmental Biology
4 credit(s) 6 period(s) lecture and lab
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. **Prerequisites:** None.

BIO108
Plants and Society
4 credit(s) 6 period(s) lecture and lab
A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy. **Prerequisites:** None.

BIO145
Marine Biology
4 credit(s) 6 period(s) lecture and lab
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. **Prerequisites:** None.

BIO156
Introductory Biology for Allied Health
4 credit(s) 6 period(s) lecture and lab
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. **Prerequisites:** A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college level chemistry is strongly recommended.

BIO160
Introduction to Human Anatomy and Physiology
4 credit(s) 6 period(s) lecture and lab
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. **Prerequisites:** None.

BIO181 SUN# **BIO 1181**
General Biology (Majors) I
4 credit(s) 6 period(s) lecture and lab
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed explanation of the chemistry of life, the cell, and genetics. **Prerequisites:** A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 SUN# **BIO 1182**
General Biology (Majors) II
4 credit(s) 6 period(s) lecture and lab
The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. **Prerequisites:** A grade of "C" or better in BIO181 or BIO181XT. **Course Note:** BIO182 may require field trips.

BIO201 SUN# **BIO 2201**
Human Anatomy and Physiology I
4 credit(s) 6 period(s) lecture and lab
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. **Prerequisites:** A grade of C or better in (BIO156, or BIO156XT, or BIO181, or BIO181XT, or one year of high school biology) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101). CHM130 or higher or one year of high school chemistry suggested but not required.

BIO202 SUN# **BIO 2202**
Human Anatomy and Physiology II
4 credit(s) 6 period(s) lecture and lab
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. **Prerequisites:** A grade of C or better in BIO201 or BIO201XT.

BIO205 SUN# **BIO 2205**
Microbiology
4 credit(s) 6 period(s) lecture and lab
Study of microorganisms and their relationship to health, ecology, and related fields. **Prerequisites:** A grade of C or better in (BIO156, or BIO156XT, or BIO181, or BIO181XT, or one year of high school biology) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101). CHM130 or higher or one year of high school chemistry suggested but not required.

BIO296WA, WB, WC
Cooperative Education
1-3 credit(s) 5-15 period(s) lab
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. **Prerequisites:** Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to student's academic or career goals (students present job may qualify) or permission of Instructor. **Corequisites:** Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.

BIO298AA, AB, AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

BPC – Business–Personal Computers

BPC101
Introduction to Computers
3 credit(s) 4 period(s) lecture + lab
Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, a desktop environment, database management, computer graphics and operating system commands. Individualized advanced applications of software selected to solve specific problems on the personal computer. **Prerequisites:** None.

BPC110
Computer Usage and Applications
3 credit(s) 4 period(s) lecture + lab
Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. **Prerequisites:** None.

BPC/OAS111AA
Computer Keyboarding I
1 credit(s) 1.7 period(s) lecture + lab
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. **Prerequisites:** None.

BPC170
A+ Exam Prep: Computer Hardware Configuration and Support
3 credit(s) 4 period(s) lecture + lab
Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations. **Prerequisites:** None.

BPC171
Recycling Used Computer Technology
1 credit(s) 2 period(s) lecture + lab
Use of hardware maintenance knowledge and skills to refurbish used computers. **Prerequisites or Corequisites:** BPC170 or permission of Instructor **Course Notes:** BPC171 may be repeated for a total of three (3) credit hours.

BPC270
A+ Exam Prep: Operating System Configuration and Support
3 credit(s) 4 period(s) lecture + lab
Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on OS installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. **Prerequisites:** A grade of C or better in CIS105 or permission of Instructor.

CAD – Computer-Aided Drafting

CAD100
Fundamentals of 2D AutoCAD
3 credit(s) 6 period(s) lecture + lab
Utilize AutoCAD software to generate two-dimensional (2-D) drawings and components in a generic installation. Apply basic AutoCAD commands and properties to format, draw, edit, layer, dimension, import/export, and manage drawing files. Creation, manipulation, and hardcopy production of 2-D drawing files from major AutoCAD command and display environments and plot options. **Prerequisites:** None.

CCS – Chicana and Chicano Studies

CCS101
Chicana and Chicano Studies
3 credit(s) 3 period(s) lecture
Introduction to the wealth and diversity of Chicana and Chicano Studies research from a variety of disciplinary perspectives through the use of a series of historical and social scientific studies, novels, testimonios, and films. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or equivalent.

CCS/ASB/AFR202
Ethnic Relations in the United States
3 credit(s) 3 period(s) lecture
Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. **Prerequisites:** None.

CCS282AA
Volunteerism for Chicana and Chicano Studies: A Service Learning Experience
1 credit(s) 1 period(s) lab
Service learning field experience within private/public agencies such as museums and libraries, and citizen volunteer groups. May be repeated for a total of six (6) CCS282 credit hours; may not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. **Prerequisites:** Permission of Instructor.

CCS298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

CFS – Child/Family Studies

CFS101AH
Art Activities for the Young Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
The creative use of art media and techniques at appropriate developmental levels. **Prerequisites:** None.

CFS101AP
Science Activities for the Young Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Interpreting the study of science in early childhood education as a part of a dynamic growth process offered by the child's daily life experiences. **Prerequisites:** None.

CFS106
Stress Management in the Family
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Impact of stress factors on the family. Managing time and stress in the home. Options for coping with anxiety. **Prerequisites:** None.

CFS109
Parent/Child Communication
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Communication between parents and children. Developing self-esteem, responsibility and empathic listening. Pitfalls to communication. **Prerequisites:** None.

CFS114
Working With the Hyperactive Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Causes of hyperactivity in children; focus on the family's role in identification, treatment and school/community support. **Prerequisites:** None.

CFS116
Discipline and Guidance
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Age appropriate principles for disciplining and guiding young children's behavior in child care settings, including interpersonal and environmental strategies. Observational opportunities provided. **Prerequisites:** None.

CFS121AA
Single Parent Family-Adjustment
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Overview of issues facing single parent families. Examination of adjustment issues with emphasis on relationships. Methods of adapting family life to meet the needs and variations of one-parent families. **Prerequisites:** None.

CFS125
Safety in Early Childhood Settings
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Fundamental concepts of promoting a safe, but challenging learning environments. Establishing and maintaining safety procedures in the early childhood setting. Emphasis on indoor and outdoor equipment and activities, risk analysis, accident, evacuation, and emergency plans, regulations, regulatory agencies and resources, current topics, and innovative practices. **Prerequisites:** None.

CFS130
Demystifying Adolescence
1 credit(s) 1 period(s) lecture
(Not offered every semester)
A holistic overview of the physical, social, and emotional development of adolescents. Emphasis on effective skills necessary for working with adolescents and their families. **Prerequisites:** None.

CFS157
Marriage and Family Life
3 credit(s) 3 period(s) lecture
Study of marriage and the family as a social system, including models of family analysis, intra- and interpersonal relations, and cross-cultural and historical patterns. **Prerequisites:** None.

CFS/ECH176
Child Development
3 credit(s) 3 period(s) lecture
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. **Prerequisites:** None.

CFS177
Parent-Child Interaction
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Positive methods to strengthen relationships and resolve conflicts with children. Focus on effective interpersonal skills and guidance techniques. **Prerequisites:** None.

CFS178
Survey of Early Childhood Education
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Orientation to basic concepts of day care and nursery programs. History and philosophy of child care services including state regulations governing those services. Observation opportunities provided. **Prerequisites:** None.

CFS182
Parenting the Early Adolescent: Ages Ten to Fourteen
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Emphasis on the early adolescent developmental period, ages ten to fourteen, and the importance of the parent-child relationship, as well as strategies to ensure successful teen years. **Prerequisites:** None.

Course information is subject to change.

Visit https://curriculum.maricopa.edu for most current information.

CFS183
Contemporary Issues in Adolescence
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Current issues that impact adolescent development and behavior explored. Comprehensive and specific strategies for addressing these issues as parents or professionals working with teens emphasized. Issues related to adolescent sexuality, abuse, mental health, violence, and risk behaviors included. **Prerequisites:** None.

CFS205
Human Development
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Explores the growth and development process over the human life span. Research and theoretical approaches; physical, cognitive, social, and personality development from birth through adulthood and death. **Prerequisites:** None.

CFS242
Curriculum Planning for Diversity
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Practical early childhood classroom applications for a diverse population, including integration of cultures, generations, genders, and races into the classroom, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate. **Prerequisites:** A grade of C or better in CFS/ECH176.

CFS256
Management in the Family
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Management as a means to the realization of individual and family values and goals; creation, allocation, and use of resources. Focus on decision making. **Prerequisites:** None.

CFS257
Working with Families with Diverse Needs
3 credit(s) 3 period(s) lecture
(Not offered every semester)
A collaborative approach to working with families with diverse needs. Examines the effect of specific challenges on the family system. Presents techniques for those working with families to facilitate stress management, conflict resolution, and utilization of community and personal resources to aid in the strengthening of the family unit. **Prerequisites:** None.

CFS263
Child and Family Studies Seminar
1 credit(s) 1 period(s) lecture
Classroom portion of Child and Family Studies Internship. Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job problems. **Prerequisites:** Departmental approval. **Corequisites:** CFS264AA or CFS264AB or CFS264AC, initial enrollment in internship module.

CFS264AA
Child and Family Studies Internship
1 credit(s) 5 period(s) lab
Laboratory portion of Child and Family Studies Internship. Five hours of work weekly. Supervision and evaluation by a coordinator. May be repeated for a total of six (6) credits. **Prerequisites:** Departmental approval. **Corequisites:** CFS263, when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.

CFS264AB
Child and Family Studies Internship
2 credit(s) 10 period(s) lab
Laboratory portion of Child and Family Studies Internship. Ten hours of work weekly. Supervision and evaluation by a coordinator. May be repeated for a total of six (6) credits. **Prerequisites:** Departmental approval. **Corequisites:** CFS263, when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.

CFS264AC
Child and Family Studies Internship
3 credit(s) 15 period(s) lab
Laboratory portion of Child and Family Studies Internship. Fifteen hours of work weekly. Supervision and evaluation by a coordinator. May be repeated for a total of six (6) credits. **Prerequisites:** Departmental approval. **Corequisites:** CFS263, when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.

CFS/ECH271
Arranging the Environment
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. **Prerequisites:** None.

CFS/ECH275
Literacy Development and the Young Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom. **Prerequisites:** None.

CFS277
Adult-Adolescent Interaction
3 credit(s) 3 period(s) lecture
(Not offered every semester)
Prepares social service workers, teachers, and parents to interact effectively with teenagers. Develops understanding of the interaction between adolescents and their families. Teaches practical strategies to deal with specific problem areas. **Prerequisites:** None.

CFS281
Adolescent School Success
1 credit(s) 1 period(s) lecture
(Not offered every semester)
An overview of factors that contribute to adolescent school success, including family-school interactions, special needs adolescents, and problem areas. Emphasis on strategies and resources to facilitate school success. **Prerequisites:** None.

CFS283
Multicultural Early Child Education
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Practical early childhood classroom applications for a diverse ethnic population, including integration of multicultures into the classroom, facilitation of a second language acquisition, and practical teaching strategies which are also developmentally appropriate. **Prerequisites:** A grade of C or better in CFS/ECH176.

CFS/ECH287
Professional Development in Early Childhood Education
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. **Prerequisites:** None.

CFS290AA
Child Abuse: Identification and Reporting in Child Care Settings
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Identification, recording, and reporting by child care providers of sexual abuse, physical abuse, or neglect of young children. **Prerequisites:** None.

CHM – Chemistry

CHM100
Preparation for Fundamental Chemistry
1 credit(s) 1 period(s) lecture
A preparatory course designed to review fundamental math and chemistry principles for students inexperienced or insecure with these concepts. Stresses individualized instruction. Designed to prepare students for CHM130. **Prerequisites:** None.

CHM107 and 107LL
Chemistry and Society and Lab
4 credit(s) 6 period(s) lecture and lab
LEC: A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. **Prerequisites:** None. **LAB:** Laboratory experience in support of CHM107. **Prerequisites or Corequisites:** CHM107.

CHM130 and 130LL SUN# **CHM 1130**
Fundamental Chemistry and Lab
4 credit(s) 6 period(s) lecture and lab
LEC: A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. **Prerequisites:** A grade of C or better in [(CHM090, or MAT090, or MAT091, or MAT092, or higher level mathematics course, or satisfactory math placement) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101 as indicated by appropriate reading placement)], or permission of the Instructor, or Department or Division Chair. **LAB:** Laboratory experience in support of CHM130. **Prerequisites or Corequisites:** A grade of C or better in CHM130.

CHM130AA
Fundamental Chemistry with Lab
4 credit(s) 6 period(s) lecture and lab
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. **Prerequisites:** A grade of C or better in [(CHM100, or MAT090, or MAT091, or MAT092, or higher level mathematics course, or satisfactory math placement) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101 as indicated by appropriate reading placement)], or permission of the Instructor, or Department or Division Chair. **Course Notes:** Student may receive credit for only one of the following: CHM130 and CHM130LL, or CHM130AA.

CHM138 and 138LL
Chemistry For Allied Health and Lab
4 credit(s) 6 period(s) lecture and lab
LEC: Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. This course is designed for specific allied health programs at MCCCD. It may not be applicable to other allied health programs or transferable. **Prerequisites:** A grade of C or better in (CHM100 or MAT090 or MAT091 or MAT092 or higher or satisfactory math placement), or one year of high school chemistry taken within the last five years with a grade of C or better, or permission of the Instructor, or Department or Division Chair. **LAB:** Laboratory experience in support of CHM138, Chemistry for Allied Health. **Prerequisites:** None. **Corequisites:** CHM138.

CHM150
General Chemistry I
4 credit(s) 4 period(s) lecture
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. **Prerequisites:** A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory placement), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA.

CHM151 and 151LL SUN# CHM 1151
General Chemistry I and Lab
4 credit(s) 6 period(s) lecture and lab
LEC: Detailed study of principles of chemistry for science majors and students in pre-professional curricula. **Prerequisites:** A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory placement), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. **LAB:** Laboratory experience in support of CHM150 or CHM151. **Prerequisites:** A grade of C or better in CHM150 or CHM151 or **Corequisites:** CHM150 or CHM151. **Course Notes:** Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA.

CHM152 and 152LL SUN# CHM 1152
General Chemistry II and Lab
4 credit(s) 6 period(s) lecture and lab
LEC: A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. **Prerequisites:** A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. Completion of CHM152LL required to meet the Natural Science requirement. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA. **LAB:** Laboratory experience in support of CHM152. **Prerequisites:** A grade of C or better in CHM152 or **Corequisites:** CHM152. **Course Notes:** Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA.

CHM230 and 230LL SUN# CHM 2230
Fundamental Organic Chemistry and Lab
4 credit(s) 6 period(s) lecture and lab
LEC: Chemistry of representative groups of organic compounds, emphasizing biological applications. **Prerequisites:** A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others. **LAB:** Laboratory experience in support of CHM230. **Prerequisites:** A grade of C or better in CHM130LL or CHM151LL or equivalent or **Corequisites:** CHM230.

CHM235 and 235LL SUN# CHM 2235
General Organic Chemistry I and Lab
4 credit(s) 7 period(s) lecture and lab 5
LEC: Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. **Prerequisites:** A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. **LAB:** Laboratory experience in support of CHM235. **Prerequisites:** A grade of C or better in CHM235 or **Corequisite:** CHM235. Completion of prerequisites within the last two years recommended.

CHM236 and 236LL SUN# CHM 2236
General Organic Chemistry IIA and Lab
4 credit(s) 7 period(s) lecture and lab
LEC: Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. **Prerequisites:** A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. **LAB:** Laboratory experience in support of CHM236. **Prerequisites:** A grade of C or better in CHM236 or **Corequisite:** CHM236. Completion of prerequisites within the last two years recommended.

CHM238 and 238LL
General Organic Chemistry IIB and Lab
5 credit(s) 9 period(s) lecture and lab
LEC: Alternate to CHM236. Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. **Prerequisites:** A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. Recommended for chemistry, chemical engineering and mining engineering majors. **LAB:** Laboratory experience in support of CHM238. **Prerequisites:** A grade of C or better in CHM235LL or equivalent or **Corequisites:** CHM238.

CHM298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

CIS – Computer Information Systems

CIS102DA
Customer User Support
3 credit(s) 4 period(s) lecture + lab
Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional. **Prerequisites:** None.

CIS103
Introduction to Social Media
3 credit(s) 4 period(s) lecture + lab
Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on various sites to socialize, write, and share multimedia, while understanding the related ethics, privacy and security issues. **Prerequisites:** The student must be 13 years or older.

CIS105 SUN **CIS 1120**
Survey of Computer Information Systems
3 credit(s) 4 period(s) lecture + lab
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. **Prerequisites:** None.

CIS111
Ethics in Information Technology
3 credit(s) 3 period(s) lecture
Ethical issues that arise as a result of increasing use of computers, and the responsibilities of those who work with computers, either as computer science professionals or end users. Critical inquiry and review of ethical challenges in information technology business, including professional and corporate responsibility, government regulation, fiduciary responsibilities of information, infringement of intellectual property, security risk assessment, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and the ethics of IT corporations. **Prerequisites:** None.

CIS113DE
Microsoft Word: Word Processing
3 credit(s) 4 period(s) lecture
Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. **Prerequisites:** None.

CIS114AE
Excel: Level I
1 credit(s) 2 period(s) lecture + lab
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. **Prerequisites:** None.

CIS114DE
Excel Spreadsheet
3 credit(s) 4 period(s) lecture + lab
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. **Prerequisites:** None. **Course Notes:** CIS114DE may be repeated for a total of nine (9) credit hours.

CIS117DM
Microsoft Access: Database Management
3 credit(s) 4 period(s) lecture + lab
Introduction to Microsoft Access. Emphasis on features, design, and database management. **Prerequisites:** None. **Course Notes:** CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM. CIS117DM may be repeated for a total of nine (9) credit hours.

CIS118AB
PowerPoint: Level I
1 credit(s) 2 period(s) lecture + lab
Use of Powerpoint software to produce professional-quality presentation visuals. **Prerequisites:** None.

CIS119DO
Introduction to Oracle: SQL
3 credit(s) 4 period(s) lecture+ lab
Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** CIS105 or permission of Instructor.

CIS120DC
Introduction to Adobe Animate
3 credit(s) 4 period(s) lecture + lab
Focuses on entry-level skill expectations for digital animation using Adobe Animate. Covers basic animation techniques used in the creation, manipulation, and editing of animation graphics. Prepares students for the Adobe certifications related to Adobe Animate. **Prerequisites:** None.

CIS120DF
Introduction to Adobe Photoshop
3 credit(s) 4 period(s) lecture + lab
Focuses on entry-level skills and knowledge for digital imaging using Adobe Photoshop. Prepares students for the Adobe Certifications related to Photoshop. **Prerequisites:** None.

CIS121AE
Windows Operating System: Level I
1 credit(s) 2 period(s) lecture + lab
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and software, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. **Prerequisites:** None.

CIS121AI
Mac Operating System
1 credit(s) 2 period(s) lecture + lab
Specific topics include getting started with Mac OS; working with disks, folders, and files; installing and using applications; setting system preferences; printing, faxing, and scanning; getting and living online; using iLife; sharing a Mac with other users; creating a home network; and maintaining the Mac. **Prerequisites:** None.

CIS126DL
Linux Operating System
3 credit(s) 4 period(s) lecture + lab
Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. **Prerequisites:** None.

CIS126RH
Red Hat System Administration I
3 credit(s) 4 period(s) lecture + lab
Introduction to core administration skills needed to manage a Red Hat Enterprise Linux system. This Red Hat Academy course helps prepare for the Red Hat certification exams using a hands-on, task-focused curriculum. **Prerequisites:** None.

CIS133AA
Internet/Web Development Level I-A
1 credit(s) 2 period(s) lecture + lab
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. **Prerequisites:** None.

CIS133DA
Internet/Web Development Level I
3 credit(s) 4 period(s) lecture + lab
Overview of the Internet/World Wide Web (WWW) and its resources. Hands-on experience with various Internet/WWW resource discovery, information retrieval, and social media tools. Design and development of multi-page websites using current HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets) standards. **Prerequisites:** None.

CIS136
Content Management Systems: WordPress
3 credit(s) 4 period(s) lecture + lab
Overview of WordPress Content Management System. Includes hands-on design and creation of web pages and blogs for the World Wide Web. Designed to cover best practices for web site/blog creation. **Prerequisites:** None.

CIS150
Programming Fundamentals
3 credit(s) 4 period(s) lecture + lab
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** CIS105 or permission of Instructor.

CIS150AB
Object-Oriented Programming Fundamentals
3 credit(s) 4 period(s) lecture + lab
Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** CIS105 or permission of Instructor.

CIS156
Python Programming: Level I
3 credit(s) 4 period(s) lecture + lab
Introduction to Python programming. Includes general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. **Prerequisites:** A grade of C or better in CIS105 or permission of Instructor.

CIS159
Visual Basic Programming I
3 credit(s) 4 period(s) lecture + lab
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. **Prerequisites:** A grade of C or better in CIS105, or permission of Instructor.

CIS162AD
C#: Level I
3 credit(s) 4 period(s) lecture + lab
Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. **Prerequisites:** A grade of C or better in CIS105 or permission of Instructor.

CIS163AA
Java Programming: Level I
3 credit(s) 4 period(s) lecture + lab
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. **Prerequisites:** A grade of C or better in CIS105 or permission of Instructor.

CIS165
Introduction to iOS Application Development
3 credit(s) 4 period(s) lecture + lab
Introduction to iOS device programming utilizing the XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through the entire design process from concept to final product delivery. **Prerequisites:** A grade of C or better in CIS150++, or CIS156, or CIS159, or CIS162++, or CIS163AA, or permission of Instructor.

CIS166AA
Introduction to JavaScript
3 credit(s) 4 period(s) lecture + lab
Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. **Prerequisites:** A grade of C or better in CIS133DA, or permission of Instructor.

CIS166AE
Web Scripting with PHP: Hypertext Preprocessor (PHP)
3 credit(s) 4 period(s) lecture + lab
Introduction to web scripting with PHP (PHP: Hypertext Preprocessor). Web application development using Hypertext Markup Language (HTML), PHP, programming logic, and Structured Query Language (SQL). **Prerequisites:** A grade of C or better in CIS133DA, or permission of Instructor.

CIS190
Introduction to Networking
3 credit(s) 4 period(s) lecture + lab
Overview of networks. Emphasis on the elements of a network, current issues and products, and use of a network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Helps prepare students for the CompTIA Network+ examination. **Prerequisites:** None. **Corequisites:** CIS105 or permission of Instructor.

CIS224
Project Management Microsoft Project for Windows
3 credit(s) 4 period(s) lecture + lab
Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, Powerpoint, and cc Mail. **Prerequisites:** None.

CIS227
Assembly Language
3 credit(s) 4 period(s) lecture + lab
Concepts and use of the Assembly programming language, including basic arithmetic operations, flow control, and memory management. **Prerequisites:** A grade of C or better in CIS162++ or permission of Instructor.

CIS233DA
Internet/Web Development Level II
3 credit(s) 4 period(s) lecture + lab
Plan, design and create web sites using HTML and Advanced Cascading Style Sheets (CSS). Expedite the development process using CSS frameworks and libraries. Enhance user experience and web site functionality using supporting technologies. Exploration of User Interface (UI) and User Experience (UX), best practices, accessibility, strategies, and careers in web design and development. **Prerequisites:** A grade of C or better in CIS133DA or permission of Instructor.

CIS235
e-Commerce
3 credit(s) 4 period(s) lecture + lab
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. **Prerequisites:** A grade of C or better in CIS133DA or permission of Instructor.

For additional information on **PC program competencies,** visit: https://curriculum.maricopa.edu

For additional information on **MCCCD course competencies**, visit: https://curriculum.maricopa.edu

CIS238DL
Linux System Administration
3 credit(s) 4 period(s) lecture + lab
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1). **Prerequisites:** A grade of C or better in CIS126DL or CIS126RH or permission of Instructor.

CIS239DL
Linux Shell Scripting
3 credit(s) 4 period(s) lecture + lab
Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. **Prerequisites:** A grade of C or better in CIS238DL or CIS238RH or permission of Instructor.

CIS240DL
Linux Network Administration
3 credit(s) 4 period(s) lecture + lab
In depth networking based on Linux servers and the Transmission Control Protocol/ Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols. Preparation for industry certifications such as the CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1). **Prerequisites:** A grade of C or better in CIS238DL or permission of Instructor.

CIS250
Management of Information Systems
3 credit(s) 4 period(s) lecture + lab
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. **Prerequisites:** A grade of C or better in CIS105.

CIS259
Visual Basic Programming II
3 credit(s) 4 period(s) lecture + lab
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. **Prerequisites:** A grade of C or better in CIS159 or permission of Instructor.

CIS262AD
C# Level II
3 credit(s) 4 period(s) lecture + lab
Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools. **Prerequisites:** A grade of C or better in CIS162AD, or permission of Instructor.

CIS263AA
Java Programming: Level II
3 credit(s) 4 period(s) lecture + lab
Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. **Prerequisites:** A grade of C or better in CIS163AA or permission of Instructor.

CIS265
Advanced iOS Application Development
3 credit(s) 4 period(s) lecture + lab
Advanced iOS device programming utilizing the Swift/XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through entire design process from concept to final product delivery. **Prerequisites:** A grade of C or better in CIS150++ and CIS165, or permission of Instructor.

CIS270
Essentials of Network and Information Security
3 credit(s) 4 period(s) lecture + lab
Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the CompTIA Security+ exam and the GIAC Security Essentials Certificate (GSEC). **Prerequisites:** A grade of C or better in BPC270 or CIS190 or CNT140AB or MST150++ or permission of Instructor.

CIS271DB
Information Security Essentials
3 credit(s) 4 period(s) lecture + lab
Overview of information security principles, access control, risk management, and compliance. Provides partial preparation for certification in one or all of the following: CompTIA Security + exam, International Information Systems Security Certification Consortium (ISC)2, Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC). **Prerequisites:** A grade of C or better in (BPC270 or CIS126DL or CIS126RH or MST150++) and (CIS190 or CNT140++) and (CIS111 or ITS120).

CIS271DL
Linux Security
3 credit(s) 4 period(s) lecture + lab
Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user-level, file system, and network security. Gain knowledge in a variety of security cracking techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/ GNU LCP and LCA certificates, CompTIA`s Linux+, RHCT, RHCE, and LPIC. **Prerequisites:** A grade of C or better in CIS240DL or Permission of Instructor.

CIS272DB
Information Security Principles
3 credit(s) 4 period(s) lecture + lab
Covers threats to the IT infrastructure and how they can impact operations. Demonstrates strategies to mitigate risk impacts as they relate to the IT infrastructure. Provides technical knowledge required to execute on the essentials of information security. Provides partial preparation for certification in one or all of the following: CompTIA Security + exam, International Information Systems Security Certification Consortium ((ISC)2), Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC). **Prerequisites:** A grade of C or better in CIS271DB.

CIS275DL
Linux Capstone
3 credit(s) 4 period(s) lecture + lab
The Linux Capstone course aggregates the skills, knowledge, communication, and critical thinking skills from the Linux Program. This course is to emulate a production environment that prepares students to work as a Linux Systems Administrator. The course helps to prepare students for Linux Industry certification exams. **Prerequisites:** A grade of C or better in CIS240DL, or CIS240RH, or permission of Instructor.

CIS276DA
MySQL Database
3 credit(s) 4 period(s) lecture + lab
A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. **Prerequisites:** A grade of C or better in CIS105, or CIS117DM, or permission of Instructor.

CIS290AA, AB, and AC
Computer Information Systems Internship
1, 2, and 3 credit(s) 6, 12, and 18 period(s) lab
Work experience in business or industry. **Prerequisites:** Permission of Instructor.

CIS298AA, AB, and AC
Special Projects
1, 2, and 3 credit(s) 1, 2, and 3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

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CLD – Cloud Computing

CLD110
Amazon Web Services Cloud Foundations
3 credit(s) 4 period(s) lecture + lab
Provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. Helps to prepare students for the AWS Certified Cloud Practitioner exam. **Prerequisites:** None. CIS105 suggested but not required.

CLD120
Amazon Web Services Cloud Architect Associate
3 credit(s) 4 period(s) lecture + lab
Fundamentals of building IT infrastructure on Amazon Web Services (AWS). Focus on how to optimize use of the AWS Cloud by understanding AWS services and best practices for the AWS Cloud and how they fit into cloud-based solutions. Covers design patterns for architecting optimal IT solutions on AWS, as well as strategies and services implemented on AWS. **Prerequisites:** A grade of C or better in CLD110 or permission of Instructor.

CNT – Cisco Network Technology

CNT140AB
Introduction to Networks
4 credit(s) 6 period(s) lecture + lab
Focus on the architecture, structure, functions, components, and models of the Internet and other computer networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination. **Prerequisites:** None.

CNT150AB
Switching, Routing, and Wireless Essentials
4 credit(s) 6 period(s) lecture + lab
Focus on configuring switches and routers for use in small and medium size networks. Including Virtual Local Area Networks (VLANs), VLAN trunking, Inter-VLAN routing, Spanning Tree Protocol (STP), EtherChannel, Dynamic Host Configuration Protocol (DHCP), First Hop Redundancy, Local area Network (LAN) and Switch security, and Static routing. Knowledge and skills needed to implement a Wireless Local Area Network (WLAN) is also covered. Preparation for Cisco certification examination. **Prerequisites:** A grade of C or better in CNT140AB or permission of Instructor.

CNT160AB
Enterprise Networking, Security, and Automation
4 credit(s) 6 period(s) lecture + lab
Focus on the configuration of routers and switches within small and medium size networks for advanced functionality including Open Shortest Path First (OSPF), Network security, Access Control Lists (ACLs), Network Address Translation (NAT), Wide Area Network (WAN) concepts, Virtual Private Networks (VPNs), Quality of Service (QOS), network management, design, troubleshooting, virtualization, and automation. Preparation for Cisco certification examination. **Prerequisites:** A grade of C or better in CNT150AB or permission of Instructor.

CNT202
Cisco Secure Firewall Appliance Configuration
4 credit(s) 5 period(s) lecture + lab
Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. **Prerequisites:** A grade of C or better in CNT160AB or permission of Instructor.

CNT205
Cisco Certified Network Associate Security
4 credit(s) 6 period(s) lecture + lab
Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. **Prerequisites:** A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) certification, or permission of Instructor.

COM – Communication

COM100 SUN# **COM 1100**
Introduction to Human Communication
3 credit(s) 3 period(s) lecture
Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication. **Prerequisites:** None.

COM110 SUN# **COM 1110**
Interpersonal Communication
3 credit(s) 3 period(s) lecture
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. **Prerequisites:** None.

COM181
Conflict Mediation
3 credit(s) 3 period(s) lecture
Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout. **Prerequisites:** None.

COM207
Introduction to Communication Inquiry
3 credit(s) 3 period(s) lecture
Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of Instructor. **Course Notes:** COM207 is recommended for the communication major.

COM222
Argumentation
3 credit(s) 3 period(s) lecture
Discussion and practice of the use of evidence, applied reasoning, recognition of fallacies, selection of arguments, and methods of analyzing issues. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

COM225
Public Speaking
3 credit(s) 3 period(s) lecture
Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. **Prerequisites:** A grade of C or better in ENG101 or ENG107, or equivalent.

COM230 SUN# **COM 2271**
Small Group Communication
3 credit(s) 3 period(s) lecture
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. **Prerequisites:** None.

COM/THP241
Oral Interpretation of Literature
3 credit(s) 3 period(s) lecture
The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences. **Prerequisites:** A grade of C or better in ENG101 or ENG107.

COM250
Introduction to Organizational Communication
3 credit(s) 3 period(s) lecture
Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. **Prerequisites:** None.

COM259
Communication in Business and Professions
3 credit(s) 3 period(s) lecture
Interpersonal, organizational, intercultural, group, and public communication in business and professional organizations. Emphasis on oral communication and the effective use of technology and new media. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

COM263
Elements of Intercultural Communication
3 credit(s) 3 period(s) lecture
Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized. **Prerequisites:** None.

COM/THP271
Voice and Diction
3 credit(s) 3 period(s) lecture
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. **Prerequisites:** None.

COM281AB
Communication Activities
3 credit(s) 5 period(s) lecture + lab
Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations at speech competitions or at community organizations. **Prerequisites:** None. **Course Notes:** COM281AB may be repeated for a total of six (6) credit hours.

COM298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

CON – Construction

CON101
Construction and Culture
3 credit(s) 3 period(s) lecture
The cultural context of construction, emphasizing the evolution and expansion of constructed environments as expressions of ethical and historical value systems. **Prerequisites:** None.

CPD – Counseling and Personal Development

CPD101
Personal Development
2 credit(s) 2 period(s) lecture
Designed to assist students in developing confidence in making personal, social, and educational decisions. Examination and assessment of individual needs, interests, abilities, and values to develop and strengthen interpersonal communication, enhance transitional skills, and identify realistic life planning goals. **Prerequisites:** None.

CPD102 Counseling Topics
Counseling courses offered as special topics for students. Emphasis on skill development in areas of personal concern.

CPD102AA
Assertiveness Training
2 credit(s) 2 period(s) lecture
Designed to help students differentiate assertive, non-assertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct, appropriate manner. **Prerequisites:** None.

CPD102AB
Career Exploration
2 credit(s) 2 period(s) lecture
Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/ career goals and action plan. **Prerequisites:** None. **Course Notes:** CPD102AB may be repeated for a total of six (6) credit hours.

CPD102AD
Growth and Transformation Strategies
2 credit(s) 2 period(s) lecture
Designed to help students adopt a growth mindset within a holistic framework in order to transform patterns that prevent them from achieving their goals. **Prerequisites:** None.

CPD102AH
Stress Management
2 credit(s) 2 period(s) lecture
Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to manage and reduce stress. Helps students develop and understand behaviors to create a healthy balance in their lives by studying the biological, psychological, physiological, and social aspects of stress and wellness. **Prerequisites:** None.

CPD102AN
Anger Management
2 credit(s) 2 period(s) lecture
Provides an understanding of the emotion of anger, explores the types, origins and typical reactions to anger. Covers stress and the need for stress management in relation to anger. Examines personal anger patterns and feelings, and the use of effective interpersonal communications in effective anger management. **Prerequisites:** None.

CPD102AR
Relaxation Training
1 credit(s) 1 period(s) lecture
Emphasis on specific relaxation techniques to alleviate dysfunctional tension. Use of progressive relaxation methods to reduce stress. Discussion of other modalities of relaxation. **Prerequisites:** Permission of Instructor.

CPD102AS
Conflict Resolution
2 credit(s) 2 period(s) lecture
Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions. **Prerequisites:** None.

CPD102AT
Building Self-Esteem
2 credit(s) 2 period(s) lecture
Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. **Prerequisites:** None.

CPD103 Counseling Groups
Counseling courses offered to meet the needs of special groups of students. Emphasis on self-assessment to increase students' confidence and potential.

CPD103BA
Women in Transition
2 credit(s) 2 period(s) lecture
Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring educational/ career/life options in terms of the realities of roles for women today. **Prerequisites:** None.

CPD103BC
African American Cultural Pride and Awareness
2 credit(s) 2 period(s) lecture
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. **Prerequisites:** None.

CPD103BD
Latino/Hispanic American Pride and Awareness
2 credit(s) 2 period(s) lecture
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. **Prerequisites:** None.

CPD103BE
Native American Cultural Pride and Awareness
2 credit(s) 2 period(s) lecture
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. **Prerequisites:** None.

CPD104
Career and Personal Development
3 credit(s) 3 period(s) lecture
An overview of the holistic process of career/life planning through self-awareness and understanding of the world of work. Exploration and application of behavioral, social, and cultural factors leading to college, career, and personal success with emphasis on assessment, applied behavior management, motivation, self-care, and career development. **Prerequisites:** None.

CPD108
Personal Money Management for College Students
1 credit(s) 1 period(s) lecture
Designed to assist students in examining values related to spending, borrowing and saving money. Identify financial priorities and responsibilities associated with debt. Develop and follow a personal budget plan and learn strategies for maintaining a financially balanced personal life. **Prerequisites:** None.

CPD/AAA115
Creating College Success
1 credit(s) 1 period(s) lecture
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. **Prerequisites:** None.

CPD/GBS126
Writing Resumes
1 credit(s) 1.7 period(s) lecture + lab
Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. **Prerequisites:** None.

CPD/AAA150
Strategies for College Success
3 credit(s) 3 period(s) lecture
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. **Prerequisites:** None.

CPD160
Introduction to Multiculturalism
3 credit(s) 3 period(s) lecture
Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or permission of Instructor.

CRE – Critical Reading

Please Note: For additional Reading courses, see RDG, starting on page 344.

CRE101
College Critical Reading and Critical Thinking
3 credit(s) 3 period(s) lecture
Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks. **Prerequisites:** A grade of C or better in [(ENG101 or ENG107) and (RDG095, or RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113)], or a grade of B or better in ALT100, or an appropriate district placement, or permission of Instructor.

CRW – Creative Writing

CRW120
Introduction to Writing Children's Literature
3 credit(s) 3 period(s) lecture
Overview of writing children's literature. Emphasis on genres and standards for quality. Development of techniques in reading, evaluating, writing, revising, and editing literature written for children. **Prerequisites:** None. ENH291 suggested but not required.

CRW150
Introduction to Creative Writing
3 credit(s) 3 period(s) lecture
Introduction to the basic aesthetics and techniques in contemporary creative writing within a variety of genres. Introduction to the analytical concepts and terminology necessary to understand, interpret, and enact contemporary creative writing. Facilitation of writing practices and evaluation. Introduction to literature's role in society. **Prerequisites:** None.

CRW160
Introduction to Writing Poetry
3 credit(s) 3 period(s) lecture
Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems. **Prerequisites:** None. CRW150 recommended but not required.

CRW170
Introduction to Writing Fiction
3 credit(s) 3 period(s) lecture
Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction. **Prerequisites:** None. CRW150 recommended but not required.

CRW172
Introduction to Comic Book Writing
3 credit(s) 3 period(s) lecture
Introduction to elements and techniques of comic book writing in its specific form; teaches terminology and concepts needed for the successful participation in writing workshops; focuses on proposal outline, planning, structure facilitates writing practice (including character study) and evaluation; offers individual suggestions in the student's development in this genre. **Prerequisites:** None.

CRW180
Introduction to Writing Nonfiction
3 credit(s) 3 period(s) lecture
Practice in writing creative nonfiction, including autobiography and biography, the essay, reviews, and humor using a process of invention and discovery, writing, analysis, evaluation, and revision. Combines lecture, discussion, and workshop, leading to the production of marketable quality creative nonfiction. **Prerequisites:** None. CRW150 recommended but not required.

CRW190
Introduction to Screenwriting
3 credit(s) 3 period(s) lecture
Overview of screenwriting elements; introduction to screenwriting techniques. **Prerequisites:** None. CRW150 recommended but not required.

CRW200
Readings for Writers
1 credit(s) 1 period(s) lab
Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and Instructor. **Prerequisites:** A grade of C or better in CRW150, or permission of Instructor. **Course Notes:** CRW200 may be repeated for a total of six (6) credits.

CRW201
Portfolio
1 credit(s) 1 period(s) lab
Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student's own literary work in a portfolio. Students meet individually with Instructor to choose, prepare, and compile their work. **Prerequisites:** (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director. **Course Notes:** CRW201 may be repeated for a total of two (2) credit hours.

CRW202
The Writer As Witness
3 credit(s) 3 period(s) lecture
Studio course focusing on writing with the writer as witness of the world: prewriting, writing, analysis, evaluation, and writing of monologue and dialogue in various formats. **Prerequisites:** A grade of C or better in CRW150, or permission of Instructor.

CRW203
Dialogue
3 credit(s) 3 period(s) lecture
Studio course focusing on writing dialogue in a variety of genres; prewriting, writing, analysis, evaluation, and revision of monologue and dialogue in various formats. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW220
Intermediate Writing Children's Literature
3 credit(s) 3 period(s) lecture
Application of techniques in writing literature for children. Emphasis on independent writing, self-evaluation, and revision. Includes completion of a major writing project of marketable quality. **Prerequisites:** A grade of C or better in CRW120, or permission of Instructor.

CRW260
Intermediate Poetry Writing
3 credit(s) 3 period(s) lecture
Emphasis on writing a series of original poems; analysis and evaluation of the functions and effects of established works of poetry; concentration on evaluation and revising students' poetry through intensive workshopping. **Prerequisites:** A grade of C or better in CRW160 or permission of Instructor.

CRW261
Topics in Writing: Poetry
3 credit(s) 3 period(s) lecture
Analysis, writing, and revision of genre or element within poetry. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW270
Intermediate Fiction Writing
3 credit(s) 3 period(s) lecture
Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshopping. **Prerequisites:** A grade of C or better in CRW170 or permission of Instructor.

CRW271
Topics in Writing: Fiction
3 credit(s) 3 period(s) lecture
Analysis, writing, and revision of genre or element within fiction. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW272
Planning and Structuring the Novel
3 credit(s) 3 period(s) lecture
Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW273
Writing the Novel
3 credit(s) 3 period(s) lecture
Provides the beginning novelist with structure, support, and guidance vital to sustained writing; focus on establishing goals and using critique sessions with Instructor and peers to draft a novel; open- and topic-focused in-class forums, novel writing, peer and Instructor critiques. **Prerequisites:** A grade of C or better in CRW272 or permission of Instructor.

CRW274
Revising the Novel
3 credit(s) 3 period(s) lecture
Studio course workshop format. Requires a complete novel finished, in manuscript, ready for revision and polishing. **Prerequisites:** A grade of C or better in CRW273 or permission of Instructor.

CRW281
Topics in Writing: Non-Fiction
3 credit(s) 3 period(s) lecture
Analysis, writing, and revision of genre or element within non-fiction. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW290
Intermediate Screenwriting
3 credit(s) 3 period(s) lecture
Drafting and revision of original screenplay; overview of marketing a screenplay. **Prerequisites:** A grade of C or better in CRW190 or permission of Instructor.

CRW291
Topics in Writing: Plays
3 credit(s) 3 period(s) lecture
Analysis, writing, and revision of genre or element within plays and/or motion picture screenplays. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CUL – Culinary Arts

CUL113
Commercial Baking Techniques
3 credit(s) 5 period(s) lecture + lab
Principles and techniques for preparation, storage, and serving of bakery products. Includes breads, cakes, pies, pastry, cookies, fillings, and icings. Emphasis on practical experiences in a commercial bakery. **Prerequisites:** None. Course Notes: Students must have or obtain a current Maricopa County Arizona Food Handler`s Certificate prior to food handling activities to successfully participate in the course. Recommend students complete this prior to the start of the course.

CUL115
Food Service Sanitation, Safety and Stewarding
2 credit(s) 2 period(s) lecture
Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Focuses on stewarding as an important kitchen support service with emphasis on appropriate practices and principles of receiving food and product rotation. **Prerequisites:** None.

CUL119
Baking Theory and Retail Operations
3 credit(s) 3 period(s) lecture
Baking principles to include detailed study of ingredients, heat transfer, and recipe conversions. Basic business operations for a retail bakery including bakery product line and floor plan design. **Prerequisites:** None.

CUL127
Classical Desserts
3 credit(s) 5 period(s) lecture + lab
Advanced principles and techniques in commercial baking and dessert preparation. Focus on fine pastries with European flair and on desserts served in better hotels, restaurants, and resorts. Preparation of macaroons, tarts, puff pastries, specialty cakes, and desserts such as Bavarian creams, mousses, custards, soufflés, crepe desserts, and flammeries. Preparation and use of sauces, techniques for using nuts and chocolate, and exploration of new recipes. **Prerequisites:** A grade of C or better in CUL113, or permission of Program Director.

CUL137
Breads and Breakfast Pastry
3 credit(s) 5 period(s) lecture + lab
The preparation of classical and artisan breads using advanced production techniques and skills. Classic breakfast pastry, with the production of laminated doughs, sweet doughs, and rich yeast doughs to include Danish, croissant, puff pastry, brioche, and other international classics. Completion of edible centerpieces made out of various styles of bread. **Prerequisites**: A grade of C or better in CUL113 or permission of Program Director.

CUL215
Advanced Pastry Arts
3 credit(s) 5 period(s) lecture + lab
Advanced pastry arts and decorative work as applied to showpieces and special occasion cakes. Includes sugar work such as pulled, blown, and poured as well as the use of tempered and modeling chocolate. Design and execution of a three-tier wedding cake as well as work on a special occasion and team wedding cake using gum paste, pastillage, chocolate, or marzipan. Includes desserts for special diets and spa desserts. **Prerequisites:** A grade of C or better in CUL113 or permission of Program Director. Course Notes: CUL215 may be repeated for a total of six (6) credit hours.

CUL217
Wedding Cake Production
3 credit(s) 5 period(s) lecture + lab
Basic and advanced execution for special occasion, wedding, and groom`s cakes to include initial design work, baking, icing, and advanced finishing techniques to include the use of fondant and gum paste. Enhancement of cakes to include basic sugar, pastillage, and chocolate decoration. **Prerequisites:** A grade of C or better in CUL113 or permission of Program Director.

CUL219
Professional Pastry Techniques
3 credit(s) 5 period(s) lecture + lab
Advanced production techniques for plated desserts, frozen desserts, modern and classical gateaux, petits fours, and chocolates. **Prerequisites:** A grade of C or better in CUL113 or permission of Program Director.

CWE – Career Work Experience

CWE198AC
Career/Work Experience
3 credit(s) 3 period(s) lecture and lab
Participation in a work experience, gaining on-the-job training, and/or exploring a career or field of choice. Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills. **Prerequisites:** None.

DAE – Dental Assisting Education

DAE112
Dental Assisting I
7 credit(s) 17 period(s) lecture and lab
Introduction to general dentistry, dental sciences, and basic preclinical dental assisting theory and skills. Topics include dental anatomy, recording oral conditions, infection control, patient preparation, communication, patient safety and comfort, emergency management, four-handed dentistry concepts and the use and maintenance of dental equipment, and development of professional behaviors. **Prerequisites:** Acceptance into the Dental Assisting Program or permission of Program Director.

DAE124
Dental Radiography
2 credit(s) 2 period(s) lecture
Physics of radiography, theory of radiation production, exposure techniques, radiation protection, digital image production, film processing, mounting, and interpretation of radiographs. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director. **Corequisites:** DAE131 or permission of Program Director.

DAE131
Dental Radiography Laboratory
2 credit(s) 6 period(s) lab
Radiation safety and infection control procedures for operator and patient. Image receptor placement, exposure, processing, mounting, and evaluation of dental radiographs. Operation and maintenance of x-ray and processing equipment. Interpretation of radiographic findings. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director. **Corequisites:** DAE124 or permission of Program Director.

DAE140
Dental Issues Seminar
1 credit(s) 1 period(s) lecture
Examination of legal and ethical responsibilities of dental team members. Review and analysis of clinical procedures in general and specialty practices. Includes professional and career development strategies and certification information and processes. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director. **Corequisites:** (DAE224, DAE225, DAE226, DAE227, and DAE228) or permission of Program Director.

DAE156
Dental Assisting II
7 credit(s) 17 period(s) lecture and lab
Intermediate dental assisting skills, with an emphasis in treatment provided in general dentistry, including an introduction to dental diseases and their prevention, and preparing for and assisting in general dental restorative procedures, including the use of local anesthetics, dental materials, and pharmacological agents for procedures. Introduction to ethics and the legal aspects of dental practices. **Prerequisites:** A grade of C or better in DAE112 or permission of Program Director.

DAE212
Dental Assisting III
2 credit(s) 4 period(s) lecture and lab
Advanced dental assisting skills, with an emphasis in assisting for dental specialty procedures, including pediatrics, endodontics, periodontics, orthodontics, prosthodontics, and oral and maxillofacial surgery. Additional emphasis will be on expanded functions procedures performed by the dental assistant, as well as patient records management and pharmacology related to dental treatment procedures. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director.

DAE224
General Clinical Practice
1 credit(s) 5 period(s) lab
Placement of students in general practice dental facilities for supervised practical experience. **Prerequisites:** DAE112 and DAE156, or Permission of Program Director. **Corequisites:** A grade of C or better in DAE140 or permission of Program Director.

DAE225
Pediatric Clinical Practice
1 credit(s) 5 period(s) lab
Placement of students in pediatric practice dental facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE226
Periodontal Clinical Practice
1 credit(s) 5 period(s) lab
Placement of students in periodontal practice dental facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE227
Orthodontic Clinical Practice
1 credit(s) 5 period(s) lab
Placement of students in orthodontic practice dental facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE228
Oral and Maxillofacial Surgery Clinical Practice
1 credit(s) 5 period(s) lab
Placement of students in oral and maxillofacial surgical facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE256
Dental Assisting IV
2 credit(s) 4 period(s) lecture and lab
Advanced dental assisting sciences, with an emphasis in the recognition of oral pathologies, use of technology in dentistry, intermediate dental office management skills, and legal considerations for the practice of dentistry. Additional emphasis will be placed on coronal polishing and community oral health. **Prerequisites:** A grade of C or better in DAE212 or permission of Program Director.

DAE298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

DAH – Dance Humanities

DAH100
Introduction to Dance
3 credit(s) 3 period(s) lecture
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. **Prerequisites:** None.

DAN – Dance

DAN129
Musical Theatre Dance I
3 credit(s) 3 period(s) lecture + lab
Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. **Prerequisites:** None. **Course Notes:** DAN129 may be repeated for credit.

DAN132
Modern Dance I
3 credit(s) 3 period(s) lecture + lab
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. **Prerequisites:** None. **Course Notes:** DAN132 may be repeated for credit.

DHE – Dental Hygiene Education

DHE110
Pharmacology
3 credit(s) 3 period(s) lecture
Study of the principles of pharmacology and drugs affecting oral health and dental treatment. Topics include drug interactions, oral manifestations, drugs used in dentistry and alternative medicine. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE112
Oral Pathology
3 credit(s) 3 period(s) lecture
Identification, classification, etiology and treatment of lesions of the oral mucosa and atypical conditions of the oral cavity and supporting structures. Understanding of abnormal conditions to recognize the parameters of comprehensive dental hygiene care. Multimedia resources are used extensively for identification of oral lesions. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE115
Emergency Medicine
2 credit(s) 2 period(s) lecture
Introduction to recording and interpreting medical history. Additional topics include: recognition of signs and symptoms of medical emergencies, procedures and techniques introduced to prevent emergencies and management of emergency situations in the dental environment. **Prerequisites:** Admission to the Dental Hygiene Program.

DHE117
Dental Radiography
2 credit(s) 2 period(s) lecture
Physics of radiography, theory of radiation production, exposure techniques, radiation protection, image processing, mounting, and interpretation of radiography. Course activities include multimedia resources. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Program Director.

DHE119
Head and Neck Anatomy
3 credit(s) 3 period(s) lecture
Study of the structures of the head and neck relevant to dental hygiene. Topics include: osteology, musculature, vascular supply, lymph and glandular tissue, cranial nerves and routes of infection. Course activities include use of skulls, models and multimedia resources. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE120
Pre-Clinical Dental Hygiene
6 credit(s) 12 period(s) lecture + lab
Introduction to the dental hygiene profession and the process of care. Infection control, patient assessment, preventive treatment and dental hygiene instrumentation are practiced. Students are introduced to self assessment skills and quality improvement. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE121
Dental Anatomy, Embryology and Histology
2 credit(s) 3 period(s) lecture + lab
Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skulls, models and multi-media resources also covered. **Prerequisites:** Admission to the Dental Hygiene Program.

DHE125
Dental Radiography Laboratory
1 credit(s) 3 period(s) lab
Radiation safety and infection control procedures for operator and patient. Image receptor placement, exposure, processing, mounting and evaluation of dental radiographs. Operation and maintenance of X-ray and processing equipment. Interpretation of radiographic findings. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** (DHE117 and admission to the Dental Hygiene Program) or permission of Program Director.

DHE127
Prevention of Dental Disease
3 credit(s) 3 period(s) lecture
Introduction to preventive aids, agents, and coaching to help patients achieve optimum oral health, reduce incidence of disease, and minimize risk of oral injury. Instills critical thinking in etiologic agents, cariology, fluorides, sealants, nutrition, and their oral and systemic implications. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE132
Dental Hygiene Theory I
3 credit(s) 5 period(s) lecture + lab
Study of the dental hygiene process of care with emphasis on assessment, planning and implementation. Topics include instrumentation, adjunct dental hygiene services, instrument sharpening, computer technology, dental specialties and professional accountability. **Prerequisites:** A grade of C or better in (DHE120 and admission to the Dental Hygiene Program) or permission of Instructor. **Corequisites:** DHE133.

DHE133
Dental Hygiene Clinic I
3 credit(s) 9 period(s) lab
Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy. **Prerequisites:** A grade of C or better in DHE120 and admission to the Dental Hygiene Program. **Corequisites:** DHE132 and current CPR card.

DHE201
Dental Materials
2 credit(s) 2 period(s) lecture
Composition, properties and criteria for use of dental materials. Principles of manipulation of restorative, preventive, and laboratory dental materials. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Program Director/Chair. **Corequisites:** DHE202.

DHE202
Dental Materials Laboratory
1 credit(s) 3 period(s) lab
Manipulate permanent and temporary restorative materials, impression materials/systems, cements, bases and liners. Fabricate mouth protectors, tooth whitening appliances and study models. Laboratory proficiency in margination of permanent restorative materials. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Program Director/Chair. **Corequisites:** DHE201.

DHE212
Dental Hygiene Theory II
2 credit(s) 2 period(s) lecture
Study of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, and clinical decision making. Introduction to advanced periodontal instrumentation. **Prerequisites:** A grade of C or better in DHE132 and DHE133 and admission to the Dental Hygiene Program. **Corequisites:** DHE213.

DHE213
Dental Hygiene Clinic II
5 credit(s) 15 period(s) lab
Application of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, clinical decision making, advanced instrumentation and improved time utilization. **Prerequisites:** A grade of C or better in DHE132 and DHE133 and admission to the Dental Hygiene Program. **Corequisites:** DHE212.

DHE219
Practice Management
2 credit(s) 2 period(s) lecture
Integration of practice management concepts and comprehensive quality patient care in preparation for future collaborative practice between dental hygienists and dentists. Students are challenged with practice situations including productivity, conflict management, ethical and legal issues. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE225
Periodontics
3 credit(s) 3 period(s) lecture
Principles of periodontology; etiology, microbiology, pathogenesis, classification and characteristics of healthy and diseased periodontal tissues. Surgical treatment of periodontal disease and the effects of dental hygiene therapy, surgical techniques and maintenance therapy. Evaluation of the scientific literature and multi-media resources are used extensively. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE227
Dental Anesthesia
2 credit(s) 5 period(s) lecture and lab
A comprehensive lecture and laboratory course providing concepts and techniques for the administration of local anesthetic agents and nitrous oxide. Experience gained in medical history review, electronic recordkeeping, patient management, and hands-on experience administering local anesthetics and nitrous oxide in a clinical setting. **Prerequisites:** A grade of C or better in DHE119.

DHE229
Community Oral Health
3 credit(s) 3 period(s) lecture
An examination of methods used to assess the oral health status of the community and to plan, implement, finance and evaluate dental public health programs. Focus on community-based health promotion and disease prevention measures to improve the oral health of the population, as well as the characteristics of dental care delivery systems and the social, political, psychological and economic factors affecting utilization within the system. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE232
Dental Hygiene Theory III
2 credit(s) 3 period(s) lecture + lab
Study of the dental hygiene process of care with emphasis on the patient with special needs and advanced instrumentation. Students participate in field observations and present case documentations. **Prerequisites:** A grade of C or better in (DHE212 and DHE213), and admission to the Dental Hygiene Program. **Corequisites:** DHE233.

DHE233
Dental Hygiene Clinic III
5 credit(s) 15 period(s) lab
Application of the dental hygiene process of care with emphasis on diverse populations. Students prepare for clinical practice using self assessment, evaluation and critical thinking skills. **Prerequisites:** A grade of C or better in (DHE212 and DHE213), and admission to the Dental Hygiene Program. **Corequisites:** DHE232.

ECE – Engineering Science

ECE102 SUN# **EGR 1102**
Engineering Analysis Tools and Techniques
2 credit(s) 4 period(s) lecture + lab
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. **Requisites:** A grade of C or better is required in all Prerequisites. **Prerequisites or Corequisites:** MAT182, or higher level mathematics course, or permission of Instructor or Department or Division Chair.

ECE103 SUN# **EGR 1102**
Engineering Problem Solving and Design
2 credit(s) 4 period(s) lecture + lab
Fundamentals of the design process: engineering modeling, communication, and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. **Prerequisites:** A grade of C or better in ECE102 or permission of instructor or Division or Department Chair. **Course Notes:** Student may receive credit for only one of the following: ECE103 or ECE103EP.

ECE105
MATLAB Programming
1 credit(s) 2 period(s) lecture + lab
Use MATLAB to solve engineering problems. An overview of programming, including matrices, structures, strings, functions, control flow, file management, data analysis, graphing capabilities, and mathematical calculations. **Prerequisites:** A grade of C or better in [(MAT150 or MAT151 or MAT152 or MAT155 or MAT156) and MAT182] or MAT187 or higher level mathematics course or permission of Instructor or Division or Department Chair.

ECE111
Bioengineering Systems
3 credit(s) 3 period(s) lecture
Introduction to biological concepts and application of engineering to biological and earth systems. Analysis of materials, structures, fluid mechanics, bioelectricity, and dynamics as applied to biological and environmental systems. **Prerequisites:** None.

ECE211
Engineering Mechanics - Statics
3 credit(s) 5 period(s) lecture and lab
Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. **Prerequisites:** A grade of C or better in PHY115 or PHY121 or permission of Instructor or Division or Department Chair. **Corequisites:** MAT230 or MAT231 or permission of Instructor or Division or Department Chair.

ECE212
Engineering Mechanics - Dynamics
3 credit(s) 5 period(s) lecture and lab
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** [ECE211 and (PHY115 or PHY121)] or permission of Instructor or Division or Department Chair. **Prerequisites or Corequisites:** MAT240 or MAT241 or permission of Instructor or Division or Department Chair.

ECE215
Mechanics of Materials
3 credit(s) 5 period(s) lecture and lab
Designed to provide students with a strong fundamental foundation in the mechanics of solids. Includes the concepts of stress and strain applied to the analysis and design of members subjected to axial and torsional loads and members subjected to shear and bending, applications and transformation of plane stress and plane strain, deformation of beams, and elastic buckling of columns. **Prerequisites:** A grade of C or better in ECE211 or ECE214 or permission of Instructor or Division or Department Chair.

ECE230
Introduction to the Chemical Engineering Process
3 credit(s) 5 period(s) lecture + lab
Introduces fundamental skills and principles needed to analyze the industrial processes of importance to the chemical engineering profession. **Prerequisites:** A grade of C or better in CHM152 and MAT231. **Course Notes:** ECE230 course is designed for chemical engineering students.

ECE231
Introduction to Fluid Transport Phenomena
3 credit(s) 5 period(s) lecture + lab
Fundamental skills and principles of fluid transport on both macroscopic and microscopic scales using mass balances, momentum balances and energy balances to analyze and/or design fluid systems of interest in the chemical engineering profession. **Prerequisites:** A grade of C or better in MAT261 and PHY121.

ECH – Early Childhood Education

ECH/CFS176
Child Development
3 credit(s) 3 period(s) lecture
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. **Prerequisites:** None.

ECH236
Learning Materials for Young Children
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Design aspects of traditional early childhood play materials examined for teaching/learning potential. Includes design, production, and field-testing of teacher-made devices. **Prerequisites:** None.

ECH270
Observing Young Children
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. **Prerequisites:** None.

ECH/CFS271
Arranging the Environment
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. **Prerequisites:** None.

ECH274
Books and Verse For the Young Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Introduction to verse, storytelling, books and bookmaking for infants, toddlers, and preschoolers. Information as well as storybooks considered. **Prerequisites:** None.

ECH/CFS275
Literacy Development and the Young Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom. **Prerequisites:** None.

ECH281
Movement/Music for the Young Child
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Consideration of motor development in the toddler through the 8-year-old and exploration of age-appropriate rhythmic, musical and creative movement methods. **Prerequisites:** None.

ECH/CFS287
Professional Development in Early Childhood Education
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. **Prerequisites:** None.

ECH288
Community Resources and Referral
1 credit(s) 1 period(s) lecture
(Not offered every semester)
Survey of current community agencies, resources, and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of information, confidentiality and follow up. **Prerequisites:** None.

ECN – Economics

ECN211 SUN# **ECN 2201**
Macroeconomic Principles
3 credit(s) 3 period(s) lecture
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. **Prerequisites:** None.

ECN212 SUN# **ECN 2202**
Microeconomic Principles
3 credit(s) 3 period(s) lecture
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. **Prerequisites:** None.

ECN263
The Economics of Natural Resources, Population and the Environment
3 credit(s) 3 period(s) lecture
Applies economic analysis to both the causes and possible remedies of the problems of environmental deterioration and natural resource depletion. Includes discussion of the economic problems of urban communities and the relationship between population and economic growth and the depletion of natural resources and environmental pollution. **Prerequisites:** A grade of C or better in ECN100, or ECN211, or ECN212.

EDU – Education

EDU220
Introduction to Serving English Language Learners (ELL)
3 credit(s) 3 period(s) lecture
Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual/Dual Language Immersion (DLI). Includes SEI, ESL, and bilingual/DLI strategies. **Prerequisites:** None. **Course Notes:** Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.

EDU221
Introduction to Education
3 credit(s) 3 period(s) lecture
Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. **Prerequisites:** None. **Course Note:** Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222
Introduction to the Exceptional Learner
3 credit(s) 3 period(s) lecture
Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted. **Prerequisites:** None. **Course Notes:** EDU222 requires an approved field experience.

EDU230
Cultural Diversity in Education
3 credit(s) 3 period(s) lecture
Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping, and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. **Prerequisites:** None.

EDU250
Teaching and Learning in the Community College
3 credit(s) 3 period(s) lecture
The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. **Prerequisites:** None.

EDU/ENH291
Children's Literature
3 credit(s) 3 period(s) lecture
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. **Prerequisites:** None.

EDU/HUM/STO292
The Art of Storytelling
3 credit(s) 3 period(s) lecture
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. **Prerequisites:** None.

EED – Early Education

EED215
Early Learning: Health, Safety, Nutrition and Fitness
3 credit(s) 3 period(s) lecture
Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. **Prerequisites:** None.

EEE – Electrical Engineering

EEE202
Circuits and Devices
5 credit(s) 7 period(s) lecture and lab
Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. **Prerequisites:** A grade of C or better in PHY116 or PHY131 or permission of Instructor or Division or Department Chair. **Corequisites:** MAT276 or permission of Instructor or Division or Department Chair.

ELE – Electronic

ELE111
Circuit Analysis I
4 credit(s) 6 period(s) lecture + lab
Direct current (DC) and Alternating current (AC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series-parallel circuits, fundamentals of inductance and capacitance, and the transient behavior of circuits containing resistance and capacitance or resistance and inductance. **Prerequisites:** None. **Corequisites:** MAT120, or MAT121, or MAT122, or equivalent.

ELE112
Circuit Analysis II
4 credit(s) 6 period(s) lecture + lab
Alternating current (AC) and direct current (DC) circuits containing resistance and reactance. Detailed coverage of AC/DC circuit parameters, including theorems, impedance matching, and resonance. **Prerequisites:** A grade of C or better in ELE111.

EMT – Emergency Medical Technology

EMT101
Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers
0.5 credit(s) 0.5 period(s) lecture + lab
Designed to provide the allied healthcare provider with the knowledge and skills to perform Basic Life Support (BLS) according to current guidelines for emergency cardiovascular care (ECC). **Prerequisites:** None. **Course Notes:** EMT101 may be repeated for credit.

EMT104
Emergency Medical Technology
10 credit(s) 10 period(s) lecture
Designed as the Emergency Medical Technician (EMT) lecture to prepare students for scope of practice and standard of care with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies and non-emergencies. **Prerequisites:** Appropriate score on Reading placement test to demonstrate minimum tenth grade level reading, or completion of an Associate's degree or higher from an accredited institution. **Course Notes:** Students must meet National Registry of EMT requirements for certification. Additional information available at nremt.org. EMT104 may be repeated for credit.

EMT/FSC104AB
Applied Practical Studies for Emergency Medical Technology
0.5 credit(s) 0.5 period(s) lab
Simulation of actual emergency responses, with practical application of techniques and skills covered in EMT curricula. Scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. Practical application of anatomy, physiology, patient assessment, and treatment of medically or traumatically compromised patients, special hazards and medical operations. Also includes patient-assisted medication administration, semi-automatic external defibrillator and blood glucose monitoring. Students operate in outside, scenario based environments. **Prerequisites:** None. **Corequisites:** EMT104. **Course Notes:** EMT/FSC104AB may be repeated for credit.

EMT104LL
Emergency Medical Technology Practicum
2 credit(s) 3.5 period(s) lab
Designed as the simulated Emergency Medical Technician (EMT) practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies. Provides scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. **Prerequisites:** A grade of C or better in EMT104 or permission of Instructor or **Corequisites:** EMT104. **Course Notes:** EMT104LL may be repeated for credit. Students must meet National Registry of EMT requirements for certification. Additional information available at nremt.org

EMT106
Ambulance Operations
2 credit(s) 2 period(s) lecture + lab
Practical application of rules and regulations governing care and transport of patient. Inventory, methods of disinfection, and charge procedures covered. Practical and defensive techniques and maintenance of the ambulance demonstrated and practiced, according to the U.S. Department of Transport (DOT) National Highway Traffic Safety Administration (NHTSA). **Prerequisites:** EMT at any level of certification.

EMT116
Emergency Medical Communications (EMD)
1.5 credit(s) 1.8 period(s) lecture + lab
Designed to educate and train individuals as the emergency link among the community, health care providers, and law enforcement agencies. Comprehensive program to educate and train in procedures of communications, interrogation, assessment, and deployment. Includes interactive computer lab and scheduled observation with assignment at a dispatch center. **Prerequisites or Corequisites:** A grade of C or better in EMT101, or any current American Red Cross, or CPR for the Professional Rescuer, or American Heart Association Basic Life Support Health Care Provider validation.

EMT120
Spanish for Emergency-Care Providers
1 credit(s) 1 period(s) lecture
Participative course for prehospital and other emergency-care providers. Vocabulary, pronunciations, voice inflections, phrases, conversational terms, and methods of interviewing the ill or injured victim. Cultural information to facilitate approach and interaction with the victim, family, and/or significant other. Documentation of the interview content on the prehospital encounter form. **Prerequisites:** Certified EMT or licensed medical personnel.

EMT165
Pediatric Education for Prehospital Providers: Basic
2 credit(s) 2.87 period(s) lecture + lab
An interactive, scenario-based course designed for Basic EMTs who are not yet practicing in the field. Enables these EMTs to perform a rapid assessment of sick and injured children in a variety of different circumstances. Includes use of pediatric assessment triangle, developmental differences, injury prevention, basic airway management techniques, recognition of medical emergencies such as pediatric trauma, mechanism of injury, submersion events, children with special health care needs, abuse and neglect, child and family interactions, use of specialized equipment, and special issues in pediatric transportation. Treatment to children is in accordance with recommendations of the American Academy of Pediatrics. **Prerequisites:** A grade of C or better in EMT104, or permission of Instructor.

EMT200
Refresher Course for Certified EMTs
2 credit(s) 2.7 period(s) lecture + lab
Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. **Prerequisites:** Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of Instructor. **Course Notes:** EMT200 may be repeated for credit.

EMT200AA
EMT Certification Renewal Challenge
0.6 credit(s) 0.6 period(s) lecture
Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician (EMT) according to the U.S. Department of Transportation (DOT) EMT National Curriculum and the Arizona EMT Refresher Curriculum Guidelines. **Prerequisites:** Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or proof of current registry with the National Registry of Emergency Medical Technicians (NREMT).

EMT201
Interactive Basic EMT Refresher
1 credit(s) 2.2 period(s) lecture + lab
Designed to contribute to Arizona Department of Health Services recertification requirements for Emergency Medical Technicians (EMT) according to the US Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona Basic EMT Refresher Curriculum Guidelines. Enhances the knowledge base of the EMT. Updates a wide variety of subjects including respiratory and cardiac emergencies, and interaction with advanced life support providers. **Prerequisites:** (Current EMT Basic certification in the state of Arizona or proof of current registry with the National Registry of Emergency Medical Technicians [NREMT]) and validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer.

EMT230
Advanced Concepts for EMTs
1.5 credit(s) 1.5 period(s) lecture + lab
Designed to meet Arizona Department of Health Services recertification requirements for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and incorporates new information into daily practice. Updates a wide variety of subjects including medical and trauma emergencies, cardiac life support, interaction with advanced life support providers, and emergency scene management. **Prerequisites:** Current EMT certification in the state of Arizona.

EMT/FSC238
Vehicular Extrication and Patient Stabilization
2 credit(s) 2 period(s) lecture
Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. **Prerequisites:** Basic EMT certification, current enrollment in EMT Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of Instructor.

EMT245
Trauma Management I
2 credit(s) 3.5 period(s) lecture + lab
Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility, and documentation. **Prerequisites:** Basic EMT certification or nurse with emergency room experience, or permission of department.

EMT260
Advanced Airway Management for EMTs
2 credit(s) 2 period(s) lecture + lab
Designed to instruct emergency care personnel in the critical skills necessary to establish and maintain an airway of the traumatized or medically compromised patient. Airway skills include oxygen therapy with all adjuncts, administration of pharmaceuticals via the endotracheal (ET)/pharyngeal tracheal lumen airway (PTLA), management of the airway as a route for medications, and invasive airway procedures. Content concurrent with Department of Transportation Guidelines and the American College of Surgeons Division on Trauma Standards of Care. **Prerequisites:** Certified EMT, or licensed registered nurse with emergency department experience; EMT or emergency department licensed registered nurse with Medical Control physician supervision according to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS).

EMT264
Vascular Access for EMTs
1 credit(s) 1 period(s) lecture + lab
Includes review of anatomy of circulatory system. Skills include peripheral intravenous cannulation techniques, fluid resuscitation, obtaining venous blood samples for laboratory analysis, infection control techniques for the safety of self and victim, and complications of intravenous cannulation; each and all with medical control. Content concurrent with American College of Surgeons Division of Trauma Standards of Care. **Prerequisites:** (EMT-Basic or registered nurse with emergency department experience or licensed physician or physician assistant) or permission of Instructor.

ENG – English

A variety of Open Educational Resources (OER) may be used in your class. Visit the English Department in Room B-156 for details.

NOTE: The student must complete course placement for English placement in order to register for some ENG courses. Seek Academic Advisement.

ENG100AA
American-English Spelling System
1 credit(s) 1 period(s) lecture
American-English spelling system rules, mnemonic devices. **Prerequisites:** Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG100AC
The Mechanics of Written English
1 credit(s) 1 period(s) lecture
Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense, and sentence patterns. **Prerequisites:** Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG100AE
Composition Skills
1 credit(s) 1 period(s) lecture
Developing generative and evaluative writing skills using selected software programs. **Prerequisites:** Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG101 SUN **ENG 1101**
First-Year Composition
3 credit(s) 3 period(s) lecture
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. **Prerequisites:** Appropriate district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR (**Prerequisites:** ALT100. **Corequisites:** ENG100A+ or ENG101LL or ENG107LL or WAC101).

ENG102 SUN **ENG 1102**
First-Year Composition
3 credit(s) 3 period(s) lecture
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. **Prerequisites:** Grade of C or better in ENG101.

ENG107
First-Year Composition for ESL
3 credit(s) 3 period(s) lecture
Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. **Prerequisites:** Appropriate district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR (**Prerequisites:** ALT100. **Corequisites:** ENG100A+ or ENG101LL or ENG107LL or WAC101).

ENG108
First-Year Composition for ESL
3 credit(s) 3 period(s) lecture
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. **Prerequisites:** Grade of C or better in ENG107.

ENG111
Technical and Professional Writing
3 credit(s) 3 period(s) lecture
Covers analyzing, planning, organizing, researching, and writing correspondence, reports, and presentations for specific work-related audiences. Includes integrating data and graphics into work-related documents and presentations. **Prerequisites:** ENG101 with a grade of C, or better, or permission of Instructor.

ENG200
Reading and Writing About Literature
3 credit(s) 3 period(s) lecture
Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. **Prerequisites:** A grade of C or better in ENG102.

ENG213
Introduction to the Study of Language
3 credit(s) 3 period(s) lecture
Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-linguistics. **Prerequisites:** ENG102 or ENG111, with a grade of "C" or better, or permission of Instructor.

ENG215
Strategies of Academic Writing
3 credit(s) 3 period(s) lecture
Advanced course in techniques of analyzing and writing academic expository prose. Writing to be research based. **Prerequisites:** A grade of "C" or better in ENG102 or ENG111, or permission of Instructor.

ENG216
Persuasive Writing on Public Issues
3 credit(s) 3 period(s) lecture
Advanced course in techniques of analyzing and writing persuasive arguments addressing topics of current public interest. Papers research based. **Prerequisites:** A grade of C or better in ENG102.

ENG217
Personal and Exploratory Writing
3 credit(s) 3 period(s) lecture
Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

ENG235
Magazine Article Writing
3 credit(s) 3 period(s) lecture
Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, research techniques, editing, and submission procedures. Emphasis on nonfiction. **Prerequisites:** None. **Course Notes:** ENG235 may be repeated for a total of six (6) credit hours.

ENH – English Humanities

ENH110
Introduction to Literature
3 credit(s) 3 period(s) lecture
Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. **Prerequisites:** None.

ENH112
Chicano Literature
3 credit(s) 3 period(s) lecture
Introduction to the works of Mexican-American writers of the southwest. Samples poetry, fiction, and essays viewed in their relationship to American cultural heritage and to contemporary culture. **Prerequisites:** None.

ENH114
African-American Literature
3 credit(s) 3 period(s) lecture
Survey of major African-American writers from Colonial period through the present; analysis of trends and movements within African-American literary history; analysis of literary types and selected works. **Prerequisites:** None.

ENH117
Rap Literature: The Oral Tradition
3 credit(s) 3 period(s) lecture
Survey of selected rap poetry looking at the oral tradition of Africa, the Caribbean, and the United States as precursors to East Coast, West Coast, Southern, North Central, and International development of the genre. Investigation of cultural environments, historical events, competitions (the "battles"), artists' biographies, and parallel art forms as they relate to the analysis of the genre and its themes. **Prerequisites:** None.

ENH204
Introduction to Contemporary Literature
3 credit(s) 3 period(s) lecture
Examines the work of major writers in poetry, fiction and drama from 1945 to the present. Examines important movements that have developed within these genre since 1945. **Prerequisites:** None.

ENH214
Poetry Study
3 credit(s) 3 period(s) lecture
(Spring only)
Involves reading, discussing, and analyzing poetry of various forms and from selected periods. **Prerequisites:** None.

ENH221
Survey of English Literature Before 1800
3 credit(s) 3 period(s) lecture
(Fall only)
Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. **Prerequisites:** A grade of C or better in (ENG101 or ENG107) or equivalent.

ENH222
Survey of English Literature After 1800
3 credit(s) 3 period(s) lecture
(Spring only)
Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. **Prerequisites:** A grade of C or better in (ENG101 or ENG107) or equivalent.

ENH230
Introduction to Shakespeare
3 credit(s) 3 period(s) lecture
Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories, and sonnets; focuses on the use of language; and connects the writer to the time. Some emphasis on Shakespeare's influence through the centuries, noting parallels between the late 16th century and the late 20th century. **Prerequisites:** None.

ENH235
Survey of Gothic Literature
3 credit(s) 3 period(s) lecture
A study of the origins, common elements and characteristics, and historical development of Gothic literature with an exploration of the literary techniques and psychological aspects of the genre. **Prerequisites:** None.

ENH241
American Literature Before 1860
3 credit(s) 3 period(s) lecture
(Fall only)
Includes literature written prior to 1860 in the United States. **Prerequisites:** A grade of C or better in ENG101.

ENH242
American Literature After 1860
3 credit(s) 3 period(s) lecture
(Spring only)
Includes literature written after 1860 in the United States. **Prerequisites:** None.

ENH251
Mythology
3 credit(s) 3 period(s) lecture
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. **Prerequisites:** None.

ENH254
Literature and Film
3 credit(s) 3 period(s) lecture
Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or equivalent.

ENH256
Shakespeare on Film
3 credit(s) 3 period(s) lecture
Presents cinematic versions of Shakespeare's plays and explains and analyzes how the dramatist's major tragedies, comedies, histories and romances have been presented on film. **Prerequisites:** None.

ENH259
American Indian Literature
3 credit(s) 3 period(s) lecture
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. **Prerequisites:** None.

ENH260
Literature of the Southwest
3 credit(s) 3 period(s) lecture
Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. **Prerequisites:** None.

ENH280
Topics in American Literature
3 credit(s) 3 period(s) lecture
Exploration of selected topic(s) in American Literature. Focuses on a theme, genre, era, technique, or critical approach. Includes reading and interpretation of literature from a variety of cultures within the United States. **Prerequisites:** A grade of C or better in (ENG101 or ENG107) or permission of Instructor. **Course Note:** ENH280 may be repeated for a total of nine (9) credit hours.

ENH/WST285
Contemporary Women Writers
3 credit(s) 3 period(s) lecture
Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. **Prerequisites:** None.

ENH/EDU291
Children's Literature
3 credit(s) 3 period(s) lecture
Review of folk and modern literature, including application of literary criteria to folk and modern literature for children. **Prerequisites:** None.

EPS – Entrepreneurial Studies

EPS150
Introduction to Entrepreneurship
3 credit(s) 3 period(s) lecture
Overview of entrepreneurship. Includes the entrepreneurial process and the skills required to be successful, including starting, planning, financing, marketing, and managing a business. **Prerequisites:** None.

EPS160
New Venture Creation
2 credit(s) 2 period(s) lecture
Process of starting a new venture including evaluating specific business opportunities identifying financing alternatives, and defining start-up issues. **Prerequisites:** None.

EPS161
New Venture Law and Finance
3 credit(s) 3 period(s) lecture
Introduction to the principles of legalization and capitalization of a new business venture. Includes the processes required to organize, register, finance, launch and protect a business. **Prerequisites**: None.

EPS162
Introduction to Social Entrepreneurship
3 credit(s) 3 period(s) lecture
Introduction to the history, theory, and emerging activities of social entrepreneurship. Includes management skills for social entrepreneurial organizations, scaling of social impact, and social performance measurement. Emphasis on social capital, microfinance, and evaluation of social entrepreneurial opportunities. **Prerequisites:** None.

EPS165
New Venture Feasibility Analysis
2 credit(s) 2 period(s) lecture
Introduction to the industry`s market and competitive structure. Includes the technical skills to develop a competitive strategy for entry into the business segment. Covers the market potential evaluation, niche identification, analysis of competition, and development of customer profiles. Also involves development of a marketing strategy and sales projections for new business ventures. **Prerequisites:** None.

EPS180
Technology Business Planning
3 credit(s) 3 period(s) lecture
Fundamentals of identifying new technologies and innovations for profitable commercial feasibility. Determination of capabilities, resources, and interests of the entrepreneur. Evaluation and selection of technology opportunities. Creation of business concept and plan. Customer development and business models. Finances, venture capital and accounting. Marketing and sales. Legal formation and intellectual property. Operations and resource management. Growth, harvest and success. **Prerequisites**: None.

EPS195
Business Start-Up and Planning
2 credit(s) 2 period(s) lecture
Development of a feasibility approach to strategic decision making concerning new venture start-up. Includes development of a business feasibility study and a preliminary business plan. **Prerequisites:** None.

ESL – English As a Second Language

ESL010
English as a Second Language I: Grammar
3 credit(s) 3 period(s) lecture
First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. **Prerequisites:** Appropriate ESL placement test score. **Course Notes:** ESL010 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL011
English as a Second Language I: Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL002. **Course Notes**: ESL011 may be repeated for a maximum of six (6) credits.

ESL012
ESL I-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. **Prerequisites:** Approximate ESL placement test score or permission of Instructor. **Course Notes:** ESL012 may be repeated for a maximum of six (6) credits.

ESL013
Vocabulary for ESL I
1 credit(s) 1 period(s) lecture + lab
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. **Prerequisites:** Appropriate ESL placement test score or permission of Instructor. **Course Notes:** ESL013 may be repeated for a maximum of two (2) credits.

ESL020
English as a Second Language II: Grammar
3 credit(s) 3 period(s) lecture
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. **Prerequisites:** Appropriate ESL placement test score, or a grade of P or C or better in ESL010. **Course Notes:** ESL020 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL021
English as a Second Language II: Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL010 or ESL011 or ESL012 or RDG/ESL016. **Course Notes:** ESL021 may be repeated for a maximum of six (6) credits.

ESL022
ESL II-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of Instructor.

ESL023
Vocabulary for ESL II
1 credit(s) 1 period(s) lecture + lab
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. **Prerequisites:** Appropriate ESL placement test score or permission of Instructor. **Course Notes:** ESL023 may be repeated for a maximum of two (2) credits.

ESL030
English as a Second Language III: Grammar
3 credit(s) 3 period(s) lecture
Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. **Prerequisites:** Appropriate ESL placement test score, or a grade of P or C or better in ESL020. **Course Notes:** ESL030 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL031
English as a Second Language III: Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on listening and speaking skills related primarily to academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL020 or ESL021 or ESL022 or RDG/ESL026. **Course Notes:** ESL031 may be repeated for a total of six (6) credit hours.

ESL032
ESL III-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of Instructor.

ESL033
Vocabulary for ESL III
1 credit(s) 1 period(s) lecture + lab
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. **Prerequisites:** Appropriate ESL placement test score or permission of Instructor. **Course Notes:** ESL033 may be repeated for a maximum of two (2) credits.

ESL040
English as a Second Language IV: Grammar
3 credit(s) 3 period(s) lecture
Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. **Prerequisites:** Appropriate ESL placement test score, or a grade of P or C or better in ESL030. **Course Notes:** ESL040 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL041
English as a Second Language IV — Listening and Speaking
3 credit(s) 3 period(s) lecture
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL030 or ESL031 or ESL032 or RDG/ESL036. **Course Notes:** ESL041 may be repeated for a maximum of six (6) credits.

ESL042
ESL IV-Writing with Oral Practice
3 credit(s) 3 period(s) lecture
Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in ESL032, or permission of Instructor.

ESL050
Review Grammar For ESL
3 credit(s) 3 period(s) lecture
Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in ESL040, or permission of Instructor.

ESL050AA
Basic Review Grammar For ESL
1 credit(s) 1 period(s) lecture + lab
Review of the use of English verbs and word placement in sentences for ESL (English as a Second Language) students who have some previous experience in reading and writing English Appropriate for students who want to practice sentence skills in English. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL010, or permission of Instructor. **Course Notes:** ESL050AA may be repeated for a total of two (2) credit hours.

ESL050AB
Intermediate Review Grammar For ESL
1 credit(s) 1 period(s) lecture + lab
Review of auxiliary verbs and the comparative and superlative for ESL (English as a Second Language) students who have some previous experience in reading and writing English Appropriate for students who want to practice sentence skills in English. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL020, or permission of Instructor. **Course Notes:** ESL050AB may be repeated for a total of two (2) credit hours.

ESL050AC
Advanced Review Grammar For ESL
1 credit(s) 1 period(s) lecture + lab
Review of verbals and gerunds for ESL (English as a Second Language) students who have some previous experience in reading and writing English Appropriate for students who want to practice sentence skills in English. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL030, or permission of Instructor. **Course Notes:** ESL050AC may be repeated for a total of two (2) credit hours.

ESL051
Pronunciation Improvement for ESL Speakers
3 credit(s) 3 period(s) lecture
Individualized pronunciation practice and drills for English as a Second Language (ESL) speakers. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or RDG/ESL026), or permission of Instructor. **Course Notes:** ESL051 may be repeated for a total of six (6) credits.

ESL054
American Culture
3 credit(s) 3 period(s) lecture
Reading and writing about American culture including history, institutions and sports, and entertainment. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL040 or RDG/ESL046 or permission of Instructor. **Course Notes:** ESL054 may be repeated for a total of six (6) credit hours.

ESL054AA
American Culture: History
1 credit(s) 1 period(s) lecture + lab
Reading and writing about American history. **Prerequisites:** Appropriate ESL placement test score or a grade of "C" or better in ESL040 or RDG/ESL046 or permission of Instructor. **Course Notes:** ESL054AA may be repeated for a total of two (2) credit hours.

ESL054AB
American Culture: Institutions and Customs
1 credit(s) 1 period(s) lecture + lab
Reading and writing about American cultural institutions and customs. **Prerequisites:** Appropriate ESL placement test score or a grade of "C" or better in ESL040 or RDG/ESL046 or permission of Instructor. **Course Notes:** ESL054AB may be repeated for a total of two (2) credit hours.

ESL054AC
American Culture: Sports and Entertainment
1 credit(s) 1 period(s) lecture + lab
Reading and writing about American sports and entertainment. **Prerequisites:** Appropriate ESL placement test score or a grade of "C" or better in ESL040 or RDG/ESL046, or permission of Instructor. **Course Notes:** ESL054AC may be repeated for a total of two (2) credit hours.

ESL071
Advanced Pronunciation and Oral Reading for ESL
3 credit(s) 3 period(s) lecture
Pronunciation practice and review, spelling of English sounds, and oral reading for stress and intonation patterns in English. **Prerequisites:** A grade of C or better in ESL051, or permission of Instructor. **Course Note:** May be repeated for a total of six (6) credit hours.

ESL087
Preparatory Academic Writing II for ESL
3 credit(s) 3 period(s) lecture
Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes. **Prerequisites:** Appropriate writing placement test score, or grade of C or better in ESL077 or ENG071, or permission of Department or Division.

ESL097
Preparatory Academic Writing III for ESL
3 credit(s) 3 period(s) lecture
Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity. **Prerequisites:** Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

FMP – Film and Media Production

FMP114
Audio Production
3 credit(s) 5 period(s) lecture and lab
Focus on audio in the production of media projects. Emphasis on location-based, studio and sound room for corporate, cable and broadcast applications. Concepts covered include: microphones and audio recording equipment; audio production techniques using shotgun microphones or lavaliers while in the field; audio recording in the sound room, multi-track recording, and mixdown; audio editing using a non-linear computer program; music libraries; sound effects; and editing in audio post-production. **Prerequisites:** A grade of C or better in FMP105 or FMP108.

FMT – Film, Media, and Theatre

FMT100
Introduction to Production
3 credit(s) 3 period(s) lecture + lab
Introduction to the major production components of a multimedia project. **Prerequisites:** None.

FMT/MTC120
Introduction to Sound Design for Film and Video
3 credit(s) 3 period(s) lecture
Basic principles of recording and mixing sound for film and video. Includes voice over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. **Prerequisites:** A grade of C or better in (FMT100 and FMT136) or permission of Instructor.

FMT/MTC220
Advanced Sound Design for Film and Video
3 credit(s) 5 period(s) lecture and lab
Explores techniques and advanced applications used in designing sound using original student footage on a non- linear editing system. **Prerequisites:** A grade of C or better in FMT/MTC120 or permission of Instructor.

FMT242
Professional Portfolio for Film, TV, and Media
2 credit(s) 4 period(s) lecture + lab
Explores techniques and applications used in editing an individual project on an editing system. **Prerequisites:** A grade of C or better in FMT241 or permission of Instructor. **Course Notes:** Students must have previously created production footage from other course work or independent work for use in the class projects. FMT242 may be repeated for a total of six (6) credit hours.

FMT283
Advanced Non-Linear Editing Techniques
4 credit(s) 6 period(s) lecture + lab
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. **Prerequisites:** A grade of C or better in FMT241 or permission of Instructor.

FON – Food and Nutrition

FON100
Introductory Nutrition
3 credit(s) 3 period(s) lecture
Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of the digestive system. Understanding factors that influence food intake in different cultures. Methods for evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness. **Prerequisites:** None.

FON104
Certification in Food Service Safety and Sanitation
1 credit(s) 1 period(s) lecture
Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. **Prerequisites:** None.

FON142AB
Science of Food
3 credit(s) 5 period(s) lecture + lab
Exploration and Application of Scientific Principles of Food; experiences with ingredient functionality and application in cooking techniques. **Prerequisites:** None.

FON241
Principles of Human Nutrition
3 credit(s) 3 period(s) lecture
Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes micro and macro nutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions. **Prerequisites:** None.

FON241LL
Principles of Human Nutrition Laboratory
1 credit(s) 3 period(s) lab
Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, clinical, dietary analysis, and ecological/economical assessments. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. **Prerequisites:** A grade of C or better in FON241 or **Corequisites:** FON241.

FOR – Forensic Science

FOR105
Forensic Science: Physical Evidence
4 credit(s) 6 period(s) lecture + lab
Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties. **Prerequisites:** None.

FOR106
Forensic Science: Biological Evidence
4 credit(s) 6 period(s) lecture + lab
Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluids and stains, hair, DNA, toxicological evidence, controlled substances and alcohol. Includes the history of forensic science, functions of the crime lab, and criminalist career specialties. **Prerequisites:** None.

FOR/ASM275
Forensic Anthropology
4 credit(s) 5 period(s) lecture + lab
Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline. **Prerequisites:** None.

FRE – French

FRE101 SUN# **FRE 1101**
Elementary French I
4 credit(s) 4 period(s) lecture
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. **Prerequisites:** None.

FRE102 SUN# **FRE 1102**
Elementary French II
4 credit(s) 4 period(s) lecture
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. **Prerequisites:** A grade of C or better in FRE101, or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

FSC – Fire Science Technology

FSC101
Introduction to Fire Service Selection and Entry
4 credit(s) 5 period(s) lecture + lab
Overview of the application and selection processes used by various fire departments and fire service organizations. Focus on the skills and abilities required for entry-level positions in the fire department, including oral and written communication skills, mathematical and mechanical skills, problem-solving skills, and physical agility and stamina. Elements of fire service culture and their effects on personal growth and interpersonal relationships. Major components of written application processes, requirements, preparation of resumes and their effect on employment prospects. Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process. **Prerequisites:** None.

FSC102
Fire Department Operations
11 credit(s) 19.6 period(s) lecture + lab
Introductory fire science course primarily designed for the fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Satisfies minimum standards for certification testing set forth by the current Arizona State Training and Certifying Authority. **Prerequisites:** A grade of C or better in FSC105, FSC130, and permission of Instructor. **Corequisites:** (FSC134 or FSC234) and FSC174.

FSC/EMT104AB
Applied Practical Studies for Emergency Medical Technology
0.5 credit(s) 0.5 period(s) lab
Simulation of actual emergency responses, with practical application of techniques and skills covered in EMT curricula. Scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. Practical application of anatomy, physiology, patient assessment, and treatment of medically or traumatically compromised patients, special hazards and medical operations. Also includes patient-assisted medication administration, semi-automatic external defibrillator and blood glucose monitoring. Students operate in outside, scenario based environments. **Prerequisites:** None. **Corequisites:** EMT104. **Course Notes:** EMT/FSC104AB may be repeated for credit.

FSC105
Hazardous Materials Awareness and Operations
3 credit(s) 3 period(s) lecture + lab
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Satisfies minimum standards for certification testing set forth by the current ProBoard and/or Arizona State Training and Certifying Authority. **Prerequisites:** None.

FSC106
Introduction to Fire Protection
3 credit(s) 3 period(s) lecture
History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of firefighting. Also includes emergency medical services and fire prevention. **Prerequisites:** None.

FSC108
Fundamentals of Fire Prevention
3 credit(s) 3 period(s) lecture
Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. **Prerequisites:** None.

FSC112PS
Public Safety Emergency Telecommunications
3 credit(s) 3 period(s) lecture + lab
In-depth coverage of established techniques and procedures for handling routine and emergency public safety telephone calls and radio (contact) communications. Nationally recognized procedures for processing 9-1-1 emergency calls, field unit safety, injury scenarios, and demonstrating positive public relations. Fundamental skills and responsibilities for fire, emergency medical, and law enforcement complaint report processing as well as federal laws regarding proper processing, retention, and dissemination of security information. Definitions of terms unique to fire suppression, emergency medical, and law enforcement situations common within the public safety sector. **Prerequisites:** None.

FSC113
Introduction to Fire Suppression
3 credit(s) 4 period(s) lecture and lab
Introduction to the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, firefighter safety, fire suppression organization and equipment, and basic fire fighting tactics. **Prerequisites:** None.

FSC114
Hazardous Materials First on the Scene/ Awareness Level
0.5 credit(s) 0.5 period(s) lecture
Designed to assist first responders involved in potential hazardous materials incident. Provides an overview of capabilities and limitations of first responders in the recognition and detection of hazardous materials, safety considerations, and pre-emergency planning. **Prerequisites:** None.

FSC117
Fire Apparatus
3 credit(s) 3 period(s) lecture
Principles of care, maintenance, and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting, and producing effective fire streams. **Prerequisites:** None.

FSC118
Fire Hydraulics
3 credit(s) 3 period(s) lecture
Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. **Prerequisites:** None.

FSC119
Introduction Fire Service Ethics
3 credit(s) 3 period(s) lecture
Ethical issues, standards, and philosophical consideration of moral problems encountered in fire service. Ethical responsibility of fire service personnel and those they serve. **Prerequisites:** None.

FSC131
Introduction to Urban Technical Rescue
3 credit(s) 3 period(s) lecture + lab
Practical application of safe rescue practices for urban technical rescue. Includes ropes and rope systems, trench rescue, confined-space rescue, swiftwater rescue, and rescue from collapsed structures. **Prerequisites:** None.

FSC134
Fitness and Conditioning for Firefighters
3 credit(s) 4.6 period(s) lecture + lab
Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. **Prerequisites:** None.

FSC/EMT136
Women Firefighter Preparation
2 credit(s) 2.87 period(s) lecture + lab
Designed for women firefighting candidates. Includes firefighting techniques and procedure, physical/mental conditioning, health concerns, occupational opportunities, and mentorship programs. **Prerequisites or Corequisites:** A grade of C or better in FSC134 or permission of Instructor.

FSC/AJS139
Emergency Response to Terrorism
3 credit(s) 3 period(s) lecture
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. **Prerequisites:** None.

FSC/AJS147
Emergency Preparedness
3 credit(s) 3 period(s) lecture
Emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries. **Prerequisites:** None.

FSC/AJS148
Fundamentals of Emergency Management
3 credit(s) 3 period(s) lecture
Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. **Prerequisites:** None.

FSC/AJS149
Hazard Mitigation
3 credit(s) 3 period(s) lecture
Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and manmade hazards. **Prerequisites:** None.

FSC152
Engine Company Officer
1 credit(s) 1 period(s) lecture
Overview of all aspects of engine company operations including the activities and responsibilities performed by the captain as well as mechanisms for developing a personal supervisory style. Designed for the aspiring company officer or anyone having the opportunity for the role of a company officer. **Prerequisites:** None.

FSC202
Supervisory Training for Firefighters
3 credit(s) 3 period(s) lecture
Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. **Prerequisites:** None.

FSC204
Firefighting Tactics and Strategy
3 credit(s) 3 period(s) lecture
Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. **Prerequisites:** A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

FSC205
Command Strategies for Major Emergencies
3 credit(s) 3 period(s) lecture
Effective methods of managing major emergency incidents including multiple alarm structural fires, high rise fires, major brush fires, complex hazardous materials incidents and multi-casualty medical incidents. Includes incidents that require the commitment of resources based on a transitional situation and/or managing the effective interaction between numerous agencies to achieve control. **Prerequisites:** A grade of C or better in FSC204.

FSC208
Firefighter Safety and Building Construction
3 credit(s) 3 period(s) lecture
Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. **Prerequisites:** A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

FSC209
Fire Investigation I
3 credit(s) 3 period(s) lecture
Methods of determining point of fire origin, path of fire travel, and fire cause. Includes recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; and court testimony, reports, and records. **Prerequisites:** None.

FSC214
Human Resource Management in Fire Service
3 credit(s) 3 period(s) lecture
Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. **Prerequisites:** A grade of C or better in FSC202 or four years in the fire service.

FSC215
Customer Service in the Public Sector
3 credit(s) 3 period(s) lecture
Examines the personal and practical skills needed to enhance customer service in the public sector with an emphasis on application, basic management requirements, and training. **Prerequisites:** None.

FSC221
Ladder Company Officer
1 credit(s) 1 period(s) lecture
Overview of all aspects of ladder company operations including activities, expectations, and responsibilities required of the ladder captain. Designed for the company officer who aspires to the role of ladder company officer. **Prerequisites:** None.

FSC/EMT238
Vehicular Extrication and Patient Stabilization
2 credit(s) 2 period(s) lecture
Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. **Prerequisites:** Basic EMT certification, current enrollment in EMT Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of Instructor.

FSC/AJS/EMT/SWU258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. **Prerequisites:** None.

FSC/AJS276
Terrorism Liaison
4 credit(s) 4 period(s) lecture + lab
Provides knowledge and skills required for the Terrorism Liaison Officer (TLO) role to coordinate and communicate with various fire, police, and military agencies in managing threat vulnerability and other emergency disasters. **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS276 is not open to the public.

FSC/AJS277
Threat Vulnerability Assessment
1 credit(s) 1 period(s) lecture + lab
Provides a historical perspective of threats and the activities and methods used by first responders to identify and mitigate future threats. Introduces and examines threat vulnerability of critical infrastructure within jurisdictions. Provides assessment techniques for responding agencies. **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS277 is not open to the public.

FSC/AJS278
Hostile Intent and Intervention Training
2 credit(s) 2 period(s) lecture + lab
Provides knowledge and skills required to detect and anticipate terrorist activities as a member of a Hostile Intent and Intervention Team (HIIT). **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS278 is not open to the public.

FSC/AJS279
Field Intelligence Team Training
3 credit(s) 3 period(s) lecture + lab
Provides knowledge and skills required for situational awareness of suspicious activities and the deployment of first responders for mitigation and investigation for the Field Intelligence Team (FIT). **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS279 is not open to the public.

FSC/AJS280
Terrorism Hazmat First Responder Training
4 credit(s) 4 period(s) lecture + lab
Provides knowledge and skills to understand the chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect the safety of responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances for the Field Intelligence Team (FIT) and the Hostile Intent and Intervention Team (HIIT). **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS280 is not open to the public.

FYE – First Year Experience

FYE101
Introduction to College, Career and Personal Success
1 credit(s) 1 period(s) lecture
Focus on student success through exploration of academic, career and life skills. Includes study of goal-setting/success strategies, academic mindset and financial literacy. Develop an education/career plan utilizing career assessments and other college resources. **Prerequisites:** None.

FYE103
Exploration of College, Career and Personal Success
3 credit(s) 3 period(s) lecture
Focus on student success through exploration of academic, career, and life skills. Includes study of goal-setting/success strategies, academic mindset, interpersonal skills, financial literacy, self-care strategies, diverse perspectives, and campus tools and resources. Develop an education/career plan utilizing career assessments and other college resources. **Prerequisites:** None.

GBS – General Business

GBS103
Principles of Banking
3 credit(s) 3 period(s) lecture
History, characteristics and significance of American banking system, includes types of accounts, banking services and the relationship of commercial banks to their depositors. **Prerequisites:** None.

GBS110
Human Relations in Business and Industry
3 credit(s) 3 period(s) lecture
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. **Prerequisites:** None.

GBS120
Workplace Communication Skills
3 credit(s) 3 period(s) lecture + lab
Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages. **Prerequisites:** None.

GBS131
Business Calculations
3 credit(s) 3 period(s) lecture
Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. **Prerequisites:** None.

GBS132
Personal and Family Financial Security
3 credit(s) 3 period(s) lecture
Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting, and general principles of consumerism. **Prerequisites:** None. Cross-References: HEC132.

GBS151
Introduction to Business
3 credit(s) 3 period(s) lecture
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. **Prerequisites:** None.

GBS205
Legal, Ethical, and Regulatory Issues in Business
3 credit(s) 3 period(s) lecture
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. **Prerequisites:** None.

GBS206
Business Law (UCC)
3 credit(s) 3 period(s) lecture
Legal and ethical aspects of contracts, sales, commercial paper, secured transactions, documents of title, letter of credit, bank deposits, and collections. **Prerequisites:** None.

GBS207
Business Law (General Corporate)
3 credit(s) 3 period(s) lecture
Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. **Prerequisites:** None.

GBS220
Quantitative Methods in Business
3 credit(s) 3 period(s) lecture
Business applications of quantitative optimization methods in operations management decisions. **Prerequisites:** (A grade of C or better in MAT150 or MAT151 or MAT152) or satisfactory District math placement.

GBS221 SUN **BUS 2201**
Business Statistics
3 credit(s) 3 period(s) lecture
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. **Prerequisites:** A grade of C or better in GBS220 or MAT217 or MAT218.

GBS233
Business Communication
3 credit(s) 3 period(s) lecture
Internal and external business communications, including verbal and nonverbal techniques. **Prerequisites:** ENG101 or ENG107 with grade of "C" or better, or permission of department/division.

GBS261
Investments I
3 credit(s) 3 period(s) lecture
Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Securities industry knowledge and skills for individuals to prepare for careers in Financial Services. Includes capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry. **Prerequisites:** None. **Corequisites:** Concurrent enrollment in GBS261LL recommended but not required. **Course Notes:** Students interested in taking the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination should also enroll in the GBS261LL Securities Industry Essentials (SIE) Exam Prep course.

GBS261LL
Securities Industry Essentials (SIE) Exam Prep
1 credit(s) 1 period(s) lecture + lab
Helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for prospective securities industry professionals. Focuses on reviewing key concepts, practicing skills, and preparing to successfully demonstrate existing knowledge on the SIE certification exam. The course is designed to provide an overview of exam topics and study and test-taking strategies. It also will include structured study time, group discussions, and the use of practice exams to assess test readiness. **Prerequisites:** None. **Corequisites:** Concurrent enrollment in GBS261 recommended but not required. **Course Notes:** GBS261 is recommended for students who are not already employed in the financial services industry and need more in-depth content related to the SIE exam.

GBS270AA
Business Internship
1 credit(s) 1 period(s) lab
General business work experience in a business or industry. Eighty hours of designated work per credit per semester. Maximum of 3 credits allowed. **Prerequisites:** Permission of Department.

GBS270AB
Business Internship
2 credit(s) 2 period(s) lab
General business work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester. Maximum of 3 credits allowed. **Prerequisites:** Permission of Department.

GBS270AC
Business Internship
3 credit(s) 3 period(s) lab
General business work experience in a business or industry. Eighty hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Note:** GBS270AC may be repeated for a total of six (6) credits.

GBS294
Consumer Credit
3 credit(s) 3 period(s) lecture
Consumer lending by financial institutions. **Prerequisites:** None.

GBS298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

GCU – Cultural Geography

GCU102
Introduction to Human Geography
3 credit(s) 3 period(s) lecture
Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments. **Prerequisites:** None.

GCU/POS113
United States and Arizona Social Studies
3 credit(s) 3 period(s) lecture
Overview of government, history, and geography of the United States and Arizona. Includes the relationship of government to the United States economic system as well as the influences and developments that have shaped U.S. and Arizona history. Also covers geographical systems, regions, and study techniques. **Prerequisites:** None.

GCU121 SUN **GEO 1121**
World Geography I: Eastern Hemisphere
3 credit(s) 3 period(s) lecture
Description and analysis of spatial variations in culture, social, economic, and political phenomena in major world regions. Emphasis on the major cultural realms of Europe, North Africa, and Asia. **Prerequisites:** None.

GCU122
World Geography II: Western Hemisphere
3 credit(s) 3 period(s) lecture
Description and analysis of variations in social, economic, and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America, and Anglo America. **Prerequisites:** None.

GCU221
Arizona Geography
3 credit(s) 3 period(s) lecture
The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. **Prerequisites:** None.

GIS – Geographic Information Science

GIS205
Geographic Information Technologies
3 credit(s) 3 period(s) lecture
Introduces modern geographic information technologies, including cartography, Geographic Information System (GIS), remote sensing, global positioning systems, and statistical analyses. **Prerequisites:** None.

GIS211
Geographic Information Science I
4 credit(s) 4 period(s) lecture
Introduces students to digital map creation including vector and raster data, map elements, and design, symbology, and the geo database using Environmental Systems Research Institute (ESRI) desktop and online mapping environments. **Prerequisites:** A grade of C or better in GIS205 or permission of Instructor.

GLG – Geology

GLG101 SUN **GLG 1101**
Intro to Geology I - Physical Lecture
3 credit(s) 3 period(s) lecture
Introduction to Earth's materials, surface and internal geologic processes, plate tectonics and geologic time. **Prerequisites:** None. **Course Notes:** Students may receive credit for only one of the following: GLG101 or GLG101IN.

GLG102
Intro to Geology II - Historical Lecture
3 credit(s) 3 period(s) lecture
The origin and history of the Earth, its dynamic geographic and climatic changes. Evolution and sequence of life recorded in the fossil record; tectonic evolution of major continents through time. **Prerequisites:** None. **Course Notes:** Students may receive credit for only one of the following: GLG102 or GLG102IN.

GLG103 SUN# **GLG 1101**
Intro to Geology I - Physical Lab
1 credit(s) 3 period(s) lab
Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology. **Prerequisites:** None. **Course Notes:** May accompany GLG101. Students may receive credit for only one of the following: GLG103 or GLG101IN.

GLG104
Intro to Geology II - Historical Lab
1 credit(s) 3 period(s) lab
The study of minerals, rocks, fossils, geologic maps and structures. **Prerequisites:** None. **Course Notes:** May accompany GLG102. Students may receive credit for only one of the following: GLG104 or GLG102IN.

GLG105
Introduction to Planetary Science
4 credit(s) 6 period(s) lecture and lab
A survey of solar system objects and their geologic evolution, surfaces, interiors, and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; possible weekend field trip. **Prerequisites:** None.

GLG/AST106
Life in the Universe
4 credit(s) 6 period(s) lecture and lab
Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe, origin of life on Earth and the possibility of life on other planets. **Prerequisites:** A grade of C or better in MAT090, MAT091, or MAT092, or completion of higher level mathematics course, or or satisfactory placement.

GLG/AST107
Life in the Universe Laboratory
1 credit(s) 3 period(s) lab
Astronomy, Biology, and Planetary Science laboratory. **Prerequisites:** A grade of C or better in GLG/AST106 and permission of Instructor or Department or Division. **Course Notes:** GLG107 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCCD students should enroll in GLG106 only.

GLG110
Geological Disasters and the Environment
3 credit(s) 3 period(s) lecture
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources. **Prerequisites:** None. **Course Notes:** Students may receive credit for only one of the following: GLG110 or GLG110IN.

GLG111
Geological Disasters and the Environment Lab
1 credit(s) 3 period(s) lab
Introduction to geological processes and concepts. Application of basic geologic knowledge to evaluate, interpret and propose solutions for a variety of current and past geology-related environmental disasters and hazards. **Prerequisites:** None. **Course Notes:** May accompany GLG110. Students may receive credit for only one of the following: GLG111 or GLG110IN.

GLG121
Geology of the Grand Canyon
1 credit(s) 2 period(s) lab
Introduction to the physiography and geology of the Grand Canyon. Includes a hiking field trip to the Grand Canyon. **Prerequisites:** None. GLG103 suggested but not required.

GLG140
Introduction to Oceanography
3 credit(s) 3 period(s) lecture
Investigates the marine environment in terms of basic scientific concepts. Emphasizes the impact of ocean pollutants, climate fluctuations, and resources from the sea. **Prerequisites:** None.

GLG280
Geology of Arizona Lecture
3 credit(s) 3 period(s) lecture
Acquaints students with the physical and historical geology of Arizona, including the origin of present-day land forms and outstanding modern geologic features and processes now in operation. **Prerequisites:** None.

GLG281
Geology of Arizona Lab
1 credit(s) 3 period(s) lab
May accompany GLG280. Examples of specific geologic processes and local areas. May require field trips. **Prerequisites:** None.

GPH – Physical Geography

GPH111
Introduction to Physical Geography Lecture
3 credit(s) 3 period(s) lecture
Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind. **Prerequisites:** None.

GPH112
Introduction to Physical Geography Lab
1 credit(s) 3 period(s) lab
Earth's physical processes and impacts on the human environment via the atmosphere, biosphere, lithosphere and hydrosphere. Practical experiences include earth-sun relationships, weather, climate, biomes, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps. **Prerequisites:** A grade of C or better in GPH111 or **Corequisites:** GPH111.

GPH113
Introduction to Physical Geography
4 credit(s) 6 period(s) lecture + lab
Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics and practical experiences include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps. **Prerequisites:** None.

GPH211
Landform Processes
4 credit(s) 6 period(s) lecture + lab
Geographic characteristics of landforms and earth surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

GPH212
Introduction to Meteorology I
3 credit(s) 3 period(s) lecture
Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. **Prerequisites:** None.

GPH213
Climate and Weather
3 credit(s) 3 period(s) lecture
Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. **Prerequisites:** None.

GPH214
Introduction to Meteorology Laboratory I
1 credit(s) 3 period(s) lab
Basic meteorological and climatological measurements. **Prerequisites:** None. **Corequisites:** GPH212.

GPH215
Climate and Weather Laboratory
1 credit(s) 3 period(s) lab
A mathematical, statistical, and spatial analysis of climatological phenomena. **Prerequisites:** None. **Corequisites:** GPH213.

HCC – Health Core Curriculum

HCC130
Fundamentals in Health Care Delivery
3 credit(s) 3 period(s) lecture
Overview of current and recent development of health care professions, including career and labor market information, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate inter-professional teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. **Prerequisites:** None.

HCC145
Medical Terminology for Health Care Professionals
3 credit(s) 3 period(s) lecture
Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. **Prerequisites:** None.

HCC145AA
Medical Terminology for Health Care Professionals I
1 credit(s) 1 period(s) lecture
Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using basic word parts. Selected medical abbreviations and symbols and term spelling. **Prerequisites:** None.

HCC146
Common Medical Terminology for Health Care Professionals
2 credit(s) 2 period(s) lecture
Common medical terms used in health care. Body systems approach to common terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing common terms using word parts. Common medical abbreviations and symbols and term spelling. **Prerequisites:** None.

HCC164
Pharmacology for Allied Health
0.5 credit(s) 0.5 period(s) lecture
Chemical, generic, and trade names for drugs. Use of drug references. Pharmacological principles of drugs. Routes of drug administration. Federal and Arizona regulations. Classification of drugs. Abbreviations and symbols for drug measurement, administration, and prescription. **Prerequisites:** A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent course education as evaluated by the Health Core Curriculum Coordinator.

HCC204
Clinical Pathophysiology
3 credit(s) 3 period(s) lecture
Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease. **Prerequisites:** A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent and (BIO160 or BIO201).

HCC208
Health Care Leadership
1 credit(s) 1 period(s) lecture
Introduction to concepts and skills required of health care leaders. Discussion of leadership styles and conflict management. Application of motivation, delegation, and communication techniques to teamwork and leadership. **Prerequisites:** A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent.

HCR – Health Care Related

HCR210
Clinical Health Care Ethics
3 credit(s) 3 period(s) lecture
An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. **Prerequisites:** A grade of C or better in ENG102 or ENG108 or permission of Instructor.

HCR220
Introduction to Nursing and Health Care Systems
3 credit(s) 3 period(s) lecture
Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. **Prerequisites:** A grade of "C" or better in ENG102 or ENG108 or permission of Instructor.

HCR230
Culture and Health
3 credit(s) 3 period(s) lecture
Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. **Prerequisites:** None.

HCR240
Human Pathophysiology
4 credit(s) 4 period(s) lecture
Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. **Prerequisites:** A grade of C or better in BIO202 or BIO205, or permission of Instructor.

HES – Health Science

HES100
Healthful Living
3 credit(s) 3 period(s) lecture
Health and wellness and their application to an optimal lifestyle. Explores current topics of interest such as stress management nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. **Prerequisites:** None.

HES154
First Aid/ Cardiopulmonary Resuscitation
3 credit(s) 3 period(s) lecture
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. **Prerequisites:** None.

HES201
Substance Abuse and Behavior
3 credit(s) 3 period(s) lecture
Principles and factual bases of drug use and abuse. Physiological and socio-psychological effects of drug use and law enforcement of drug abuse. Consultants used extensively to enrich course. **Prerequisites:** None.

HES210
Cultural Aspects of Health and Illness
3 credit(s) 3 period(s) lecture
Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. **Prerequisites:** None.

HES271
Sports Medicine Foundations
3 credit(s) 3 period(s) lecture
Introduction to sports medicine knowledge, techniques, and careers. Exploration of current trends in athletic injury prevention, management and rehabilitation including wound care, taping, wrapping, bracing, splinting and protective equipment. **Prerequisites:** None.

HES273
Athletic Training: Advanced Wrapping and Taping Techniques
2 credit(s) 2 period(s) lecture
Expands and enhances practical uses of basic taping and wrapping skills. Hands-on experience in the use of braces, athletic taping, and elastic wraps to care for athletic injuries. **Prerequisites:** A grade of C or better in HES271 or permission of Instructor.

HIM – Health Information Management

HIM101
Introduction to Health Information Management
3 credit(s) 4 period(s) lecture
Provides detailed investigation of the history, development, and evolution of the health information management (HIM) profession. Topics include health care delivery systems, HIM career paths, HIM functions, and HIM in acute and alternative care settings. **Prerequisites:** Acceptance into the Health Information Technology program and permission of Program Director.

HIM105
Computers in Healthcare and Health Record Systems
2 credit(s) 2 period(s) lecture
Introduction to computer applications in healthcare settings including electronic health records, health record content, structure, and origin of clinical information for various healthcare settings. A basic review of federal, state, and organizational documentation guidelines. Legal and ethical issues applicable to health information documentation and coding practices. **Prerequisites:** (Acceptance into either the (CCL/5092) Medical Coding: Hospital-Based or the (CCL/5014) Medical Billing and Coding: Physician-Based program) and a grade of C or better in HCC130 or permission of Program Director.

HIM106
Legal and Ethical Aspects of Health Information Management
3 credit(s) 3 period(s) lecture
Overview of legal and ethical principles in health care and health information management. Topics include federal and state court systems; legal terminology; health care law; privacy, confidentiality, and security; release of information guidelines; ethics, bioethics, and ethical dilemmas. **Prerequisites:** Acceptance into the Health Information Technology program and permission of Program Director.

HIM140
Acute Care Documentation and Standards
2 credit(s) 3 period(s) lecture + lab
A comprehensive review of acute care hospital health records. Study of the origination, development, content, flow, and format of acute care records. Documentation standards and chart analysis guidelines specific to accreditation standards, state licensing, and Medicare certification requirements. **Prerequisites:** A grade of C or better in HCC130 or permission of Program Director. **Prerequisites or Corequisites:** HIM101 or permission of Program Director.

HIM150
Health Care Data
2 credit(s) 3 period(s) lecture + lab
Introduction to data collection methods for health information systems including structure, content, and standards. Study of the datasets and databases used in various health care settings. Overview of the creation and maintenance of health information disease registries and indexes. **Prerequisites:** A grade of C or better in [HIM140 and (BPC110 or CIS105)], or permission of Program Director.

HIM180
Introduction to Medical Billing and Reimbursement
2 credit(s) 2 period(s) lecture
Overview of the medical billing profession, the revenue management process, and federal billing guidelines. Topics include Medicare, Medicaid, third party payers, management care models, and national insurance schemes. **Prerequisites:** Permission of Program Director.

HIM181
Medical Claims Processing
3 credit(s) 5 period(s) lecture + lab
Provides in depth analysis of the medical claims process in ambulatory care settings. Topics include electronic data interchange, claims management, confidentiality, data retention, and the claims review and appeals process. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** (BPC110 and HIM180) or permission of Program Director. **Prerequisites or Corequisites:** HIM208 or permission of Program Director.

HIM182
Human Diseases for Coding in Long Term Care Settings
2 credit(s) 2 period(s) lecture
Overview of diseases commonly treated in long term, home health, and hospice settings. Systems approach to causes, signs, symptoms, manifestations, diagnosis, and treatment of these diseases as required for accurate diagnostic coding. **Prerequisites:** A grade of C or better in (BIO160 and HCC146) or permission of Program Director.

HIM183
Diagnostic Coding in Long Term Care Settings
4 credit(s) 6 period(s) lecture and lab
Introduction to the International Classification of Diseases (ICD) in long term care, home health and hospice settings. Topics include principles for diagnostic coding, standards of ethical coding, and diagnostic coding for reimbursement and coding compliance. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** (BIO201 and HCC145) or permission of Program Director. **Prerequisites or Corequisites:** HIM200 or permission of Program Director.

HIM201
Health Information Statistics and Research
2 credit(s) 4 period(s) lecture + lab
Compilation and usage of various types of administrative and health care statistics including vital records. Introduction to the health information research process and institutional review board functions. Use of computers for computation and data display. **Prerequisites:** A grade of C or better in [(BPC110 or CIS105), HIM140, and MAT112] or permission of Program Director.

HIM203
Healthcare Statistics and Data Analytics
3 credit(s) 4 period(s) lecture + lab
Emphasizes the role of Health Information Management professionals in calculating, mining, and reporting healthcare statistics for data analytics, research, quality assurance, financial, and other purposes. Topics include health statistics, morbidity, mortality, quality resource management, and research design. **Prerequisites:** A grade of C or better in (HIM160 and MAT112) or permission of Program Director.

HIM204
Cancer Registry
4 credit(s) 6 period(s) lecture + lab
Requirements for managing a cancer registry, including comparisons of systems and data related to a hospital and central cancer registry and other registry standard-setting organizations. Organization and management of the basic functions of cancer registry operations. Analysis and presentation of cancer data and use in studies. **Prerequisites:** A grade of C or better in HCC145 or permission of Instructor. **Corequisites:** (BIO202 and HIM150) or permission of Instructor.

HIM205
Managing Health Information in Long Term Care Settings
2 credit(s) 4 period(s) lecture + lab
Provides an in depth analysis of the health information management function in Long Term Care (LTC) settings. Topics include long term care health record systems; LTC regulatory compliance standards and guidelines; common technologies used in LTC; and statistical and data analytics in LTC. **Prerequisites:** A grade of C or better in HIM103. **Corequisites:** BPC110 or permission of Program Director.

HIM206
Health Information Management in Alternative Care Settings
2 credit(s) 3 period(s) lecture + lab
Characteristics of non-acute care organizations in the United States. Standards and regulations for health records in those settings according to state, federal, and accrediting agencies. Applicable health record content and health information practices. **Prerequisites:** A grade of C or better in HIM140 or permission of Program Director.

HIM206AA
Health Information Management in Alternative Care Settings: Long Term
1 credit(s) 1.5 period(s) lecture + lab
Characteristics of long term care organizations, including home health and hospice, in the United States. Standards and regulations for health records in those settings according to state, federal, and accrediting agencies. Applicable health record content and health information practices. **Prerequisites:** A grade of C or better in HIM140 or permission of Program Director.

HIM207
Health Information Organizational Resource Management
3 credit(s) 3 period(s) lecture
Provides an overview of principles and practices essential to the efficient use of human, financial, and physical resources within health information management services. Topics include team building, planning, leading, organizing, directing, and controlling. **Prerequisites:** A grade of C or better in (HIM101 and HIM106) or permission of Program Director.

HIM208
ICD-CM Diagnostic Coding
2 credit(s) 4 period(s) lecture + lab
Introduction to the International Classification of Diseases, Clinical Modification (ICD-CM) coding system. Topics include application of current ICD-CM guidelines and conventions for symptoms, signs, and abnormal clinical and laboratory findings, diseases, conditions, and external causes of morbidity in inpatient and outpatient settings. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** (BIO202, HCC145, and HIM200) or permission of Program Director. **Prerequisites or Corequisites:** HIM180 or permission of Program Director.

HIM209
Procedural Coding Systems for Non-Coders
3 credit(s) 6 period(s) lecture + lab
Surveys major procedural coding systems used in acute, ambulatory, and alternative care settings. Structure, content, and guidelines for the current International Classification of Diseases, Procedure Coding System (ICD-PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) classification systems are explored. Topics include purpose and function of procedural coding; coding guidelines and conventions; and coding accuracy, totality, and sequencing. A grade of C or better required in all Prerequisites. **Prerequisites:** HIM200 and BIO202. **Prerequisites or Corequisites:** HIM208 or permission of Program Director.

HIM210
ICD-PCS Coding and ICD Applications
2 credit(s) 4 period(s) lecture + lab
Introduction to the International Classification of Diseases, Procedure Coding System (ICD-PCS). Topics include application of the current ICD-PCS guidelines and conventions for procedures in inpatient settings and coding technologies. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** BIO202 and HIM200. **Prerequisites or Corequisites:** HIM208 or permission of Program Director.

HIM211
Advanced Applications of Coding and Reimbursement
4 credit(s) 6 period(s) lecture + lab
Provides foundation for advanced coding application including the use of references, source documents, and technology. Topics include Uniform Hospital Discharge Data Set; diagnostic-related groups; federal regulations for hospital-based settings; coding conventions for home health, long term care, rehabilitation, and other health care settings; and the use of codes for administrative, reimbursement, marketing, and regulatory purposes. **Prerequisites:** A grade of C or better in (HIM208 and HIM210) or permission of Program Director.

HIM212
CPT Coding I
2 credit(s) 4 period(s) lecture + lab
Introduction to Current Procedural Terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Coding of basic medical and surgical services including use of modifiers. Ethical coding and compliance issues. **Prerequisites:** A grade of C or better in [HCC145, HCC164, HCC204 and (BIO160 or BIO202)], or permission of Program Director. **Prerequisites or Corequisites:** HIM180.

HIM213
CPT and HCPCS Coding
3 credit(s) 6 period(s) lecture + lab
Provides students with the foundation for using the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS). Topics include coding guidelines, healthcare reimbursement, coding technologies, ethical coding, and compliance issues. **Prerequisites:** A grade of C or better in BIO202, HCC145, HIM200, and HIM208.

HIM214
CPT Coding II
2 credit(s) 4 period(s) lecture + lab
Introduction to Current Procedural Terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Coding of basic medical and surgical services including use of modifiers. Ethical coding and compliance issues. **Prerequisites:** A grade of C or better in (HCC204 and HIM212) or permission of Program Director.

HIM215
Physician-Based Billing and Coding Seminar
1 credit(s) 1 period(s) lecture
Guidance in the development of physician-based billing and coding compliance programs. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** HIM208 or permission of Program Director. **Prerequisites or Corequisites:** HIM181 and (HIM213 or HIM214) or permission of Program Director. **Corequisites:** HIM216 or permission of Program Director.

HIM216
Professional Practice in Physician-Based Billing and Coding
1 credit(s) 5 period(s) lab
Practical application of billing and coding guidelines, conventions, and regulations under the supervision of a preceptor in an ambulatory care setting. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** HIM208, and current CPR at BLS Healthcare Provider Level through the American Heart Association, and permission of Program Director. **Prerequisites or Corequisites:** [HIM181 and (HIM213 or HIM214)] or permission of Program Director. **Corequisites:** HIM215 or permission of Program Director.

HIM217
Health Information Management Seminar I
1 credit(s) 1 period(s) lecture
Emphasis on career development and team building functions related to the Health Information Management (HIM) profession. **Prerequisites:** A grade of C or better in (HIM106, HIM150, HIM201, and HIM206), or permission of Program Director. **Corequisites:** HIM218 or permission of Program Director.

HIM218
Professional Practice
1 credit(s) 5 period(s) lab
Practical application of health information management knowledge and skills in the workforce. **Prerequisites:** A grade of C or better in (HIM106, HIM150, HIM201, and HIM206), and permission of Program Director. **Corequisites:** HIM217 or permission of Program Director.

HIM219
Health Information Management Systems
3 credit(s) 3 period(s) lecture + lab
Overview of the fundamental concepts, terminology, and structure of health information systems with an emphasis on applications used to manage electronic health information. Topics include health informatics; health information systems; electronic claims processing; electronic health records; electronic data interchange; and privacy, security, and confidentiality. **Prerequisites:** A grade of C or better in HIM160, and (BPC110 or CIS105).

HIM220
Health Information Management Seminar II
1 credit(s) 1 period(s) lecture
Prepares students for the health information management workforce. Topics include registered health information technician exam review and preparation, career development, team building, and project management for Health Information Management (HIM) professionals. **Prerequisites:** A grade of C or better in (HIM207, HIM217, HIM218, and HIM219), or permission of Program Director. **Corequisites:** HIM224 or permission of Program Director.

HIM221
Medical Coding Seminar
1 credit(s) 1 period(s) lecture
Guides students in the development of hospital-based coding compliance programs. Explores career development tools for medical billers and coders. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** (HIM211 and HIM213) or permission of Program Director. **Corequisites:** HIM222 or permission of Program Director.

HIM222
Professional Practice in Medical Coding
1 credit(s) 5 period(s) lab
Practical application of coding guidelines, conventions, and regulations under the supervision of a preceptor in an acute care setting. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** [HIM211 and (HIM213 or HIM214)] and current CPR at BLS Healthcare Provider Level through the American Heart Association and permission of Program Director. **Corequisites:** HIM221 or permission of Program Director.

HIM224
Advanced Professional Practice
1 credit(s) 5 period(s) lab
Practical application of advanced health information management knowledge in a variety of health-related settings. Focus on supervision and management, interdepartmental policies and procedures, budget and staffing considerations, as well as committee planning and preparation. **Prerequisites:** A grade of C or better in (HIM207, HIM217, HIM218, and HIM219), and permission of Program Director. **Corequisites:** HIM220 or permission of Program Director.

HIM225
Health Data Analytics
3 credit(s) 4 period(s) lab
Provides students with integral tools and skills to analyze data commonly used in healthcare provision. Topics include data analysis, organization, and preparation tools; statistical techniques and variables; study design; benchmarking; and quality and performance improvement. **Prerequisites:** A grade of C or better in (CIS114DE and HIM203).

HIM230
Quality Management and Performance Improvement
2 credit(s) 2 period(s) lecture
Focus on the history and development of quality assurance in various health care facilities, including quality assessment techniques, utilization management, risk management, credentialing, and medical staff services as related to health information management. **Prerequisites:** A grade of C or better in (HIM207 and HIM219), or permission of Program Director.

HIM233
Revenue Cycle Management Seminar
1 credit(s) 3 period(s) lecture
Prepares students for the workforce in the field of revenue cycle management. Topics include strategies for team building, project collaboration, career development, and preparation and review for professional exam. **Prerequisites:** A grade of C or better in (HIM208 and HIM210) or permission of Program Director. **Corequisites:** HIM234 and permission of Program Director. **Course Notes:** Student must participate in the PPE (Professional Practice Experience) Orientation. Consult with Program Director or Instructor.

HIM234
Revenue Cycle Data Management Professional Practice
1 credit(s) 5 period(s) lab
Practical application of revenue cycle management knowledge and skills under the supervision of a preceptor in an acute, ambulatory, and/or alternative care setting. **Prerequisites:** A grade of C or better in (HIM208 and HIM210) or permission of Program Director, and CPR at BLS Healthcare Provider level through the American Heart Association. **Corequisites:** HIM233 and permission of Program Director. **Course Notes:** Current CPR certification at BLS Healthcare Provider Level through the American Heart Association required prior to placement. Student must participate in the PPE (Professional Practice Experience) Orientation. Consult with Program Director or Instructor.

HIM298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** Permission of Program Director or Instructor.

HIS – History

HIS100
History of Western Civilization to Middle Ages
3 credit(s) 3 period(s) lecture
Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. **Prerequisites:** None.

HIS101
History of West Civilization Middle Ages to 1789
3 credit(s) 3 period(s) lecture
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through the Age of Enlightenment. **Prerequisites:** None.

HIS102
History of Western Civilization 1789 to Present
3 credit(s) 3 period(s) lecture
Survey of the origin and development of Western civilization and its institutions from French Revolution through the present. **Prerequisites:** None.

HIS103 SUN# **HIS 1131**
United States History to 1865
3 credit(s) 3 period(s) lecture
The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). **Prerequisites:** None.

HIS104 SUN# **HIS 1132**
United States History 1865 to Present
3 credit(s) 3 period(s) lecture
The political, economic, and social development of United States from 1865 to the present time. **Prerequisites:** None.

HIS105
Arizona History
3 credit(s) 3 period(s) lecture
The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National period, the U.S. federal territorial years, and Arizona's political and economic development during the twentieth century. **Prerequisites:** None.

HIS106
Southwest History
3 credit(s) 3 period(s) lecture
Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. **Prerequisites:** None.

HIS108
United States History 1945 to the Present
3 credit(s) 3 period(s) lecture
Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. **Prerequisites:** None.

HIS109
Mexican-American History and Culture
3 credit(s) 3 period(s) lecture
Examination of origins and development of the Spanish-American and Mexican-American peoples and their contribution to the culture, history and development of United States. Emphasis on Mexican-American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest. **Prerequisites:** None.

HIS145
History of Mexico
3 credit(s) 3 period(s) lecture
Survey of the political, economic, and social forces which have shaped the development of Mexico from Precolumbian times to the present. **Prerequisites:** None.

HIS/AIS170
American Indian History of the Southwest
3 credit(s) 3 period(s) lecture
Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States' policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples. **Prerequisites:** None.

HIS190
Environmental History
3 credit(s) 3 period(s) lecture
Survey of the environmental history of the world from hunter-gatherer societies to the present including but not limited to social groups, natural resources, and physical environments and impacts on the Earth. **Prerequisites:** None.

HIS203
African-American History to 1865
3 credit(s) 3 period(s) lecture
History and cultural heritage of African-Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. **Prerequisites:** None.

HIS204
African-American History 1865 to Present
3 credit(s) 3 period(s) lecture
Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. **Prerequisites:** None.

HIS209
The Chicano in 20th Century America
3 credit(s) 3 period(s) lecture
Analysis of the twentieth century experience. Historical perspective of the emergence of Chicanos as an influential minority in the United States. **Prerequisites:** None.

HIS242
Latin American Civilization in the Post-Colonial Period
3 credit(s) 3 period(s) lecture
A survey of the political, economic, and social forces which molded Latin American civilization in the period of the development of Republics. **Prerequisites:** None.

HST – Histologic Technology

HST180
Overview of Histology (Anatomic) Laboratory
2 credit(s) 2 period(s) lab
Overview of anatomic laboratory services, anatomic laboratory professionals, and the role of the histology technician. Emphasis on certification, accreditation, and regulatory agencies. Application of process improvement, quality control, laboratory mathematics, infection control, sharps/mechanical hazards, documentation, medico-legal implications, and chemical hygiene principles. Includes information management in anatomic laboratories. Importance of management and supervision leadership principles and professional growth and ethical conduct. **Prerequisites:** Admission to Histologic Technology Program or permission of Program Director.

HST181
Chemistry of Fixation
3 credit(s) 3 period(s) lecture + lab
Principles of fixation and fixative solutions. Anatomic laboratory instrumentation and specimen handling, identification, and tracking protocols. Emphasis on gross examination processes, tissue processing protocols, and specialized processing techniques. **Prerequisites:** Admission to Histologic Technology Program or permission of Program Director, and a grade of C or better in HST180.

HST182
Microtomy
5 credit(s) 4 period(s) lecture + lab
Emphasis on decalcification techniques, ergonomic safety practices for microtomy, and frozen section techniques. Application of embedding orientation by tissue type. Procedures for paraffin embedding station, cryostat and rotary microtome set-up and maintenance, and sharps safety practices for the microtome. Includes techniques for microtomy, specialized microtomy, frozen section, and cytology specimen preparation. **Prerequisites:** A grade of C or better in HST181.

HST183
Practicum: Chemistry of Fixation
1 credit(s) 4.5 period(s) lab
Practicum in histology techniques performed in an anatomic laboratory. Application of clinical skills for specimen handling, identification, and tracking protocols. Use of anatomic laboratory instrumentation. Study of gross examination protocols. Demonstration of fixation techniques, paraffin processing protocols, and specialized processing techniques. Performance of clerical and computer functions using medico-legal guidelines for documentation. Use of professional and ethical conduct in all interpersonal communications. **Prerequisites:** A grade of C or better in HST181 or permission of Program Director.

HST184
Practicum: Microtomy
1 credit(s) 4.5 period(s) lab
Practicum in histology techniques performed in an anatomic laboratory. Use of decalcification and frozen section techniques. Includes embedding orientation by tissue type and ergonomic safety practices for microtomy. Procedures for the paraffin embedding station, cryostat and rotary microtome set-up and maintenance, and sharps safety practices for the microtome. Emphasis on techniques for microtomy, specialized microtomy, frozen section, and cytology specimen preparation. **Prerequisites:** A grade of C or better in HST182.

HST185
Cellular Biological Staining
5 credit(s) 4 period(s) lecture + lab
Recognition of basic cellular structure. Identification of carbohydrates classification, pigments, minerals, and lipids in tissues and connective tissue structures. Explanation of chemical staining theory. Stain principles and procedures for nuclear and cytoplasmic structures, carbohydrates and lipids, connective tissue, and tissue pigments and minerals stains. **Prerequisites:** A grade of C or better in HST182. **Corequisites:** HST187.

HST186
Cellular Biological and Immunohistochemical Staining
5 credit(s) 4 period(s) lecture + lab
Identification of pathologic organisms and neurological structures. Use of stains for microorganisms and neurological structures. Explanation of theories of histochemical and immunohistochemical staining. Procedures for histochemical and immunohistochemical stains. Overview of specimens for electron microscopy and autopsy procedures. Emphasis on assessing histology workflow processes, laboratory procedure manuals, and workload and productivity recording and monitors. **Prerequisites:** A grade of C or better in HST185.

HST187
Practicum: Cellular Biological Staining
1 credit(s) 4.5 period(s) lab
Practicum in histology techniques performed in an anatomic laboratory. Recognition of basic cellular structure, carbohydrate structures, connective tissue, lipid structures, and pigments and minerals in tissues. Application of chemical staining. Emphasis on stains for nuclear and cytoplasmic structures, carbohydrates and lipids, connective tissue, and tissue pigments and minerals stains. **Prerequisites:** A grade of C or better in HST185.

HST188
Practicum: Cellular Biological and Immunohistochemical Staining
1 credit(s) 4.5 period(s) lab
Practicum in histology techniques performed in an anatomic laboratory. Identification of pathologic organisms and neurological structures. Use of stains for microorganisms and neurological structures. Application of histochemical and immunohistochemical stains. Observation of electron microscopy and autopsy procedures. Emphasis on histology workflow processes, laboratory procedure manuals, and workload and productivity recording and monitors. **Prerequisites:** A grade of C or better in HST186.

HUM – Humanities

HUM108
Contemporary Humanities
3 credit(s) 3 period(s) lecture
An exploration of human expression in contemporary arts and sciences. **Prerequisites:** None.

HUM120
Cultural Viewpoints in the Arts
3 credit(s) 3 period(s) lecture
Introduction to the influence of culture and ethnicity on the artist, including factors such as race, religion, gender, class, sexual preference, age, and region. Lecture and discussion on various art forms, including literature, visual arts, music, dance, film, and theater. **Prerequisites:** None.

HUM190AA-AI
Honors Forum
1 credit(s) 1 period(s) lecture
Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues. **Prerequisites:** Admission to the College Honors Program or permission of Instructor.

HUM202
Humanities: Universal Themes
3 credit(s) 3 period(s) lecture
The hero/heroine; fool; the social world, and the future as themes in the humanities. **Prerequisites:** None.

HUM/THF205
Introduction to Cinema
3 credit(s) 3 period(s) lecture
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. **Prerequisites:** None.

HUM/WST209
Women and Films
3 credit(s) 3 period(s) lecture
Analysis of images of women in films from both historical and contemporary perspectives. **Prerequisites:** None.

HUM/THF210
Contemporary Cinema
3 credit(s) 3 period(s) lecture
A study of contemporary films, directors, and critics with emphasis on evaluating films as an art form. **Prerequisites:** None.

HUM212
Documentary Film
3 credit(s) 3 period(s) lecture
Survey of documentary or non-fiction film. Emphasis on the interplay between form, subject, cultural context and filmmaker perspective. Focuses on primary types of documentary film, such as poetic, observational, expository reflexive, participative, and performative. Analyzes what distinguishes documentary film from fiction film. **Prerequisites:** A grade of C or better in ENG101 or ENG107.

HUM213
Hispanic Film
3 credit(s) 3 period(s) lecture
Analysis of Hispanic film as art form and as social commentary. **Prerequisites:** None.

HUM250
Ideas and Values in the Humanities: Early Civilizations to the Renaissance
3 credit(s) 3 period(s) lecture
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including Western and non-Western cultures. **Prerequisites:** A grade of C or better in ENG101.

HUM251
Ideas and Values in the Humanities: Renaissance to the Contemporary World
3 credit(s) 3 period(s) lecture
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and non-Western cultures. **Prerequisites:** A grade of C or better in ENG101.

HUM260
Intercultural Perspectives
3 credit(s) 3 period(s) lecture
Cultural, literary, and artistic expressions of Native, Hispanic, and African Americans. Includes traditional and modern work and contribution to American civilization. **Prerequisites:** None.

HUM/EDU/STO292
The Art of Storytelling
3 credit(s) 3 period(s) lecture
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. **Prerequisites:** None.

IBS – International Business

IBS101
Introduction to International Business
3 credit(s) 3 period(s) lecture
A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. **Prerequisites:** None.

INT – Interior Design

INT100
Interior Design Drafting
3 credit(s) 6 period(s) lecture + lab
Basic manual drafting techniques used in the interior design industry. Focus on industry standards of equipment use, lettering, line work, dimensioning, scaling, and annotation. Introduction and practice of industry-specific drawing types, including floor plans, elevations, sections, details, multi-view projection, and paraline. Brief exploration of hand sketching and Computer-Aided Design (CAD) techniques as they relate to manual drafting. **Prerequisites:** None.

INT105
Introduction to Interior Design
3 credit(s) 3 period(s) lecture
Overview of interior design and related professions, including the design process, elements and principles of design, and basic concepts of space planning and furniture layout. Development of design vocabulary relative to architectural details, furnishings, and finishes. **Prerequisites:** None.

INT115
Historical Architecture and Furniture
3 credit(s) 3 period(s) lecture
Historical survey of the development of architecture, interiors, furniture, and decorative arts from antiquity to the Industrial Revolution. **Prerequisites:** None.

INT120
Modern Architecture and Furniture
3 credit(s) 3 period(s) lecture
Survey of the development of architecture, interiors, furniture, and decorative arts from the Industrial Revolution to the present. Emphasis is on modern architects and designers. **Prerequisites:** None.

INT122
Digital Visualization for Design
3 credit(s) 6 period(s) lecture + lab
Introduction to raster based rendering techniques utilizing interior design and landscape drawings. Comparison of raster based rendering to vector based rendering and presentation techniques utilizing leading industry software such as Adobe Photoshop and Adobe Illustrator. **Prerequisites:** None.

INT/TEC126
Sewing for the Home
3 credit(s) 3 period(s) lecture
Provides students systemic skills and knowledge to plan and construct draperies, shades, pillows, bedding and other home furnishings through instructional projects. Emphasizes techniques used in producing textile goods for the home. **Prerequisites:** None. **Course Notes:** Basic sewing skills recommended. INT/TEC126 may be repeated for a total of nine (9) credit hours.

INT140
Introduction to CAD for Interior Design
3 credit(s) 6 period(s) lecture + lab
This class focuses on the development of two-dimensional and three-dimensional spatial development through the use of Computer-Aided Design (CAD), computer-aided design for interior design following American Institute of Architects (AIA) guidelines. **Prerequisites:** None.

INT145
Drawing and Rendering
3 credit(s) 6 period(s) lecture + lab
Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. **Prerequisites:** None.

INT150
Color and Design
3 credit(s) 6 period(s) lecture + lab
Introduction to the theory and application of color as related to the elements and principles of design. Light and its effect on color. Emphasis on the development of presentation skills for the field of interior design. **Prerequisites:** None.

INT156
Furniture Upholstery I
3 credit(s) 5 period(s) lecture + lab
Techniques of general furniture upholstery, operations of webbing, springing, stuffing, trimming, sewing and cushion making on approved student-selected projects. **Prerequisites:** None. **Course Notes:** INT156 may be repeated for a total of nine (9) credit hours. Students must provide the furniture piece.

INT157
Furniture Upholstery II
3 credit(s) 5 period(s) lecture + lab
Application and use of modern materials and tools, button tufting, channel construction, and special trim effects. **Prerequisites:** A grade of C or better in INT156 or permission of Department or Division. **Course Notes:** INT157 may be repeated for a total of nine (9) credit hours. Students must provide the furniture piece.

INT158
Furniture Upholstery III
3 credit(s) 5 period(s) lecture + lab
Advanced techniques in upholstering of furniture and other needle-trade items; time and money saving shortcuts in layout; fabric cutting and sewing. **Prerequisites:** A grade of C or better in INT157 or permission of Department or Division. **Course Notes:** INT158 may be repeated for a total of nine (9) credit hours. Students must provide the furniture piece.

INT159
Furniture Upholstery IV
3 credit(s) 5 period(s) lecture + lab
Advanced techniques of furniture upholstery for students interested in entering the upholstery trade; modern production techniques for sewing; stuffing; and finishing; job estimating; equipment selection and maintenance. **Prerequisites:** A grade of C or better in INT158. **Course Notes:** INT159 may be repeated for credit. Students must provide the furniture piece.

INT160
Fabrics for Interiors
3 credit(s) 3 period(s) lecture
Study of the properties, design, and performance characteristics of interior fabrics. Psychological and cultural impact of textiles on the built environment. Role of the interior designer in working with textiles. Introduction to regulations and codes within the textile industry. **Prerequisites:** None.

INT170
Interior Materials
3 credit(s) 6 period(s) lecture + lab
Properties, performance, maintenance, sustainability and general characteristic of interior finishes, furnishings, and equipment. Emphasis on building a resource file of interior finishes, furnishings, and equipment sources. **Prerequisites:** A grade of C or better in INT105 or permission of Instructor.

INT175
Custom Design
3 credit(s) 6 period(s) lecture + lab
Custom design for interiors. Creative problem solving using design theory and process to the custom design of interiors. Emphasis on visualization of concepts through sketching, shop drawings, and basic specifications. **Prerequisites:** A grade of C or better in [INT105 and (ARC141 or INT140) and INT122 and (INT145 or (INT145AA and INT145AB))] or permission of Instructor.

INT190
Space Planning
3 credit(s) 6 period(s) lecture + lab
Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on design theory, process, and application. Considerations for space utilization including anthropometrics and ergonomics. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** INT105. **Prerequisites or Corequisites:** ARC141 or INT140.

INT211
Interior Materials and Specifications
3 credit(s) 6 period(s) lecture + lab
Properties, performance, maintenance, sustainability and general characteristics of interior finishes. Emphasis on selection, basic estimating, and writing specifications. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** ARC141, or INT140, or permission of Instructor. **Prerequisites or Corequisites:** INT222 or [INT240 or (INT240AA and INT240AB)].

INT215
Professional Practices
3 credit(s) 6 period(s) lecture + lab
Marketing, business processes, and ethical issues in the interior design industry. Create materials for use in the profession including a portfolio, resume, and online presence. Includes hands-on experiences within the interior design field. **Prerequisites:** A grade of C or better in INT190 or permission of Instructor.

INT230
Presentation Techniques
3 credit(s) 6 period(s) lecture + lab
Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** [INT145 or (INT145AA and INT145AB)] and (INT140 or ARC141). **Prerequisites or Corequisites:** INT122 or ARC142.

INT240
Kitchen and Bath Design
3 credit(s) 6 period(s) lecture + lab
Exploration into the specific requirements associated with kitchen and bath design. Emphasis on the design process and computer-based tools for interior design. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** INT190 and (ARC141 or INT140). **Prerequisites or Corequisites**: INT211 or (INT211AA and INT211AB).

INT268
Lighting Design
3 credit(s) 6 period(s) lecture + lab
Study of interior lighting design and its impact on the health, safety and welfare of the public. **Prerequisites:** AAS Degree in Interior Design or permission of Department or Division.

INT271AA
Interior Design Internship
1 credit(s) 5 period(s) lab
Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a coordinator. **Prerequisites:** Permission of Department or Division. **Course Note:** May be repeated for a total of four (4) credits with department permission.

INT271AB
Interior Design Internship
2 credit(s) 10 period(s) lab
Interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator. **Prerequisites:** Permission of Department or Division. **Course Note:** May be repeated for a total of four (4) credits with department permission.

INT271AC
Interior Design Internship
3 credit(s) 15 period(s) lab
Interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty coordinator. **Prerequisites:** Permission of Department or Division.

INT274AA
Interior Design Study Tour
1 credit(s) 5 period(s) lab
A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career. **Prerequisites:** Permission of Department or Division.

INT274AB
Interior Design Study Tour
2 credit(s) 10 period(s) lab
A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career. **Prerequisites:** Permission of Department or Division.

INT274AC
Interior Design Study Tour
3 credit(s) 15 period(s) lab
A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career. **Prerequisites:** Permission of Department or Division.

INT285
Design Portfolio Development
1 credit(s) 1.5 period(s) lab
Design, produce, and present a professional portfolio appropriate to the field of Interior Design. Includes material selection and techniques, customer focus, contents and organization, presentation formats, and presentation boards to represent a variety of technical and aesthetic areas of design. **Prerequisites:** A grade of C or better in INT240 or (INT240AA and INT240AB) or permission of Program Director.

IPP – Interpreter Preparation Program

Also see American Sign Language, ASL on page 281.

IPP198
Careers in Deaf Studies: Observation
1 credit(s) 1 period(s) lecture + lab
Provides experience through observation to the world of work of a professional interpreter. Observation of professional interpreters in a variety of work settings, including but not limited to professional principles, standards and ethics applied to everyday interpreting settings. **Prerequisites:** A grade of C or better in IPP205 or permission of Department or Division. Completion of prerequisites within the last three years is required. **Course Notes:** IPP198 may be repeated for a total of three (3) credits.

IPP205
Introduction to Interpreting
3 credit(s) 3 period(s) lecture
Theories of role, function, responsibilities, and communication strategies of the American Sign Language (ASL)/English interpreter. Covers application and implementation of the National Registry of Interpreters for the Deaf (R.I.D.) and National Association of the Deaf (N.A.D.) Code of Professional Conduct. Additional topics addressed include interpreters functioning as advocates, moral systems vs. ethical systems, standard business practices, and perceptions of consumers. **Prerequisites:** A grade of C or better in ASL201 or permission of Department or Division. Completion of prerequisites within the last three years is required. **Course Notes:** IPP205 may be repeated for a total of nine (9) credit hours.

IPP208
Advanced American Sign Language Discourse
4 credit(s) 4 period(s) lecture
(Spring only)
Advanced study of terminology and discourse in various fields such as medical, judicial, technological, as well as financial and business transactions. Use of specialized terminology/concepts in dialogues, discussions, and narratives. Advanced use of classifiers, structuring of space, and grammatical features of American Sign Language (ASL). **Prerequisites:** A grade of B or better in ASL203. Completion of prerequisites within the last three years is required.

IPP215
ASL to English Consecutive Interpreting
2 credit(s) 3 period(s) lecture + lab
(Fall only)
Sequential development of consecutive interpreting skills from American Sign Language (ASL) to English. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues, guidance for discovering personal filters, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** (Acceptance into the Interpreter Preparation Program or permission of Department or Division) and IPP211 with a grade of "B" or better.

IPP216
ASL to English Simultaneous Interpreting
3 credit(s) 4 period(s) lecture + lab
(Spring only)
Sequential development of simultaneous interpreting skills from American Sign Language (ASL) to English. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues from different genres with increasing length and difficulty, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** A grade of B or better in IPP215 and permission of Program Director. **Course Notes:** IPP216 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP216 and should consult with an advisor for guidance.

IPP218
English to ASL Consecutive Interpreting
2 credit(s) 3 period(s) lecture + lab
(Fall only)
Sequential development of consecutive interpreting skills from English to American Sign Language (ASL). Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues, guidance for discovering personal filters, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** (Acceptance into the Interpreter Preparation Program or permission of Department or Division) and IPP211 with a grade of "B" or better. IPP215 suggested but not required.

IPP219
English to ASL Simultaneous Interpreting
3 credit(s) 4 period(s) lecture + lab
(Spring only)
Sequential development of simultaneous interpreting skills from English to American Sign Language (ASL). Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues from differing genres with increasing length and difficulty, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** A grade of B or better in IPP218, and permission of Program Director. Completion of prerequisites within the last three years is required. **Course Notes:** IPP219 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP219 and should consult with an advisor for guidance.

IPP220
Interactive Interpreting I
3 credit(s) 4 period(s) lecture + lab
(Fall only)
Sequential development of interactive interpreting skills from English to American Sign Language (ASL) and from ASL to English. Perform source language analysis, apply cognitive processing techniques, and produce target language equivalents. Analysis of texts and contexts of naturally occurring dialogues, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites or Corequisites:** A grade of B or better in IPP211 or permission of Department or Division. Completion of prerequisites within the last three years is required.

IPP221
Interactive Interpreting II
3 credit(s) 4 period(s) lecture + lab
(Spring only)
Continued development of interactive interpreting skills from English to American Sign Language (ASL) and from ASL to English. Perform source language analysis, apply cognitive processing techniques, and produce target language equivalents. Analysis of texts and contexts of naturally occurring dialogues, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** A grade of B or better in IPP220, and permission of Program Director. Completion of prerequisites within the last three years is required. **Course Notes:** IPP221 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP221 and should consult with an advisor for guidance.

IPP229
Interpreter Preparation Internship Seminar
1 credit(s) 1 period(s) lecture
(Spring only)
Classroom portion of the Interpreter Preparation Program internship. Emphasizes the blend of job-related activities including career exploration, employment application procedures, interpersonal skills, and on-the-job problems. **Prerequisites:** Acceptance into the Interpreter Preparation Program and/or program director approval. **Corequisites:** IPP230AA or IPP230AB. **Course Notes:** IPP229 may be repeated for a total of four (4) credit hours.

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IPP230AA
Interpreter Preparation Program Internship
1 credit(s) 5 period(s) lab
(Spring only)
Laboratory portion of the Interpreter Preparation Program seminar. Eighty (80) clock hours of work required. Practical experience in settings such as educational, rehabilitation, community service centers, and agencies serving children, adolescents, and/or adults who are deaf or hard of hearing. Designed to provide students with the opportunity to synthesize practical and academic experiences gained during the in-classroom portion of the program. Site, supervision, and plan of activity mutually agreed upon by the student and instructor. Capstone experience for Associate in Applied Science (AAS) degree students. **Prerequisites:** Acceptance into the Interpreter Preparation Program and Program Director approval. **Corequisites:** IPP229. **Course Notes:** IPP230AA must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. IPP230AA may be repeated for a total of four (4) credit hours. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP230AA and should consult with an advisor for guidance.

IPP230AB
Interpreter Preparation Program Internship
2 credit(s) 10 period(s) lab
(Spring only)
Laboratory portion of the Interpreter Preparation Program Seminar. One hundred sixty (160) clock hours of work required. Practical experience in settings such as educational, rehabilitation, community service centers, and agencies serving children, adolescents and/or adults who are deaf or hard of hearing. Designed to provide students with the opportunity to synthesize practical and academic experiences gained during the in-classroom portion of the program. Site, supervision, and plan of activity mutually agreed upon by the student and instructor. Capstone experience for Associate in Applied Science (AAS) degree students. **Prerequisites:** Acceptance into the Interpreter Preparation Program and Program Director approval. **Corequisites:** IPP229. **Course Notes:** IPP230AB must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. IPP230AB may be repeated for a total of four (4) credit hours. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP230AB and should consult with an advisor for guidance.

IPP242
Educational Interpreting Skills
1 credit(s) 2 period(s) lecture + lab
Skill development and application of techniques used specifically in educational (K-12) interpreting and transliterating. Covers sign systems, technical signs, and methods of non-standard sign incorporation. **Prerequisites:** A grade of B or better in (IPP209 and IPP211) and permission of Program Director. **Course Notes:** IPP242 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. IPP242 may be repeated for a total of four (4) credit hours. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP242 and should consult with an advisor for guidance.

IPP250AA
Special Topics: Interpreter Preparation
1 credit(s) 1 period(s) lecture + lab
Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating. **Prerequisites:** Acceptance into the Interpreter Preparation Program or permission of Program Director. **Course Note:** IPP250AA may be repeated for credit.

IPP250AB
Special Topics: Interpreter Preparation
2 credit(s) 2 period(s) lecture + lab
Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating. **Prerequisites:** Acceptance into the Interpreter Preparation Program or permission of Program Director. **Course Note:** IPP250AB may be repeated for credit.

IPP250AC
Special Topics: Interpreter Preparation
3 credit(s) 3 period(s) lecture + lab
Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating. **Prerequisites:** Acceptance into the Interpreter Preparation Program or permission of Program Director. **Course Note:** IPP250AC may be repeated for credit.

ITS – Information Technology Security

ITS110
Information Security Fundamentals
3 credit(s) 4 period(s) lecture + lab
Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. **Prerequisites:** A grade of C or better in CIS126DL, or CIS126RH, or permission of Program Director. Corequisites: BPC270 or MST150++.

ITS120
Legal, Ethical and Regulatory Issues
3 credit(s) 3 period(s) lecture
Exploration of legal and ethical issues unique to information security. Analysis of professional ethical codes and their application to information security practitioners. Federal and state laws as they relate to information security. **Prerequisites:** None.

ITS240
Ethical Hacking and Network Defense
3 credit(s) 4 period(s) lecture + lab
Preparation for the EC-Council Certified Ethical Hacking examination. In-depth exploration of how to effectively protect computer networks from risks ranging from malicious infiltration to cyber-warfare. Includes examination of ethical hacking, relevant tools and methodologies, and its importance to network security. Resources to identify new computer network vulnerabilities and counter security strategies will be discussed as well as an overview of relevant computer crime laws and penalties. **Prerequisites:** A grade of C or better in ITS110, or CNT205, or CIS270, or CIS271DB, or CIS272DB, or permission of Instructor.

ITS291
Computer Forensics Foundations
4 credit(s) 5 period(s) lecture + lab
Development of foundational computer forensic skills. Introduction to preserving, identifying, extracting, interpreting, and documenting computer data as part of a forensically sound analysis. Examination of the physical and logical structure of hard drives. Study of the logical structure of Windows-based file systems and common applications. Introduction to the logical structure of Unix/Linux-based file systems and common applications of commercial forensic tools. **Prerequisites:** A grade of C or better in BPC170 and ITS110 or permission of Instructor.

ITS292
Advanced Computer Forensics
4 credit(s) 5 period(s) lecture + lab
Advanced computer forensics analysis techniques with commercial tools. Introduction to open-source forensic tools. Emphasis on data recovery from complex applications and media types. Study of the logical structure of Unix/Linux-based file systems. Advanced search techniques. Analysis of unallocated space, compound files, and NTFS artifacts. **Prerequisites:** A grade of C or better in ITS291 or permission of Instructor.

LAS – Paralegal Studies

LAS100
The Paralegal Profession
3 credit(s) 3 period(s) lecture
Focus on the role, responsibilities, and ethical standards of a paralegal. Provides an overview of the legal system and the role of the paralegal in the legal system. Emphasis on professional development and job-search strategies. **Prerequisites:** None.

LAS101
Introduction to Law
3 credit(s) 3 period(s) lecture
Legal terminology and basic legal principles in the areas of tort, contract, and criminal law. Interrelationships among lawyers, the court system, and law enforcement and administrative agencies. Development of a case for trial, adjudication, and post-verdict procedures in the civil and criminal systems. **Prerequisites:** None.

LAS109
Civil Procedures I
3 credit(s) 3 period(s) lecture
Pretrial procedural issues in both Arizona and the federal system. Emphasis on Arizona Rules of Civil Procedure 1-37, 41, 55, 56, and 72-76. Coverage of applicable time limits, filing requirements, and proficiency in locating appropriate provisions in the Arizona Rules of Civil Procedure. Drafting of pleadings and motions and the application of procedural rules pertinent to the early stages of civil litigation. **Prerequisites:** Acceptance into the Paralegal Studies program. **Prerequisites or Corequisites:** LAS101 and (BPC110 or CIS105 or permission of Program Director).

LAS110
Civil Procedures II
3 credit(s) 3 period(s) lecture
Application of the procedural aspects of discovery, trial preparation, and post-trial work as part of a litigation team. Emphasis on practical concerns, such as interviewing of witnesses; preparation of discovery documents, exhibits, and transmittal memoranda; summarizing and indexing depositions; organization of files; preparation of trial notebooks; and participation in a mock trial. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS115
Criminal Trial Procedure
3 credit(s) 3 period(s) lecture
Procedural aspects of the criminal trial process in Arizona state courts from preliminary proceedings through trial. Emphasis on application of the rules of criminal procedure and preparation of common trial documents by paralegals. Documents include the charging instrument, pre-trial motions, and jury instructions. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS131
Legal Writing
3 credit(s) 3 period(s) lecture
The use of proper grammar, punctuation, and spelling in the construction of sentences and the development of paragraphs. Use of case briefs to study effective writing and analytical techniques. Analysis and application of the writing process to produce well-written documents commonly used in the practice of law. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS203
Ethics and Professional Practice
3 credit(s) 3 period(s) lecture
Rules of professional responsibility and ethical requirements with an emphasis on their application to legal assistants. Sources of power to regulate the practice of law. Issues related to unauthorized practice of law. Examination of professionalism in the legal profession. **Prerequisites:** A grade of C or better in LAS131 and (BPC110 or CIS105 or permission of Program Director).

LAS204
Contract Law
3 credit(s) 3 period(s) lecture
Examination of contracts and their regulation by the Uniform Commercial Code. Review and drafting of basic agreements. **Prerequisites or Corequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS208
Probate
3 credit(s) 3 period(s) lecture
Emphasis on various ways in which property can be held and passed on. Requirements for valid wills and trusts. Steps involved in estate administration and appropriate forms to be used. Includes drafting basic wills and simple trusts. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS211
Legal Research
3 credit(s) 3 period(s) lecture
Use of print and electronic media to locate public documents, statutes, administrative regulations, and cases from county, state, and federal jurisdictions. Reading and interpreting research results. Shepardizing. Use of proper citation forms. **Prerequisites or Corequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS212
Tort Law
3 credit(s) 3 period(s) lecture
Basic elements of negligence, strict liability, intentional torts; defenses; damages; insurance coverage. Evaluation of records and personal injury claims; review of insurance policies; settlement brochure; preparation of case intake memorandum. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS214
Business Organizations
3 credit(s) 3 period(s) lecture
Analysis and evaluation of business organizations with practical application of the law to analyze the utility, form, and function of Sole Proprietorships, General Partnerships, Limited Partnerships, Limited Liability Companies, and Corporations. Preparation of documents to create the most effective and feasible business organization under a given set of circumstances. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS217
Family Law
3 credit(s) 3 period(s) lecture
Legal analysis of marriage, dissolution of marriage, parental rights and duties; pleading and practice. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS220
Paralegal Internship Seminar
1 credit(s) 1 period(s) lecture
Coordinates on-the-job experiences with interpersonal relations, communications, time-management, and case-management skills. Provides opportunity to discuss problems encountered during internship. **Prerequisites:** A grade of C or better in LAS203, LAS211, (LAS204 or LAS212), and (BPC110 or CIS105 or permission of Program Director). **Corequisites:** LAS221AB.

LAS221AB
Paralegal Internship
2 credit(s) 10 period(s) lab
Field work through placement at a law firm or other law-related organization where student will gain experience working in a legal setting. Supervision and evaluation by on-the-job supervisor as well as college program director. **Prerequisites:** Permission of Program Director. **Corequisite:** LAS220. **Course Notes:** LAS221AB requires a minimum of 160 hours of field experience in a legal setting.

LAS225
Legal Research, Analysis, and Writing
3 credit(s) 3 period(s) lecture
Integration and further development of legal research and writing skills with an emphasis on critical thinking, issue analysis, and motion practice. Focus on integrating research, writing, and legal argument development. **Prerequisites:** A grade of C or better in LAS131 and LAS211 and (BPC110 or CIS105 or permission of Program Director).

LAS229
Litigation Technologies
3 credit(s) 3 period(s) lecture
Use of presentation software; use of timekeeping, calendaring, and docketing software; use of litigation support software to organize case files; use of electronic trial presentation software in an electronic courtroom; ethical issues. **Prerequisites:** A grade of C or better in LAS110 and (BPC110 or CIS105 or permission of Program Director).

LAS237
Civil Interviewing and Investigation
3 credit(s) 3 period(s) lecture
Foundations for interviewing and investigation. Questioning of clients, witnesses, and experts. Documenting and summarizing interviews. Factual investigation sources and techniques. Role of formal discovery (including E-discovery). Document analysis and preservation. Memorializing results of factual investigations. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS261
Bankruptcy
3 credit(s) 3 period(s) lecture
Examination of bankruptcy laws and procedures and the role of paralegals in bankruptcy practice, including the commencement of a case, preparation of common forms, review of bankruptcy litigation including contested matters and adversary proceedings, and debtors' and creditors' rights and obligations. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS265
Regulatory Compliance
3 credit(s) 3 period(s) lecture
Examination of, and requirements for, organizations maintaining compliance with regulatory schemes. Emphasis on federal regulations and the role of non-lawyer personnel, such as paralegals, in obtaining, organizing, analyzing, and presenting recommendations for acting on factual information and legal research related to regulatory requirements. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS280
Paralegal Studies Portfolio Capstone
1 credit(s) 1 period(s) lecture
Demonstration of acquired skills and knowledge through review, revision, and supplementation of electronic portfolio containing evidence of program competencies; preparation, revision, and review of work product samples to facilitate the transition from student to entry-level paralegal. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** LAS110, LAS203, LAS204, LAS214 and (BPC110 or CIS105 or permission of Program Director). **Prerequisites or Corequisites:** (LAS225, LAS229, and LAS237) or permission of Program Director.

LBA – Laboratory Assisting

LBA155
Laboratory Assisting: Principles and Procedures
5 credit(s) 5 period(s) lecture + lab
Overview of laboratory services, laboratory professionals, and the role of a laboratory assistant. Principles and procedures for pre-analytical processing of laboratory specimens. Performance of specimen processing, pre-analytical processes, and point-of-care testing. Application of quality assurance, quality control, quality management principles, infection control, and laboratory safety. Use of laboratory supplies, instrumentation, and information systems. Performing clerical and computer functions using medico-legal guidelines for documentation. **Prerequisites:** (Acceptance into the Laboratory Assisting program), (a grade of C or better in HCC130, HCC145AA, PLB109, PLB111, and PLB122), and permission of Program Director.

The Course Equivalency Guide (CEG) shows how courses transfer from community college to ASU, NAU and U of A.

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LBA158
Laboratory Assisting Practicum
2 credit(s) 9 period(s) lab
Practicum in laboratory assisting based in healthcare facilities or reference laboratories. Performance of clinical skills for pre-analytical processing of laboratory specimens, initial testing phases, and point-of-care testing using laboratory instrumentation, information systems, and supplies. Application of quality assurance, quality control, infection control, and laboratory safety. Performance of clerical and computer functions using medico-legal guidelines for documentation. Use of professional and ethical conduct in all interpersonal communications. **Prerequisites:** A grade of C or better in LBA155 and permission of Program Director.

LDR – Leadership

LDR101
Emerging Leaders I
2 credit(s) 2 period(s) lecture
Concepts and application of leadership skills and service learning to promote social change and value clarification. Development of organizational leadership skills through experiential learning. **Prerequisites:** None.

LDR102
Emerging Leaders II
2 credit(s) 2 period(s) lecture
Focus on implementing collaborative practices and organizational leadership skills to promote positive social change. Apply value-based leadership behavior in diverse settings. **Prerequisites:** A grade of C or better in LDR101 or permission of Instructor.

LET – Law Enforcement Technology

LET173
Introduction to Leadership in Public Safety
2 credit(s) 2 period(s) lecture
Introduction to leadership in the field of public safety. Covers stages of adult human development, generational differences, and characteristics of effective leaders. Also includes characteristics of leaders, including values, ethics, attitudes, behavior, and response techniques in addition to identification of personal strengths and determination of a personal leadership style. **Prerequisites:** None.

LET174
Organizational Culture and Leadership
3 credit(s) 3 period(s) lecture
Examination of organizational structure and its application to the field of public safety. Covers characteristics and principles of effective organizations, systems and process management, and phases of process building in addition to characteristics of a process enterprise. Also includes levels of leadership and characteristics, ethical considerations, restrictions, and best behaviors of each. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** LET173.

LET175
Public Safety Leadership Capstone
1 credit(s) 3 period(s) lab
Completion and professional presentation of a formal staff study in the field of public safety, including steps for problem identification, research, and analyzing and reporting of information. **Prerequisites:** A grade of C or better in LET174.

MAS – Medical Assisting

MAS101
Introduction to Medical Assisting
2 credit(s) 2 period(s) lecture
Introduction to professional skills required in the field of medical assisting. Development of professional behaviors and expectations; in addition to but not limited to communication and mathematical calculations used. **Prerequisites:** None. **Course Notes:** Students must meet all the competencies to continue the Medical Assisting program.

MAS102
Fundamentals of Administrative Medical Assisting
6 credit(s) 6 period(s) lecture
Explores fundamental administrative procedures in ambulatory healthcare settings, such as appointment scheduling, telephone etiquette, and patient rights. Emphasis on a basic understanding of medical law and ethics and Health Insurance Portability and Accountability Act (HIPAA) regulations. Provides a basic overview of insurance, coding, billing, and electronic health records (EHR) as they relate to medical assisting. **Prerequisites:** A grade of C or better in MAS101.

MAS103
Basic Anatomy, Physiology, and Medical Terminology
6 credit(s) 6 period(s) lecture
Provides a brief overview of medical terminology, anatomy, physiology, and pathophysiology of body systems as they relate to medical assisting. This course will also explore basic nutrition and health as it relates to pathophysiology. **Prerequisites:** A grade of C or better in MAS101.

MAS104
Medical Administrative Assisting Practicum
4 credit(s) 4 period(s) lab
Students will apply the medical administrative concepts learned in previous program courses. **Prerequisites:** A grade of C or better in MAS103. **Course Notes:** All health and safety documents must remain current and in good standing, especially TB screening and CPR BLS provider, throughout the MAS104 Practicum.

MAS201
Fundamentals of Clinical Medical Assisting
6 credit(s) 7.5 period(s) lec + lab
Provides a foundation for clinical lab skills related to medical assisting. This hands-on course will explore surgical procedures, vital signs, sterilization, electrocardiogram (EKG), and emergency situations in the ambulatory setting. Includes a review of the steps involved in basic first aid and healthcare provider cardiopulmonary resuscitation (CPR). **Prerequisites:** A grade of C or better in MAS104.

MAS202
Laboratory Testing in Ambulatory Healthcare Settings
6 credit(s) 7.5 period(s) lec + lab
Introduction to basic Point of Care Testing (POCT), specimen collection, and handling. Theory and practice of basic phlebotomy and application of fundamental phlebotomy procedures and techniques in a clinical ambulatory healthcare setting. **Prerequisites:** A grade of C or better in MAS201. **Course Notes:** Students must pass all lab competencies and the clinical final exam with a minimum of 85% to pass the course. (MAERB Policy 215)

MAS203
Medical Assisting Pharmacology
6 credit(s) 7.5 period(s) lec + lab
Explores principles of basic pharmacology and medication administration. Focus on responsibility and appropriate medication protocols as they relate to medical assisting. **Prerequisites:** A grade of C or better in MAS201 and MAS202. **Course Notes:** Students must pass all dosage calculation tests and the clinical final exam with a 100% to pass the course.

MAS204
Clinical Medical Assisting Practicum
4 credit(s) 9 period(s) lab
Application of clinical medical assisting concepts while interacting with patients at a clinical practicum site. **Prerequisites:** A grade of C or better in MAS203. **Course Notes:** All health and safety documents must remain current and in good standing, especially TB screening and CPR BLS provider, throughout the MAS204 Practicum.

MAS205
Medical Assisting Program Review
2 credit(s) 2 period(s) lecture
Prepares students to apply for the clinical credentialing examination and for entry into the medical assisting industry. **Prerequisites:** A grade of C or better in MAS203.

MAT – Mathematics

The following courses require a graphing calculator: MAT112, MAT121, MAT141, MAT142, MAT151, MAT152, MAT182, MAT187, MAT206, MAT212, MAT213, MAT217, MAT218, MAT220, MAT221, MAT225, MAT230, MAT231, MAT240, MAT256, MAT257, and MAT276.

MAT103
College Mathematics Prep
3 credit(s) 3 period(s) lecture
Foundational knowledge of topics necessary for success in College Mathematics. Emphasis on understanding mathematical concepts and their applications. Topics include number sense, proportional reasoning, numerical and algebraic expressions, linear equations, and representations of data. **Prerequisites:** None. **Course Notes:** MAT103 students may receive credit for only one of the following: (MAT052 and MAT053 and MAT055) or MAT103. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. This course covers topics from basic arithmetic and introductory algebra.

MAT108
Tutored Mathematics
2 credit(s) 2 period(s) lecture
Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. **Prerequisites:** None. **Corequisites:** MAT051 or higher OR MAT15+, OR permission of Department or Division Chair.

MAT112
Mathematical Concepts and Applications
3 credit(s) 3 period(s) lecture
A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical geometry, statistics, finance, and unit conversions. **Prerequisites:** A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053), OR a grade of C or better in MAT08+, OR an appropriate district placement.

MAT114
College Algebra Prep
4 credit(s) 4 period(s) lecture
Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions. **Prerequisites:** None. **Course Notes:** MAT114 students may receive credit for only one of the following: MAT114, OR MAT115.

MAT121
Intermediate Algebra
4 credit(s) 4 period(s) lecture
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. **Prerequisites:** A grade of C or better in each of the following courses: (MAT055 and MAT056 and MAT057), OR a grade of C or better in MAT09+, OR an appropriate district placement. **Course Note:** MAT121 students may receive credit for only one of the following: MAT120, OR MAT121, OR MAT122 OR MAT126.

MAT141 SUN# **MAT 1142**
College Mathematics
4 credit(s) 4 period(s) lecture
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics. **Prerequisites:** An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. **Course Notes:** MAT141 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals.

MAT142 SUN# **MAT 1142**
College Mathematics
3 credit(s) 3 period(s) lecture
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics. **Prerequisites:** An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. **Course Notes:** MAT142 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals.

MAT145 SUN# **MAT 1142**
College Mathematics with Review
5 credit(s) 5 period(s) lecture
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed. **Prerequisites:** None. **Course Notes:** MAT145 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. Review of Basic Arithmetic and Introductory Algebra as needed.

MAT151 SUN# **MAT 1151**
College Algebra/Functions
4 credit(s) 4 period(s) lecture
Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. **Prerequisites:** A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair. **Course Notes:** MAT151 students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156, OR MAT187.

MAT152 SUN# **MAT 1151**
College Algebra/Functions
3 credit(s) 3 period(s) lecture
Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. **Prerequisites:** A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair. **Course Notes:** MAT152 students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156, OR MAT187.

MAT155 SUN# **MAT 1151**
College Algebra/Functions with Review
5 credit(s) 5 period(s) lecture
Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. **Prerequisites:** A grade of C or better in (MAT055, MAT056, and MAT057), or MAT09+, or MAT114, or MAT115, or an appropriate district placement for MAT120 or MAT121 or MAT122, or permission of Department/Division Chair. **Course Notes:** May receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156, OR MAT187. This course is designed for students that do not qualify for MAT150 or MAT151 or MAT152, but intend to complete MAT15+ College Algebra for their degree path. Review of MAT12+ Intermediate Algebra as needed.

MAT182
Plane Trigonometry
3 credit(s) 3 period(s) lecture
A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. **Prerequisites:** A grade of C or better in MAT15+, OR an appropriate district placement. **Corequisites:** MAT15+. **Course Notes:** MAT182 students may receive credit for only one of the following: MAT182 or MAT187.

MAT187 SUN# **MAT 1187**
Precalculus
5 credit(s) 5 period(s) lecture
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. **Prerequisites:** A grade of B or better in MAT12+, OR an appropriate district placement. **Course Notes:** Strongly recommended that students have some knowledge of trigonometry. The combination of MAT15+ and MAT182 is equivalent to taking MAT187. Therefore, students should either take MAT15+ AND MAT182 OR just MAT187. Students may receive credit for only one of the following: The combination of MAT15+ and MAT182 OR just MAT187.

MAT206 SUN# **MAT 1160**
Elements of Statistics
3 credit(s) 3 period(s) lecture
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. **Prerequisites:** A grade of C or better in MAT14+, or MAT15+, or MAT187, or equivalent, or satisfactory District placement, or permission of Department or Division Chair.

MAT212 SUN# **MAT 2212**
Brief Calculus
3 credit(s) 3 period(s) lecture
Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. **Prerequisites:** A grade of C or better in MAT15+, or MAT187, or an appropriate District placement. **Course Notes:** Students may receive credit for only one of the following: MAT212 or MAT213.

MAT213 SUN# **MAT 2231**
Brief Calculus
4 credit(s) 4 period(s) lecture
Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. **Prerequisites:** A grade of C or better in MAT15+, or MAT187, or an appropriate District placement. **Course Note:** Students may receive credit for only one of the following: MAT212 or MAT213.

MAT217
Mathematical Analysis for Business
3 credit(s) 3 period(s) lecture
An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. **Prerequisites:** A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221. **Course Notes:** Students may receive credit for only one of the following: MAT217 or MAT218.

MAT218
Mathematical Analysis for Business
4 credit(s) 4 period(s) lecture
An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. **Prerequisites:** A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221. **Course Notes:** Students may receive credit for only one of the following: MAT217 or MAT218.

MAT220 SUN# **MAT 2220**
Calculus with Analytic Geometry I
5 credit(s) 5 period(s) lecture
Limits, continuity, differential and integral calculus of functions of one variable. **Prerequisites:** A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement. **Course Note:** Students may receive credit for only one of the following: MAT220 or MAT221.

MAT221
Calculus with Analytic Geometry I
4 credit(s) 4 period(s) lecture
Limits, continuity, differential and integral calculus of functions of one variable. **Prerequisites:** A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement. **Course Notes:** Students may receive credit for only one of the following: MAT220 or MAT221.

MAT225
Elementary Linear Algebra
3 credit(s) 3 period(s) lecture
Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. **Prerequisites:** Grade of "C" or better in MAT212 or MAT220, or MAT221, or equivalent.

MAT227
Discrete Mathematical Structures
3 credit(s) 3 period(s) lecture
Course emphasizes discrete mathematics connections to computer science by exposing students to foundational concepts of set theory, logic, counting, induction, proof techniques, graph theory, and algorithms. **Prerequisites:** A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221, or permission of Department/ Division Chair.

MAT230 SUN# **MAT 2230**
Calculus with Analytic Geometry II
5 credit(s) 5 period(s) lecture
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. **Prerequisites:** Grade of "C" or better in MAT220 or MAT221 or equivalent. **Course Note:** Student may receive credit for only one of the following: MAT230 or MAT231.

MAT231 SUN# **MAT 2230**
Calculus with Analytic Geometry II
4 credit(s) 4 period(s) lecture
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. **Prerequisites:** Grade of C or better in MAT220 or MAT221 or equivalent. **Course Note:** Student may receive credit for only one of the following: MAT230 or MAT231.

MAT240
Calculus with Analytic Geometry III
5 credit(s) 5 period(s) lecture
Multivariate calculus including vectors, vector-valued functions,partial differentiation, multiple integration, and an introduction to vector fields. **Prerequisites:** Grade of "C" or better in MAT230 or MAT231. **Course Note:** Student may receive credit for only one of the following: MAT240 or MAT241.

MAT241 SUN# **MAT 2241**
Calculus with Analytic Geometry III
4 credit(s) 4 period(s) lecture
Multivariate calculus including vectors, vector-valued functions,partial differentiation, multiple integration, and an introduction to vector fields. **Prerequisites:** Grade of "C" or better in MAT230 or MAT231. **Course Note:** Student may receive credit for only one of the following: MAT240 or MAT241.

MAT256
Investigating Quantity: Number, Operations and Numeration Systems
4 credit(s) 4 period(s) lecture
Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of strategies. Use a variety of visualization techniques to develop a conceptual understanding of these topics. **Prerequisites:** A grade of C or better in (MAT15+ or higher), or (MAT12+ and MAT14+), or [MAT14+ and (MAT114 or MAT115)], or (MAT14+ and an appropriate District placement into MAT150, MAT151, or MAT152), or permission of Department/ Division Chair. **Course Notes:** MAT256 is designed to meet requirements for prospective elementary education teachers.

MAT257
Investigating Geometry, Probability and Statistics
4 credit(s) 4 period(s) lecture
Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics. **Prerequisites:** A grade of C or better in MAT256 OR permission of Department/Division Chair. **Course Notes:** MAT257 is designed to meet the requirements for prospective elementary education teachers.

MAT276
Modern Differential Equations
4 credit(s) 4 period(s) lecture
Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. **Prerequisites:** A grade of C or better in MAT230 or MAT231 or permission of Department/Division Chair. **Course Notes:** Students may receive credit for only one of the following: MAT276 or MAT277.

MAT298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** Permission of Department/Division Chair. **Course Notes:** MAT298AC may be repeated for a total of six (6) credit hours.

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MDL – Medical Laboratory Science

MDL190
Clinical Laboratory Operations
2 credit(s) 2 period(s) lecture
Overview of laboratory services, laboratory professionals, and the role of a medical laboratory technician (clinical laboratory technician). Understanding of health care reform, reimbursement, cost analysis, coding, credentialing, accreditation, and regulatory agencies. Emphasis on process improvement, laboratory mathematics, statistics, documentation, medico-legal implications, education, management and personnel, and specimen integrity. Application of pre-analytical, analytical, and post- analytical principles, infection control, and laboratory safety. Recognition of acceptable quality control and quality management principles, phlebotomy principles, and lab equipment, glassware, labware, and water purification. Includes information systems and information management in laboratories. Importance of professional growth, communicating with the patient and public, and ethical conduct. **Prerequisites:** Acceptance into the Medical Laboratory Science program and permission of Program Director.

MDL240
Clinical Urinalysis and Body Fluid Analysis
3 credit(s) 5 period(s) lecture + lab
Examines anatomy and physiology of the renal system, renal diseases, and renal function tests. Emphasis on interpretation, evaluation, and reporting of urinalysis and body fluid results, urine and body fluid collection techniques, types, specimen handling and preservation, and instrument calibration, maintenance, and quality control. Application of body fluid analyses, and chemical and microscopic analysis of urine. **Prerequisites:** A grade of "C" or better in MDL190, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL241
Practicum: Clinical Urinalysis and Body Fluid Analysis
1 credit(s) 6 period(s) lab
Practicum experience in clinical urinalysis and body fluid analysis based in healthcare facilities or reference laboratories. Assessment of anatomy and physiology of the renal system, renal diseases, and renal function tests. Performance of interpretation, evaluation, and reporting of urinalysis and body fluid results, urine and body fluid collection techniques, types, specimen handling and preservation, and instrument calibration, maintenance, and quality control. Performance of body fluid analyses and chemical and microscopic analysis of urine. **Prerequisites:** A grade of "C" or better in MDL240, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL242
Clinical Hematology and Hemostasis
6 credit(s) 9 period(s) lecture + lab
Examines the anatomy and physiology of the hematopoietic and hemostasis systems, hematology and hemostasis case studies, anemia categories, and thrombocyte, hemostatic, and malignant and nonmalignant leukocyte disorders. Emphasis on interpreting, evaluating, and reporting hematology and hemostasis results, anticoagulant therapy, morphology, peripheral smear correlation with analyzer results and patient condition, erythrocyte indices, collection techniques, specimen handling, calibration, and quality control. Methods of analysis on hematology and hemostasis analyzers, and preventive maintenance. **Prerequisites:** A grade of "C" or better in MDL240, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL243
Practicum: Clinical Hematology and Hemostasis
1 credit(s) 6 period(s) lab
Practicum experience in clinical hematology and hemostasis based in healthcare facilities or reference laboratories. Assessment of the anatomy and physiology of the hematopoietic and hemostasis systems, hematology case studies, anemia categories, and thrombocyte, malignant and nonmalignant leukocyte disorders. Application of interpreting, evaluating, and reporting hematology results, morphology, peripheral smear correlation with analyzer results, erythrocyte indices, collection techniques, specimen handling, calibration, and quality control. Emphasis on hematology and hemostasis analyzers, and preventive maintenance. Perform hematology and hemostasis analyses. **Prerequisites:** A grade of "C" or better in MDL242, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL244
Clinical Immunohematology and Immunology
6 credit(s) 9 period(s) lecture + lab
Principles of immunity and immunologic testing. Causes of disorders of the immune system. Study of blood group antigens, antibodies, and genetics. Understanding of donor blood collection, component preparation, and transfusion therapies. Performance of testing techniques and evaluation of data. **Prerequisites:** A grade of "C" or better in MDL242, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL245
Practicum: Clinical Immunohematology and Immunology
1 credit(s) 6 period(s) lab
Practicum in immunohematology and immunology in healthcare facilities or reference laboratories. Performance of clinical skills in immunity and immunologic testing, testing for disorders of the immune system, blood group antigens, antibodies, and genetics. Observation of donor blood collection, component preparation, and transfusion therapies. Performance of testing techniques and evaluation of data. **Prerequisites:** A grade of "C" or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL246
Clinical Microbiology
6 credit(s) 9 period(s) lecture + lab
Emphasis on microbial infectious and bioterrorism agents, classification, morphology, phenotyping, diseases, biotechnology and molecular technology, quality assurance and quality control, epidemiological significance, and regulatory standards. Application of antimicrobial, biochemical, and differential testing, drug resistance, selection, inoculation and incubation of culture media, isolation techniques, cell culture and viral detection tests, and macroscopic and microscopic evaluation. Emphasis on staining, rapid and commercial testing methods, safety precautions, specimen collection, handling, storage, and disposal of biological material, pretreatment, decontamination, and concentration techniques, specimen type, source, and common microbial flora, specimen acceptability, and instrumentation. **Prerequisites:** A grade of "C" or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL247
Practicum: Clinical Microbiology
1 credit(s) 9 period(s) lab
Practicum experience in clinical microbiology based in healthcare facilities or reference laboratories. Emphasis on microbial infectious and bioterrorism agents, classification, morphology, phenotyping, diseases, biotechnology and molecular technology, quality assurance and quality control, epidemiological significance, and regulatory standards. Application of antimicrobial, biochemical, and differential testing, drug resistance, selection, inoculation and incubation of culture media, isolation techniques, cell culture and viral detection tests, and macroscopic and microscopic evaluation. Procedures for staining, rapid and commercial testing methods, safety precautions, specimen collection, handling, storage, and disposal of biological material, pretreatment, decontamination, and concentration techniques, specimen type, source, and common microbial flora, specimen acceptability, and instrumentation. **Prerequisites:** A grade of "C" or better in MDL246, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL248
Clinical Chemistry
6 credit(s) 9 period(s) lecture + lab
Principles and procedures of clinical chemistry and testing for diseases of protein, nonprotein nitrogen compounds, lipid, glucose, bilirubin, liver disease, cardiac and endocrine function, toxicology, therapeutic drug monitoring, acid base balance, electrolytes, and trace elements. Emphasis on quality assurance, quality control, mathematics and statistical analysis, specimen collection, and preanalytical processes. Study of immunoassays, nucleic acid probes, viral and tumor markers, automation of analytical techniques, spectrophotometry, genetic diseases and inborn errors of metabolism, and point-of-care testing. Use of reagents, equipment, supplies, and units of measure. **Prerequisites:** A grade of "C" or better in MDL246, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL249
Practicum: Clinical Chemistry
1 credit(s) 9 period(s) lab
Practicum in clinical chemistry based in healthcare facilities or reference laboratories. Performance of clinical skills in clinical chemistry and testing for diseases of protein, nonprotein nitrogen compounds, lipid, glucose, bilirubin, liver disease, cardiac and endocrine function, toxicology, therapeutic drug monitoring, acid base balance, electrolytes, genetic diseases and inborn errors of metabolism, and trace elements. Application of quality assurance, quality control, mathematics and statistical analysis, specimen collection, and preanalytical processes. Performance of immunoassays, nucleic acid probes, viral and tumor markers, automation of analytical techniques, spectrophotometry, and point-of-care testing. Use of reagents, equipment, supplies, and units of measure. **Prerequisites:** A grade of "C" or better in MDL248, acceptance into the Medical Laboratory Science program, and permission of Program Director.

MDL252
Clinical Preparation I
0.5 credit(s) 2.5 period(s) lecture + lab
Examines clinical laboratory testing in a simulated laboratory environment. Emphasis on interpretation, evaluation, and reporting of a variety of laboratory results, and includes instrument calibration, maintenance, and quality control. **Prerequisites:** A grade of "C" or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of Program Director.

MDL263
Clinical Preparation II
0.5 credit(s) 2.5 period(s) lecture + lab
Continuation of examination of clinical laboratory testing in a simulated laboratory environment. Emphasis on interpretation, evaluation, and reporting of a variety of laboratory results, and includes instrument calibration, maintenance, and quality control. **Prerequisites:** A grade of "C" or better in MDL248, acceptance into the Medical Laboratory Science program, and permission of Program Director.

MDL291
Medical Laboratory Science Program Capstone
1 credit(s) 1 period(s) lecture
Preparation for the professional practice national examinations. Topics include methodologies, techniques, and problem solving relative to urinalysis; body fluids, hematology, hemostasis, immunohematology, immunology, microbiology, and chemistry. Development of personalized test taking strategies and examination study plan. **Prerequisites:** (A grade of "C" or better in MDL247 and MDL249), acceptance into the Medical Laboratory Science program and permission of Program Director.

MDL295AA
Special Topics: Medical Laboratory Science
1 credit(s) 2 period(s) lecture + lab
Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of three (3) credit hours.

MDL295AB
Special Topics: Medical Laboratory Science
2 credit(s) 3 period(s) lecture + lab
Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of six (6) credit hours.

MDL295AC
Special Topics: Medical Laboratory Science
3 credit(s) 4 period(s) lecture + lab
Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of six (6) credit hours.

MGT – Management

MGT126
Customer Service Skills and Strategies
3 credit(s) 3 period(s) lecture + lab
Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program. **Prerequisites:** None.

MGT147
Supply Chain Management
3 credit(s) 3 period(s) lecture
Supply chain management, including basic concepts and underlying principles of logistics and inventory management. **Prerequisites:** None.

MGT175
Business Organization and Management
3 credit(s) 3 period(s) lecture
Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. **Prerequisites:** None.

MGT229
Management and Leadership I
3 credit(s) 3 period(s) lecture
Covers management concepts and applications for business, industry, and government organizations. **Prerequisites:** None.

MGT230
Management and Leadership II
3 credit(s) 3 period(s) lecture
Includes practical applications of activities, issues and problems related to current managerial and supervisory skills and talents. **Prerequisites:** A grade of C or better in MGT229 or permission of Department or Division.

MGT251
Human Relations in Business
3 credit(s) 3 period(s) lecture
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale within organizations. **Prerequisites:** None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT253
Owning and Operating a Small Business
3 credit(s) 3 period(s) lecture
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. **Prerequisites:** None.

MGT270AA
Management Internship
1 credit(s) 1 period(s) lecture + lab
Management work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MGT270AA may be repeated for a total of three (3) credit hours.

MGT270AB
Management Internship
2 credit(s) 2 period(s) lecture + lab
Management work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MGT270AB may be repeated for a total of six (6) credit hours.

MGT270AC
Management Internship
3 credit(s) 3 period(s) lecture + lab
Management work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MGT270AC may be repeated for a total of six (6) credits.

MGT276
Human Resources Management
3 credit(s) 3 period(s) lecture
Human resource planning, staffing, training, compensating, and appraising employees in organizations. **Prerequisites:** None. MGT101 or MGT175 or MGT229 suggested, but not required. **Course Notes:** MGT101 or MGT175 or MGT229 suggested but not required.

MGT286
Human Resource Employment Management
3 credit(s) 3 period(s) lecture
Techniques and methodology for coordinating and monitoring effective employment selection practices. Includes description of employment functions, staffing analysis, employment recruitment and advertising, applicant screening, interviewing and reference checking, employee selection and placement within a human resources division. **Prerequisites:** A grade of C or better in MGT276 or permission of department.

MHL – Music: History/ Literature

MHL140
Survey of Music History
3 credit(s) 3 period(s) lecture
Study of composers, compositions, styles, and periods in music history. **Prerequisites:** None.

MHL143
Music in World Cultures
3 credit(s) 3 period(s) lecture
Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. **Prerequisites:** None.

MHL145
American Jazz and Popular Music
3 credit(s) 3 period(s) lecture
The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800's to present. **Prerequisites:** None.

MHL146
Survey of Broadway Musicals
3 credit(s) 3 period(s) lecture
Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socioeconomic contexts. Emphasis on stylistic periods, composers, lyricists, directors, and choreographers. **Prerequisites:** None.

MHL153
Rock Music and Culture
3 credit(s) 3 period(s) lecture
History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. **Prerequisites:** None.

MHL155
Survey of American Music
3 credit(s) 3 period(s) lecture
History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. **Prerequisites:** None.

MHL194
Music and Culture
3 credit(s) 3 period(s) lecture
Introduction to the study of multicultural music in its social, cultural, historical and economic contexts. Performance of music using percussion, rhythm, and the human body. Historical and social aspects of global cultures' musical expressions. **Prerequisites:** A grade of C or better in (MTC105 and MTC106) or permission of Instructor.

MHL204
Hip-Hop Music and Culture
3 credit(s) 3 period(s) lecture
A history of Hip-Hop's musical and artistic elements and how cultural, social, political, and economic conditions have shaped its evolution. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or permission of Instructor.

MHL241
Music History and Literature to 1750
3 credit(s) 3 period(s) lecture
In-depth study of music history from the primitive era through the Baroque period. **Prerequisites or Corequisites:** A grade of C or better in MTC155 and MTC156, or permission of Instructor.

MHL242
Music History and Literature 1750 to Present
3 credit(s) 3 period(s) lecture
In-depth study of music history from the Classical period through the Contemporary period. **Prerequisites:** A grade of C or better in MHL241 or permission of Instructor.

MIS – Military Science

MIS101
Introduction to the United States Army
4 credit(s) 5 period(s) lecture and lab
(Fall only)
Introduces the personal challenges and competencies that are critical for effective leadership and communication. Students learn how the personal development of life skills such as cultural understanding, goal setting, time management, stress management and comprehensive fitness relate to leadership, officership and the Army profession. Focuses on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining an understanding of the Army ROTC program, its purpose in the Army, and its advantages for the student. Includes physical training assessments, tactical training, as well as lecture-based instruction. **Prerequisites:** None.

MIS102
Foundation of Agile and Adaptive Leadership
4 credit(s) 5 period(s) lecture and lab
(Spring only)
Introduces the professional challenges and competencies that are needed for effective execution of the profession of arms and Army communication. Through this course, students learn how ethics and values shape the Army and the specific ways that these ethics are inculcated into Army culture. Explores the seven Army values and the warrior ethos, investigate the profession of arms and Army leadership as well as an overview of the Army, and gains practical experience using critical communication skills. Includes physical training assessments, tactical training, as well as lecture-based instruction. **Prerequisites:** A grade of C or better in MIS101.

MIS201
Army Leadership and Decision Making
4 credit(s) 5 period(s) lecture and lab
(Fall only)
Academically challenging course where students study, practice and apply the fundamentals of Army leadership, officership, Army values and ethics, personal development and small-unit tactics at the platoon level. Requires the student to demonstrate writing skills and present information briefings as preparation for development in becoming a successful future officer. Includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, a mid-term exam and final exam. Also includes physical training assessments, tactical training, as well as lecture-based instruction. **Prerequisites:** A grade of C or better in MIS102.

MIS202
Army Doctrine and Team Development
4 credit(s) 5 period(s) lecture and lab
(Spring only)
Academically challenging course where students study, practice and apply the fundamentals of the leadership, officer skills, Army values and ethics, personal development and tactics at the small-unit level. Focuses on cross-cultural competencies as they relate to Army doctrine and how they apply in a combatant commander's engagement strategies. Stresses Army values, teamwork and warrior ethos and their relationship to the law of land warfare and philosophy of military service. Covers the ability to lead and follow through team building exercises in small units up to squad level. Requires the student to demonstrate writing skills and present information briefings as preparation for development in becoming a successful future officer. Also includes physical training assessment, tactical training, as well as lecture-based instruction. **Prerequisites:** A grade of C or better in MIS201.

MKT – Marketing

MKT101
Introduction to Public Relations
3 credit(s) 3 period(s) lecture
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. **Prerequisites:** None.

MKT/TEC109
Introduction to Fashion Merchandising
3 credit(s) 3 period(s) lecture
Explores the various levels and specialized segment of the fashion industry, the principles of fashion, the fundamentals of merchandising apparel, consumers' influence on demand and marketing activities. **Prerequisites:** None.

MKT110
Marketing and Social Networking
3 credit(s) 3 period(s) lecture
Theory and practice in the use of social media in marketing. Topics may include a history of social media, preparation for social marketing, the power of collective influence, and how to engage with social media. Reviews social mediums, social networks, platforms and other marketing tools used to create social media campaigns. **Prerequisites:** None.

MKT111
Applied Marketing and Social Networking
3 credit(s) 4 period(s) lecture + lab
Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands-on use of social media platforms and tools to conduct research, develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness. **Prerequisites:** A grade of C or better in MKT110.

MKT/TEC151
Display and Visual Merchandising
3 credit(s) 4 period(s) lecture + lab
An examination of the principles of design including line, color, balance, and texture as they relate to the display of merchandise. Participation in displays, field trips, and individual projects. **Prerequisites:** None.

MKT/TEC200
Retail Buying
3 credit(s) 3 period(s) lecture
Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. **Prerequisites:** None. Any BPC/CIS spreadsheet course recommended.

MKT263
Advertising Principles
3 credit(s) 3 period(s) lecture
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. **Prerequisites:** None. MKT271 suggested, but not required.

MKT267
Principles of Sales
3 credit(s) 3 period(s) lecture
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. **Prerequisites:** None.

MKT268
Merchandising
3 credit(s) 3 period(s) lecture
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
Principles of Marketing
3 credit(s) 3 period(s) lecture
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. **Prerequisites:** None.

MKT/TEC274AC
Fashion Merchandising Study Tour
3 credit(s) 15 period(s) lab
A tour of the retail merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career. **Prerequisites:** Department approval.

MKT280AA
Marketing Internship
1 credit(s) 1 period(s) lecture + lab
Marketing work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MKT280AA may be repeated for a total of four (4) credits.

MKT280AB
Marketing Internship
2 credit(s) 2 period(s) lecture + lab
Marketing work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MKT280AB may be repeated for a total of four (4) credits.

MKT280AC
Marketing Internship
3 credit(s) 3 period(s) lecture + lab
Marketing work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MKT280AC may be repeated for a total of six (6) credits.

MMT – Multimedia Technology

MMT/ADA/ART184
Computer Animation
3 credit(s) 6 period(s) lecture + lab
The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing, and surface rendering. Screening and discussion of selected animated short films and videos. **Prerequisites:** A grade of C or better in ART100, or ART111, or ART116, or permission of Instructor.

MMT/ART185
3D Modeling and Animation I
3 credit(s) 6 period(s) lecture + lab
Basic concepts of 3D modeling. Anatomy of computer geometry; basic elements that make computer models-curves, surfaces, non-uniform rational basis spline (NURBS), and polygons. 3D translation, shading, materials, and rendering. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** ART100 or permission of Instructor.

MMT216
Multimedia Project Management
3 credit(s) 6 period(s) lecture + lab
Interactive video and multimedia project management including defining, analyzing, designing, and validating interactive/multimedia applications; building and managing development and production teams; planning, budgeting, and scheduling; interactive/multimedia authoring; project implementation; and writing RFP's (Request For Proposal). **Prerequisites:** None.

MNT – Micro and Nano Technology

MNT110
Nanotechnology: What It Is and Why It Matters
3 credit(s) 3 period(s) lecture
Designed to provide students with a strong fundamental understanding of the scientific principles, processing, and applications of nanotechnology. Includes the concepts of chemical bonding, quantum mechanics, and microstructure applied to various nanomaterials and their use in electronic devices, composites, computing, and various other biological, medical, energy-related, and current consumer applications. Introduces analytical techniques used in nanotechnology, as well as possible societal applications. **Prerequisites:** None.

MNT201
Materials, Safety, and Equipment for Nanotechnology
3 credit(s) 4 period(s) lecture + lab
Safety procedures and equipment used in the micro and nanotechnology industries. Covers chemical, biological, and energy safety protocol as well as infrastructure facilities and systems. Also includes an overview of the structural, chemical, and physical classification of materials. **Prerequisites:** None.

MNT210
Basic Nanotechnology Processes
3 credit(s) 4 period(s) lecture + lab
Introduction to basic nanotechnology processes and a comparison of top-down and bottom-up manufacturing processes. Covers characteristics of plasma and its application to additive and subtractive processes. Also includes basic pattern transfer processes, laser ablation, and chemical and physical vapor deposition. **Prerequisites:** None.

MNT220
Materials in Nanotechnology
3 credit(s) 4 period(s) lecture + lab
Examination of material used in the field of nanotechnology. Covers colloids, nanoparticles, oxides, and quantum dots in addition to self-assembly applications. Also includes biocompatibility and the dry etch material fabrication process. **Prerequisites:** None.

MST – Microsoft Technology

MST150EI
Configuring Windows 8
3 credit(s) 4 period(s) lecture + lab
In-depth exploration of how to effectively install and configure Windows 8. Includes features of Windows 8, virtualization with Hyper-V, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 8 certification examination (70-687). **Prerequisites:** None. MST140, or CNT140++ recommended.

MST150SV
Microsoft Windows 7 Configuration
3 credit(s) 4 period(s) lecture + lab
Knowledge and skills necessary to perform installation and day-to-day administration and support of the Microsoft Windows 7 operating system. Preparation for the Microsoft certification examination. **Prerequisites:** None. CIS190, or **CNT140AA,** or MST140 suggested but not required.

MST150WT
Installing and Configuring Microsoft Windows 10
3 credit(s) 4 period(s) lecture + lab
In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination. **Prerequisites:** None. CIS190 or CNT140AB suggested but not required.

MST155DC
Installation, Storage, and Compute with Windows Server
4 credit(s) 5 period(s) lecture + lab
This course focuses primarily on the installation, storage, and compute features and their functionality that is available within Windows Server. As Information Technology pushes towards more cloud based solutions and makes our classic approach obsolete, this course will help students prepare for a career within an Information Technology enterprise and help distinguish themselves in today's competitive job market. This course covers various topics like Windows Server installation, Hyper-V deployments and storage options in relation to this new cloud based reality. **Prerequisites:** A grade of C or better in MST150++ or permission of Instructor.

MST157DC
Networking with Windows Server
4 credit(s) 5 period(s) lecture + lab
This course focuses on the networking features and their functionality available within Windows Server. It builds upon the skills from the Installation, Storage, and Compute with Windows Server course (MST155DC) and will develop skills related to Software-Defined Networking (SDN) solutions within Hyper-V, remote connectivity with VPN and Direct Access, and providing Internet connectivity with Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Internet Protocol Address Management (IPAM). This course helps prepare for the 70-741 industry certification test. **Prerequisites:** A grade of C or better in MST155DC or permission of Instructor.

MST158DC
Identity Management with Windows Server 2016
4 credit(s) 5 period(s) lecture + lab
Prepares students to manage Windows Server 2016 tasks. Configure and manage multiple services, such as Identity Management and Active Directory. Learn how to install and configure domain controllers and create and manage users, groups, and computers within Organizational Units. Prepares students for the Microsoft exam, Identity with Windows Server 2016-70-742. **Prerequisites:** A grade of C or better in MST157DC.

MTC – Music: Theory/ Composition

MTC101
Introduction to Music Theory
3 credit(s) 3 period(s) lecture
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. **Prerequisites:** None.

MTC103
Introduction to Aural Perception
1 credit(s) 2 period(s) lecture + lab
An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. May be repeated for a total of four (4) credit hours. **Prerequisites:** None. **Course Notes:** MTC103 may be repeated for a total of two (2) credit hours.

MTC105
Music Theory I
3 credit(s) 3 period(s) lecture
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. **Prerequisites:** A grade of C or better in MTC101 or permission of Instructor. **Corequisites:** MTC106.

MTC106
Aural Perception I
1 credit(s) 2 period(s) lecture + lab
The development of listening and performing skills through dictation, sight singing and keyboard harmony. **Prerequisites:** None. **Corequisite:** MTC105.

MTC/FMT120
Introduction to Sound Design for Film and Video
3 credit(s) 3 period(s) lecture
Basic principles of recording and mixing sound for film and video. Includes voice over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. **Prerequisites:** A grade of C or better in (FMT100 and FMT136) or permission of Instructor.

MTC155
Music Theory II
3 credit(s) 3 period(s) lecture
A continuation of Music Theory I with emphasis on harmony and part-writing procedures. **Prerequisites:** A grade of C or better in MTC105. **Corequisites:** MTC156.

MTC156
Aural Perception II
1 credit(s) 2 period(s) lecture + lab
A continuation of Aural Perception I, including harmonic practices. **Prerequisites:** A grade of C or better in MTC106. **Corequisites:** MTC155.

MTC180
Computer Literacy for Musicians
3 credit(s) 4 period(s) lecture + lab
Instruction in basic computer literacy, including generic applications and music-specific programs with hands-on experience. Ability to read music notation required. **Prerequisites:** A grade of C or better in MTC101, or MTC105, or **Corequisites:** MTC105, or permission of Instructor.

MTC191
Electronic Music I
3 credit(s) 4 period(s) lecture + lab
An introduction to creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) protocol, synthesizers, digital audio software/hardware, and MIDI controllers. **Prerequisites:** None.

MTC192
Electronic Music II
3 credit(s) 4 period(s) lecture + lab
Continued study of creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) configurations, audio editing, and music software/hardware at the intermediate level. Emphasis on more complex configurations and their applications in compositions. **Prerequisites:** A grade of C or better in MTC191.

MTC193
Computer-Based Sound Synthesis
3 credit(s) 4 period(s) lecture + lab
Principles of sound synthesis using computer-based methods. Synthesis methods include subtractive, additive, frequency modulation, sample and synthesis, and hybrid. Emphasis on synthesis techniques for use in electronic music. **Prerequisites:** A grade of C or better in MTC191 or permission of Instructor.

MTC205 SUN# **MUS 2222**
Music Theory III
3 credit(s) 3 period(s) lecture
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. **Prerequisites:** A grade of C or better in MTC155. **Corequisites:** MTC206.

MTC206 SUN# **MUS 2222**
Aural Perception III
1 credit(s) 2 period(s) lecture + lab
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. **Prerequisites:** A grade of C or better in MTC156. **Corequisites:** MTC205.

MTC/FMT220
Advanced Sound Design for Film and Video
3 credit(s) 5 period(s) lecture and lab
Explores techniques and advanced applications used in designing sound using original student footage on a non- linear editing system. **Prerequisites:** A grade of C or better in FMT/MTC120 or permission of Instructor.

MTC240
Composition
3 credit(s) 0.6 period(s) lecture + lab
Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. May be repeated for total of twelve (12) credit hours. **Prerequisites:** A grade of C or better in (MTC105 and MTC106, or equivalent), and permission of Instructor.

MTC255 SUN# **MUS 2223**
Music Theory IV
3 credit(s) 3 period(s) lecture
A continuation of Music Theory III, including 20th century theories and techniques. **Prerequisites:** A grade of C or better in MTC205. **Corequisites:** MTC256.

MTC256 SUN# **MUS 2223**
Aural Perception IV
1 credit(s) 2 period(s) lecture + lab
A continuation of Aural Perception III, including extended chords. **Prerequisites:** A grade of C or better in MTC206. **Corequisites:** MTC255.

MTC291
Electronic Music III
3 credit(s) 4 period(s) lecture + lab
Continued study of the production of music using electronic processes. Emphasis on more complex configurations and their applications in live performance or studio use. **Prerequisites:** A grade of C or better in MTC192.

MUC – Music: Commercial/Business

MUC109
Music Business: Content Creation and Copyright
3 credit(s) 3 period(s) lecture
Designed to provide an overview of content creation and copyright considerations within the Music Industry. Topics include songwriting and music creation, copyright, publishing and licensing, studio production, media applications of music, business ownership and operations, and emerging technologies. **Prerequisites:** None.

MUC110
Music Business: Marketing and Monetization
3 credit(s) 3 period(s) lecture
Designed to provide an overview of the marketing and monetization of music. Topics include music label operations; contracts; marketing, promotion, and merchandising; agents, managers, and attorneys; concert promotion and touring; and unions and guilds. **Prerequisites:** None.

MUC111
Digital Audio Workstation I (DAW I)
3 credit(s) 5 period(s) lecture + lab
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. **Prerequisites:** A grade of C or better in MUC195, or MUC195AA, or FMP105, or permission of Instructor.

MUC112
Digital Audio Workstation II (DAW II)
3 credit(s) 5 period(s) lecture + lab
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. **Prerequisites:** A grade of C or better in MUC111, and (MUC195 or MUC195AA).

MUC122
Sound Design I
3 credit(s) 5 period(s) lecture + lab
Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambience, such as Film, TV, Video Gaming, Theatre, and Dance. Emphasis on computer assisted production using Digital Audio Workstations and sound design techniques using industry-standard equipment. **Prerequisites:** None.

MUC194
Audio Mixing Techniques
3 credit(s) 4 period(s) lecture + lab
Approaches in final mixing for different musical genres. Develop critical listening skills, and applying these techniques to students' projects. Professional-type facilities and equipment available for student use. **Prerequisites:** A grade of C or better in MUC111 and MUC196, or permission of Instructor.

MUC195
Studio Music Recording I
3 credit(s) 5 period(s) lecture + lab
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. **Prerequisites:** None.

MUC196
Studio Music Recording II
3 credit(s) 5 period(s) lecture + lab
Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. **Prerequisites:** A grade of C or better in MUC195 or MUC195AA.

MUC197
Live Sound Reinforcement I
3 credit(s) 4 period(s) lecture + lab
Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. **Prerequisites:** None.

MUC198
Live Sound Reinforcement II
3 credit(s) 4 period(s) lecture + lab
Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. **Prerequisites:** A grade of C or better in MUC197.

MUC209
Music Industry Entrepreneurship
3 credit(s) 3 period(s) lecture
Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary development and the collaboration process. **Prerequisites:** A grade of C or better in MUC109 and MUC110 or permission of Instructor.

MUC222
Sound Design II
3 credit(s) 5 period(s) lecture + lab
Intermediate level Sound Design and Audio Post-Production for Multimedia. **Requisites**: A grade of C or better required in all Prerequisites. **Prerequisites:** MUC122. **Prerequisites or Corequisites:** MTC191, or MUC111, or permission of Instructor.

MUC290AA
Music Business Internship
1 credit(s) 1 period(s) lecture + lab
Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MUC290AA may be repeated for a total of twelve (12) credit hours.

MUC292
Sound Design III
3 credit(s) 6 period(s) lecture + lab
Advanced Sound Design Production for Multimedia: Designed to provide an atmosphere of team research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. **Prerequisites:** A grade of C or better in MUC222, or permission of Instructor.

MUC293
Self Promotion for Music
1 credit(s) 1 period(s) lecture
Designed to provide the skills and knowledge required for effective self-promotion. Focus on career goal development, market analysis, communication and networking skills, and the development of a self-promotional campaign. **Prerequisites:** None.

MUC295
Studio Music Recording III
3 credit(s) 6 period(s) lecture + lab
Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix. **Prerequisites:** A grade of C or better in MUC196 and (MUC111 or permission of Instructor).

MUC297AA
Audio Production Internship
1 credit(s) 1 period(s) lecture + lab
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MUC297AA may be repeated for a total of twelve (12) credit hours.

MUE – Music: Education

MUE240
Introduction to Choral Methods
1 credit(s) 3 period(s) lecture + lab
Overview of techniques, methods, materials, style characteristics, and repertoire used in directing choral music at the secondary level including simulated teaching, conducting, and the demonstration of vocal and choral performance practices. **Prerequisites:** None.

MUP – Music: Performance

MUP101, MUP151, MUP201, MUP251
Private Instruction
1 credit(s) 0.6 period(s) lecture + lab
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. **Prerequisites:** None.

MUP102, MUP152, MUP202, MUP252
Private Instruction
2 credit(s) 1.2 period(s) lecture + lab
Private instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. **Prerequisites:** None.

MUP123AB
Studio Class/Voice
0.5 credit(s) 0.5 period(s) lecture + lab
Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific vocal problems. **Prerequisites:** None. **Corequisites:** Private Voice Instruction. **Course Notes:** MUP123AB may be repeated for credit.

MUP123AD
Studio Class: Instrumental
0.5 credit(s) 0.5 period(s) lecture + lab
Performance and laboratory class for students enrolled in private instrumental instruction. Emphasis on demonstration and discussion of specific instrumental problems. **Prerequisites:** None. **Corequisites:** Private Instrumental Instruction. **Course Notes:** MUP123AD may be repeated for credit.

MUP127
Class Guitar I
1 credit(s) 3 period(s) lecture + lab
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practicing techniques and proper sitting and hand positions. **Prerequisites:** None.

MUP128
Class Guitar II
1 credit(s) 3 period(s) lecture + lab
Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. **Prerequisites:** A grade of C or better in MUP127 or permission of Instructor.

MUP130
Introduction to Class Piano
1 credit(s) 3 period(s) lecture + lab
Basic introduction to piano techniques and fundamentals of music including hand position, sight-reading of both melodic and harmonic materials, and the introduction of scale patterns. Designed for those with little or no piano experience. **Prerequisites:** None.

MUP131
Class Piano I
1 credit(s) 3 period(s) lecture + lab
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. **Prerequisites:** None.

MUP132
Class Piano II
1 credit(s) 3 period(s) lecture + lab
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. **Prerequisites:** A grade of C or better in MUP131 or permission of Instructor.

MUP133
Class Voice I
1 credit(s) 3 period(s) lecture + lab
Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. **Prerequisites:** None.

MUP134
Class Voice II
1 credit(s) 3 period(s) lecture + lab
Continuation of Class Voice I including the elements of stage presence and diction. **Prerequisites:** A grade of C or better in MUP133 or permission of Instructor.

MUP150
Community Chorus
1 credit(s) 3 period(s) lecture + lab
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. **Prerequisites:** None.

MUP153
Concert Choir
1 credit(s) 5 period(s) lecture + lab
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. **Prerequisites:** None. **Course Notes:** Auditions may be required. MUP153 may be repeated for credit.

MUP155
Handbell Choir (Bell Canto)
1 credit(s) 3 period(s) lecture + lab
Emphasis on practical and performing skills in bell ringing. Preparation of all styles of bell literature. Scheduled public performances during the year. **Prerequisites:** None. **Course Notes:** MUP155 may be repeated for credit.

MUP157
Treble Choir
1 credit(s) 3 period(s) lecture + lab
A high voice chorus designed to emphasize choral technique and performance of all styles of appropriate choral literature. Public performances are scheduled during the year. Auditions may be required. **Prerequisites:** None. **Course Notes:** MUP157 may be repeated for credit.

MUP159
Community Orchestra
1 credit(s) 3 period(s) lecture + lab
Emphasis on college/community participation and the preparation of orchestral literature for public performance. **Prerequisites:** None. **Course Notes:** MUP159 may be repeated for credit. Auditions may be required.

MUP161
Community Band
1 credit(s) 3 period(s) lecture + lab
Emphasis on college/community participation and the preparation of wind literature for public performance. **Prerequisites:** None. **Course Notes:** MUP161 may be repeated for credit. Auditions may be required.

MUP163
Jazz Ensemble
1 credit(s) 3 period(s) lecture + lab
Practical and performance experience in various jazz styles. **Prerequisites:** None. **Course Notes:** MUP163 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.

MUP164
Jazz Improvisation I
2 credit(s) 3 period(s) lecture + lab
Theoretical and performance skills in many styles of jazz improvisation. **Prerequisites:** None. **Course Notes:** MUP164 may be repeated for a total of six (6) credit hours.

MUP165
Jazz Improvisation II
2 credit(s) 3 period(s) lecture + lab
Intermediate theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. **Prerequisites:** A grade of C or better in MUP164 or permission of Instructor.

MUP181
Chamber Music Ensembles
1 credit(s) 2 period(s) lecture + lab
Practical and performance experience in instrumental, vocal, and mixed ensembles. **Prerequisites:** None. **Course Notes:** MUP181 may be repeated for credit.

MUP182
Chamber Singers
1 credit(s) 3 period(s) lecture + lab
Practical and performance experience in various styles of vocal music. **Prerequisites:** None. **Course Notes:** MUP182 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.

MUP190
Percussion Ensemble
1 credit(s) 3 period(s) lecture + lab
Practical and performance experience in various percussion styles. Percussion literature from a diverse number of world musical traditions. Western European art music, various African traditions, Indian music, Japanese music, Indonesian music, Mexican, Central, and South American music, and percussion compositions from the American Experimental Tradition rehearsed and performed. Concerts presented throughout the semester. Percussion techniques are studied and refined as they relate to the literature performed. Emphasis placed on reading and listening skills, increased aesthetic discrimination. Informed performance practice and skills on all percussion instruments and traditions. **Prerequisites:** None. **Course Notes:** MUP190 may be repeated for credit.

MUP209
Elements of Conducting
2 credit(s) 2 period(s) lecture
Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. **Prerequisites:** None.

MUP227
Class Guitar III
1 credit(s) 3 period(s) lecture + lab
Additional fingerboard positions. Ensemble techniques and performance. **Prerequisites:** A grade of C or better in MUP128 or permission of Instructor.

MUP228
Class Guitar IV
1 credit(s) 3 period(s) lecture + lab
Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. **Prerequisites:** A grade of C or better in MUP227 or permission of Instructor. **Course Notes:** MUP228 may be repeated for credit.

MUP231
Class Piano III
1 credit(s) 3 period(s) lecture + lab
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. **Prerequisites:** A grade of C or better in MUP132 or permission of Instructor.

MUP232
Class Piano IV
1 credit(s) 3 period(s) lecture + lab
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. **Prerequisites:** A grade of C or better in MUP231 or permission of Instructor. **Course Notes:** MUP232 may be repeated for credit.

MUP233
Class Voice III
1 credit(s) 3 period(s) lecture + lab
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. **Prerequisites:** A grade of C or better in MUP134.

MUP234
Class Voice IV
1 credit(s) 3 period(s) lecture + lab
Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. **Prerequisites:** A grade of C or better in MUP233 or permission of Instructor. **Course Notes:** MUP234 may be repeated for credit.

MUP250AB
Survey of Diction for Singers (Italian/Latin)
1 credit(s) 2 period(s) lecture + lab
Introduction to the use of phonetics in the study of Italian/Latin song literature. **Prerequisites:** None.

MUP250AC
Survey of Diction for Singers (German)
1 credit(s) 2 period(s) lecture + lab
Introduction to the use of phonetics in the study of German song literature. **Prerequisites:** None.

NAV – Navajo

NAV101
Elementary Navajo I
4 credit(s) 4 period(s) lecture
Basic grammar, pronunciation, and vocabulary of the Navajo language. Practice of listening, speaking, reading, and writing skills. Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event. **Prerequisites:** None.

NAV102
Elementary Navajo II
4 credit(s) 4 period(s) lecture
Continued study of grammar, pronunciation, and vocabulary of the Navajo language. Emphasis on listening, speaking, reading, and writing skills. **Prerequisites:** A grade of C or better in NAV101 or permission of department. Completion of prerequisites within the last three years is required. **Course Note:** Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event.

NUR – Nursing Science: Basic

NUR152
Nursing Theory and Science I
9 credit(s) 20.88 period(s) lecture and lab
Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts and the nursing process are utilized to meet the needs of adult and older adult patients. **Prerequisites:** Admission into the Nursing Program.

NUR172
Nursing Theory and Science II
9 credit(s) 17.31 period(s) lecture and lab
Utilization of Nurse of the Future competencies to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients. **Prerequisites:** A grade of C or better in (BIO202 and NUR152) or permission of Nursing Department Chair.

NUR252
Nursing Theory and Science III
9 credit(s) 17.31 period(s) lecture and lab
Application of critical thinking strategies related to holistic care of the newborn and childbearing patients. Integration of concepts related to holistic care of adults and older adult patients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. **Prerequisites:** A grade of C or better in (CRE101 and NUR172 and PSY101) or permission of Nursing Department Chair.

NUR283
Nursing Theory and Science IV
9 credit(s) 17.31 period(s) lecture and lab
Applies Nurse of the Future competencies to practice and manage care for the child/family unit and adults requiring complex care throughout the wellness/illness continuum, and prepare for transition from student to professional nurse. **Prerequisites:** A grade of C or better in (BIO205 and NUR252) or permission of Nursing Department Chair.

NVH – Navajo Humanities

NVH245
Navajo Culture and Heritage
3 credit(s) 3 period(s) lecture
Survey of the Navajo people, including their history, culture/aesthetics, education, spirituality, and language. **Prerequisites:** None.

PAD – Public Administration

PAD100
21st Century Public Policy and Service
3 credit(s) 3 period(s) lecture
Introduction to topics pertaining to public policy and public service in the 21st century. Includes formation, implementation, and evaluation procedures for public policy, as well as roles and agendas of policy makers and public administrators. Also covers careers in public service/administration and an evaluation of essential skills necessary for a career in public service. **Prerequisites:** None.

PAD200
Public Affairs Economics
3 credit(s) 3 period(s) lecture
Introduction to the use of macroeconomic and microeconomic principles concerning public affairs and social issues. Includes the role of economics in societal development and public policies in addition to the effects of unemployment and inflation. Also covers measurement of, causes for and societal responses to poverty. **Prerequisites:** A grade of C or better in PAD100 or permission of Instructor.

PED – Physical Education

PED101s
Physical Activities: Basic
1 credit(s) 2 period(s) lecture + lab
Individual, dual, or team sports activities at the basic level. **Prerequisites:** None. **Course Note:** PED101 may be repeated for credit.

PED115
Lifetime Fitness
2 credit(s) 4 period(s) lecture + lab
Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable. **Prerequisites:** None. **Course Note:** PED115 may be repeated for a total of eight (8) credit hours.

PED116
Cardiovascular Fitness
2 credit(s) 4 period(s) lecture + lab
Blends an effective warm-up, challenging cardiovascular and strength/endurance training strategies and a relaxing cool-down. Tailored by certified fitness professionals to personal goals. **Prerequisites:** None. **Course Note:** PED116 may be repeated for a total of eight (8) credits.

PED117
Weight Training for Wellness
2 credit(s) 4 period(s) lecture + lab
Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness. **Prerequisites:** None. **Course Note:** PED117 may be repeated for a maximum of eight (8) credits.

PHI – Philosophy

PHI101 SUN **PHI 1101**
Introduction to Philosophy
3 credit(s) 3 period(s) lecture
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. **Prerequisites:** None.

PHI103 SUN **PHI 1103**
Introduction to Logic
3 credit(s) 3 period(s) lecture
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

PHI105 SUN **PHI 1105**
Introduction to Ethics
3 credit(s) 3 period(s) lecture
A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. **Prerequisites:** None.

PHI212
Contemporary Moral Issues
3 credit(s) 3 period(s) lecture
Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. **Prerequisites:** None.

PHI213
Medical and Bio-Ethics
3 credit(s) 3 period(s) lecture
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient rights and biological experimentation. **Prerequisites:** None.

PHI216
Environmental Ethics
3 credit(s) 3 period(s) lecture
Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. **Prerequisites:** None.

PHI218
Philosophy of Sexuality
3 credit(s) 3 period(s) lecture
Philosophical examination of sexuality in human life. Historical and critical survey of philosophical and theological views. Comparison and evaluation of contemporary theories about the nature of sexual desire and sexual acts. Implications of theories for contemporary moral problems. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or permission of Instructor. **Course Notes:** Course may contain adult content. All students under 18 years old are required to have a signed parental consent form on file, which is on the back of the "Students Under The Age of 18" Enrollment Form.

PHS – Physical Science

PHS110
Fundamentals of Physical Science
4 credit(s) 6 period(s) lecture and lab
Survey of the principles of physics and chemistry. **Prerequisites:** A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.

PHY – Physics

PHY101
Introduction to Physics
4 credit(s) 6 period(s) lecture and lab
A survey of physics emphasizing applications of physics to modern life. **Prerequisites:** A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement. **Course Note:** Students may receive credit for only one of the following: PHY101 or PHY101AA.

PHY111 SUN **PHY 1111**
General Physics I
4 credit(s) 6 period(s) lecture and lab
Includes motion, energy, and properties of matter. **Prerequisites:** A grade of C or better in MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement or one year high school Trigonometry with a grade of C or better or permission of Department or Division. **Course Note:** PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.

PHY112 SUN **PHY 1112**
General Physics II
4 credit(s) 6 period(s) lecture and lab
Includes electricity, electromagnetism, and modern physics. **Prerequisites:** A grade of C or better in PHY111.

PHY121 SUN **PHY 1121**
University Physics I: Mechanics
4 credit(s) 6 period(s) lecture and lab
Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. **Prerequisites:** A grade of C or better in MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

PHY131 SUN **PHY 1131**
University Physics II:
Electricity and Magnetism
4 credit(s) 6 period(s) lecture and lab
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. **Prerequisites:** A grade of C or better in MAT230, or MAT231, or permission of Department or Division, and **a grade of C or better** in PHY121. **Corequisites:** MAT241 or permission of Department or Division.

PLB – Phlebotomy

PLB109
Phlebotomy: Basic Skills
2 credit(s) 4 period(s) lecture + lab
Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures. **Prerequisites:** (Acceptance into the Laboratory Assisting or Phlebotomy program or permission of Instructor), (a grade of C or better in HCC145AA), and permission of Program Director.

PLB110
Practicum: Fundamental Phlebotomy Skills
0.5 credit(s) 3 period(s) lab
Application of fundamental phlebotomy techniques in a clinical laboratory setting or health care environment. **Prerequisites:** A grade of C or better in PLB109, submit to a drug screening and demonstrate negative results, and acceptance into the Medical Assisting or Phlebotomy program, or permission of Program Director. **Course Notes:** PLB110 may be repeated for credit.

PLB110AA
Practicum: Basic Phlebotomy: Training for Law Enforcement Officers
2.0 credit(s) 6.0 period(s) lab
Application of basic phlebotomy techniques in a clinical laboratory setting or health care environment for law enforcement purposes. **Prerequisites:** Certified Law Enforcement Officer or permission of Program Director. **Corequisites:** PLB109.

PLB111
Specimen Processing and Advanced Techniques in Phlebotomy Procedures
2 credit(s) 4 period(s) lecture + lab
Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures. **Prerequisites:** A grade of C or better in PLB109 and permission of Program Director.

PLB112
Practicum: Specialized Phlebotomy Techniques
0.5 credit(s) 3 period(s) lab
Application of specialized phlebotomy techniques in a clinical laboratory setting or health-care environment. **Prerequisites:** A grade of C or better in PLB109 and PLB110. **Corequisites:** PLB111 and PLB121, or permission of Instructor.

PLB114
Refresher Course for Phlebotomists
1 credit(s) 1 period(s) lecture + lab
Review of phlebotomy theory and practices including equipment, procedures, and special considerations. Reinforces and updates basic skills and competencies of phlebotomy techniques for individuals who have not worked in the field for between 6 months and 24 months and for those who have completed a formal structured phlebotomy training program but have not worked in the field. **Prerequisites:** (Must provide proof of 2 years employment as a phlebotomist within the last 4 years or completion of a formal structured phlebotomy training program within the last 2 years with proof of a minimum of 100 successful venipunctures) and permission of Program Director. **Course Note:** PLB114 may be repeated for credit.

PLB115
Developmental Skills for Law Enforcement Phlebotomy
1 credit(s) 1 period(s) lecture + lab
Provides an update for specific law enforcement phlebotomy. Includes phlebotomy theory and practices inlcuding equipment, procedures, and special considerations of phlebotomy techniques. **Prerequisites:** Permission of Program Director. **Course Note:** PLB115 may be repeated for credit.

PLB121
Practicum: Basic Specimen Processing
2 credit(s) 8 period(s) lab
Application of specimen processing techniques in a clinical laboratory setting or health care environment. **Prerequisites:** A grade of C or better in PLB109 and PLB110. **Corequisites:** PLB111 and PLB112 or permission of Program Director. **Course Notes:** PLB121 supports Medical Assisting program completers seeking the Certificate of Completion in Phlebotomy and requires formal acceptance into the program.

PLB122
Practicum: Phlebotomy and Specimen Processing
3 credit(s) 12 period(s) lab
Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment. **Prerequisites:** A grade of C or better in PLB109 or permission of Program Director. **Prerequisites:** A grade of C or better in PLB111 **or Corequisites:** PLB111 or permission of Program Director.

PME – Paramedicine

PME190
Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals
3 credit(s) 3 period(s) lecture
Designed to provide an overview of the anatomy and physiology of the cardiovascular system and electrophysiology of the cardiac conduction system for Emergency Medical Service (EMS) professionals. Basic electrocardiograph (ECG) multi-lead acquisition, analysis, and interpretation of various dysrhythmias and cardiovascular conditions. **Prerequisites:** None.

PME191
Introduction to Pharmacology for EMS Professionals
3 credit(s) 3 period(s) lecture
Designed to provide an overview of the principles of pharmacology and pharmacologic agents utilized in patient management plans. Includes pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating drug dosages, and drug profiles. **Prerequisites:** None.

PME201
Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine
1 credit(s) 2 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage cardiopulmonary arrest, acute dysrhythmia, stroke, and acute coronary syndromes according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support. **Prerequisites:** Admission into the Paramedic Education Program.

PME202
Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine
1 credit(s) 1.5 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Advanced Life Support (PALS) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME203
Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine
1 credit(s) 1.5 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Emergencies for Prehospital Professionals (PEPP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME204
Neonatal Resuscitation Provider (NRP) in Paramedicine
0.5 credit(s) 1.5 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage a neonate with respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current American Academy of Pediatrics (AAP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in neonatal resuscitation. **Prerequisites:** Admission into the Paramedic Education Program.

PME205
Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine
1 credit(s) 1.5 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage various medical conditions according to the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) guidelines. Skills are sequenced and synthesized into simulations. **Prerequisites:** Admission into the Paramedic Education Program.

PME206
International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS)
1 credit(s) 1.5 period(s) lecture + lab
Designed to provide the knowledge and skills needed to recognize and manage various trauma conditions and environmental injuries according to the International Trauma Life Support (ITLS) or Provider/ Pre-Hospital Trauma Life Support (PHTLS) guidelines. Skills are sequenced and synthesized into simulations. **Prerequisites:** Admission into the Paramedic Education Program.

PME240
Pharmacology in Paramedicine
3 credit(s) 5 period(s) lecture + lab
Designed to provide an overview of the pathophysiologic principles of pharmacology, pharmacologic agents in the Paramedic scope of practice, and the practice of medication administration. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to integrate comprehensive knowledge of the pathophysiologic principles of pharmacology and pharmacologic agents to formulate a differential diagnosis and to implement a management plan for medical emergencies and trauma. **Prerequisites:** Admission into the Paramedic Education Program.

PME245
Airway and Ventilatory Management in Paramedicine
3 credit(s) 4 period(s) lecture + lab
Designed to prepare students to integrate knowledge of the respiratory system, comprehensive assessment practices, and pharmacologic agents to formulate a differential diagnosis and implement airway and ventilatory management plans for medical emergencies and trauma. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to perform comprehensive assessment and techniques in the paramedic scope of practice for assuring airway patency, adequate mechanical ventilation, and respiration for all age groups. **Prerequisites:** Admission into the Paramedic Education Program.

PME250
Comprehensive Patient Assessment in Paramedicine
1 credit(s) 3 period(s) lecture + lab
Designed to provide an overview of comprehensive patient assessment. Develops psychomotor skills in the paramedic scope of practice. Integrates the pathophysiological significance of comprehensive assessment findings to formulate a differential diagnosis and implement a management plan for medical emergencies and trauma. **Prerequisites:** Admission into the Paramedic Education Program.

PME251
Medical Emergencies in Paramedicine I
4 credit(s) 8 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for respiratory and cardiovascular emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for respiratory and cardiovascular emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME252
Medical Emergencies in Paramedicine II
4 credit(s) 6 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for various medical emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME253
Medical Emergencies in Paramedicine III
4 credit(s) 4 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for gynecologic, obstetric, pediatric, and geriatric emergencies, neonatal care, and patients with special challenges. **Prerequisites:** Admission into the Paramedic Education Program.

PME254
Technical Operations in Paramedicine
2.5 credit(s) 3 period(s) lecture + lab
Designed to provide an overview of transport operations, incident management, multi-casualty incidents, extrication, special rescue, hazardous materials incidents, terrorism incidents, and disaster response. Examines the Paramedic's operational roles and responsibilities. **Prerequisites:** Admission into the Paramedic Education Program.

PME260
Trauma Patient Management in Paramedicine
2 credit(s) 2 period(s) lecture + lab
Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various trauma conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for hemorrhage, soft tissue trauma, burns, face and neck trauma, head and spine trauma, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, and environmental emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME270
Immersive Total Patient Management Experience (ITPME)
2 credit(s) 2 period(s) lecture + lab
Designed to provide immersive-simulated live patient interactive out-of-hospital scenarios. This course creates an environment which facilitates incident stress inoculation and interdisciplinary collaboration. **Prerequisites:** Admission into the Paramedic Education Program.

PME280
Preparation for Paramedicine Practicum
1 credit(s) 1 period(s) lecture
Designed to provide an overview of Emergency Medical Service (EMS) systems, safety and wellness, resiliency, health, medical/legal and ethical issues, EMS communications, documentation, and crime scene awareness. Examines the Paramedic's roles and responsibilities to assure personal, patient, and public health and safety in the provision of professional emergency care. **Prerequisites:** Admission into the Paramedic Education Program.

PME281
Paramedicine Clinical Practicum: Comprehensive
2 credit(s) 15 period(s) lecture + lab
Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME281AA
Paramedicine Clinical Practicum: Phase I
1 credit(s) 7.5 period(s) lecture + lab
Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME281AB
Paramedicine Clinical Practicum: Phase II
1 credit(s) 7.5 period(s) lecture + lab
Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME288
Paramedicine Comprehensive Field Internship Practicum
5 credit(s) 34 period(s) lecture + lab
Designed as the precepted Paramedicine field internship in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behavior, critical thinking, decision-making, and patient management of medical emergencies and trauma in the out-of-hospital setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME289
Preparation for Paramedic National Credentialing
2 credit(s) 3 period(s) lecture + lab
Designed to provide preparation for the national cognitive and psychomotor examinations, and other credentials required for national and state Paramedic certification/licensure. **Prerequisites:** Admission into the Paramedic Education Program.

POS – Political Science

POS110 SUN# **POS 1110**
American National Government
3 credit(s) 3 period(s) lecture
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. **Prerequisites:** None.

POS115
Issues in American Politics
3 credit(s) 3 period(s) lecture
Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics, and others through the reading and viewing of secondary information sources. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

POS120 SUN# **POS 1120**
World Politics
3 credit(s) 3 period(s) lecture
Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. **Prerequisites:** None.

POS125
Issues in World Politics
3 credit(s) 3 period(s) lecture
Contemporary issues and factors in international relations. Stress conditions in civil order, trade and international institutions. May be repeated for a total of six (6) credit hours. **Prerequisites:** None.

POS130
State and Local Government
3 credit(s) 3 period(s) lecture
Survey of state and local government in the United States. Special attention on Arizona State Government. **Prerequisites:** None.

POS140 SUN# **POS 2204**
Comparative Government
3 credit(s) 3 period(s) lecture
Overview and evaluation of the sub-field of comparative politics. Covers various national governments from around the world: their structure, system, method of governance. Examines methods of assessing these governments. **Prerequisites:** None.

POS180
United Nations Studies
3 credit(s) 3 period(s) lecture + lab
Historical origins, structural makeup, political and operational characteristics, and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. **Prerequisites:** None.

POS210
Political Ideologies
3 credit(s) 3 period(s) lecture
Leading political ideas and belief systems, e.g., Marxism, liberalism, conservatism, theories of democracy, and alternative futures. **Prerequisites:** None.

POS220
U.S. and Arizona Constitution
3 credit(s) 3 period(s) lecture
Examination of the United States Constitution and the constitution and government of the State of Arizona. **Prerequisites:** None.

POS221
Arizona Constitution
1 credit(s) 1 period(s) lecture
Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. **Prerequisites:** None.

POS222
U.S. Constitution
2 credit(s) 2 period(s) lecture
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. **Prerequisites:** None.

POS223
Civil Rights and Liberties
3 credit(s) 3 period(s) lecture
The historic background and current status of major civil rights and civil liberties issues in the United States. **Prerequisites:** None.

POS281AB
Public Policy/Service Internship
3 credit(s) 3 period(s) lab
Field experience in community service, public policy or public service. May be repeated for a total of nine (9) POS281 credit hours; may not repeat specific internship assignment. **Prerequisites:** Minimum of 15 credit hours at college granting internship with minimum GPA of 3.0 and permission of Instructor. **Prerequisite:** A grade of C or better in POS280 or **Corequisite:** POS280.

POS282AA
Volunteerism for Political Science: A Service Learning Experience
1 credit(s) 1 period(s) lab
Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of four (4) POS282 credit hours; may not repeat specific agency assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. **Prerequisites:** Permission of Instructor.

POS285
Political Issues and Public Policy
3 credit(s) 3 period(s) lecture + lab
Introduction to public policy, how policy is made, and how public policy decisions are affected. **Prerequisites:** None.

PSY – Psychology

PSY101 SUN# **PSY 1101**
Introduction to Psychology
3 credit(s) 3 period(s) lecture
To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. **Prerequisites:** None.

PSY132
Psychology and Culture
3 credit(s) 3 period(s) lecture
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication, work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world. **Prerequisites:** None.

PSY143
Lesbian, Gay, Bisexual and Transgendered Studies
3 credit(s) 3 period(s) lecture
Introduction to the study of lesbian, gay, bisexual, and transgendered individuals. Includes psychological, developmental, social, biological, historical and cultural aspects. Review of research literature regarding the etiology and assessment of sexual orientation, prejudice, and discrimination, and family issues. Current issues in lesbian/gay/bisexual/trans-gendered studies. **Prerequisites:** None.

PSY215
Introduction to Sport Psychology
3 credit(s) 3 period(s) lecture
Application of the psychological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of Instructor.

PSY218
Health Psychology
3 credit(s) 3 period(s) lecture
Behavioral and mental foundations of health, wellness, illness, and disease, and psychological dimensions of medical intervention. **Prerequisites:** PSY101 with a grade of "C" or better, or permission of Instructor.

COVID-19 Updates:
Visit together.maricopa.edu
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and to see
what we're doing to help
you learn safely.

PSY230
Introduction to Statistics
3 credit(s) 3 period(s) lecture
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. **Prerequisites:** (A grade of "C" or better in PSY101 and MAT092 or higher MAT course) or (a grade of "C" or better in PSY101 and eligibility for MAT112 or higher as indicated by appropriate mathematics placement test score) or permission of Instructor.

PSY231
Laboratory for Statistics
1 credit(s) 2 period(s) lab
Applications of inferential and descriptive statistics to computers in the field of psychology. **Prerequisites:** None. **Corequisites:** PSY230.

PSY240
Developmental Psychology
3 credit(s) 3 period(s) lecture
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of the Instructor.

PSY250
Social Psychology
3 credit(s) 3 period(s) lecture
The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of the Instructor.

PSY266
Abnormal Psychology
3 credit(s) 3 period(s) lecture
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. **Prerequisites:** PSY101 with a grade of "C" or better, or permission of Instructor.

PSY277
Psychology of Human Sexuality
3 credit(s) 3 period(s) lecture
Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. **Prerequisites:** A grade of C or better in PSY101. **Course Notes:** PSY277 course may contain adult content. All students under the age of 18 are required to have a signed parental consent form on file, which is on the back of the Under the Age of 18 Enrollment Form.

PSY290AB SUN# **PSY 2290**
Research Methods
4 credit(s) 6 period(s) lecture and lab
Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** ENG101 or ENG107. **Prerequisites or Corequisites:** PSY230 or permission of Instructor.

PSY298
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

RDG – Reading

In college, most courses involve reading and studying. Thus it is critical for students to know and apply appropriate skills that will enhance academic progress and success. The Reading Department offers a wide variety of reading/study-based courses at different levels. These courses have been designed to develop and improve students' skills so that they can attain personal and/or academic goals. Please Note: For CRE (Critical Reading) courses, see page 294.

RDG008
Phonics
3 credit(s) 3 period(s) lecture
Designed for students who are learning English as a second language. Includes the study of the speech sounds used in English as represented by the written symbols of the alphabet; recognition of spelling patterns and resulting pronunciation; and diacritical markings. **Prerequisites:** Reading placement score (CELSA).

RDG/ESL016
Reading English as a Second Language I
3 credit(s) 3 period(s) lecture
Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills. **Prerequisites:** Appropriate ESL placement test score.

RDG/ESL026
Reading English as a Second Language II
3 credit(s) 3 period(s) lecture
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.

RDG/ESL036
Reading English as a Second Language III
3 credit(s) 3 period(s) lecture
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.

RDG/ESL046
Reading English as a Second Language IV
3 credit(s) 3 period(s) lecture
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.

RDG100
Successful College Reading
3 credit(s) 3 period(s) lecture
Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary. **Prerequisites:** A grade of C or better in ALT100, or RDG081, or appropriate reading placement or permission of Instructor. **Corequisites:** Any 100-level course in another content area or permission of Instructor. **Course Notes:** RDG100 satisfies RDG091 requirement. RDG100 may be repeated for a total of twelve (12) credit hours.

RDG100LL
Disciplinary Literacy Lab
1 credit(s) 3 period(s) lab
Supplemental instruction for college-level discipline courses. Focus on developing effective reading processes to address a range of literacy needs including reading, writing, digital, numerical, financial and informational literacies. **Prerequisites:** None. **Corequisites:** Any 100-level course in another content area or permission of Instructor.

REC – Recreation

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

REC150AA
Outdoor Adventure Skills Field Experience
1 credit(s) 2 period(s) lab
Practical application of camping and outdoor skills including camping, equipment selection and use, cooking, fire building, camp programs, backpacking, and safety. **Prerequisites:** None. **Course Note:** Course may be repeated for a total of four (4) credits.

REC210
Leisure Delivery Systems
3 credit(s) 3 period(s) lecture
Systematic study of Delivery of Leisure Services in public, commercial, and independent sectors; particular emphasis placed on the urban setting. **Prerequisites:** None.

REL – Religious Studies

REL100
World Religions
3 credit(s) 3 period(s) lecture
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. **Prerequisites:** None.

REL203/AIS213
American Indian Religions
3 credit(s) 3 period(s) lecture
An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

REL205
Religion and the Modern World
3 credit(s) 3 period(s) lecture
Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or equivalent.

REL212
Introduction to Islam
3 credit(s) 3 period(s) lecture
Introduction to history, scriptures, practices and impact of Islam. **Prerequisites:** None.

REL270
Introduction to Christianity
3 credit(s) 3 period(s) lecture
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. **Prerequisites:** None.

SBS – Small Business Management

SBS200
Small Business Operations
2 credit(s) 2 period(s) lecture
In-depth analysis of and individual plan development for the day-to-day problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. **Prerequisites:** None.

SBS202
Small Business Bookkeeping and Tax Preparation
1 credit(s) 1 period(s) lecture
Introduces accounting and recordkeeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. **Prerequisites:** None.

SBS203
Financing and Cash Management For a Small Business
1 credit(s) 1 period(s) lecture
Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company, with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day-to-day operational budgeting also included. **Prerequisites:** None.

SBS204
Small Business Marketing and Advertising
2 credit(s) 2 period(s) lecture
Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. **Prerequisites:** None.

SBS213
Hiring and Managing Employees
1 credit(s) 1 period(s) lecture
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. **Prerequisites:** None.

SBS214
Small Business Customer Relations
1 credit(s) 1 period(s) lecture
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. **Prerequisites:** None.

SBS216
Planning for a Small Business
2 credit(s) 2 period(s) lecture
Relates business management issues to a specific small business through development of an individual study plan. Provides on-site review of business operation by trained Instructor. **Prerequisites:** A grade of C or better in (SBS200 and SBS204) or SBS220 or permission of Instructor.

SBS217
Starting/Managing a Home Business
1 credit(s) 1 period(s) lecture
Analysis of the successful operation of a home-based business. Includes study of economic feasibility, practicality, and adjustments for the family. Analysis of the advantages/disadvantages of operating a home based business, versus a "store-front" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in local, national, and international markets. **Prerequisites:** None.

SBS220
Internet Marketing for Small Business
2 credit(s) 2 period(s) lecture
Focuses on e-Commerce doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. **Prerequisites:** None.

SBS230
Financial and Tax Management for Small Business
2 credit(s) 2 period(s) lecture
An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. **Prerequisites:** None.

SBU – Society and Business

SBU200
Society and Business
3 credit(s) 3 period(s) lecture
The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. **Prerequisites:** None.

SOC – Sociology

SOC101 SUN# **SOC 1101**
Introduction to Sociology
3 credit(s) 3 period(s) lecture
The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors. **Prerequisites:** None.

SOC110
Drugs and Society
3 credit(s) 3 period(s) lecture
Provides a sociological understanding of drug use and policy. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Introduces extensive coverage of various methods and statistics for measuring drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues. **Prerequisites:** None.

SOC157
Sociology of Families and Relationships
3 credit(s) 3 period(s) lecture
Systemic analysis of socio-cultural and historical origins of modern families in the U.S. and their importance, major challenges and changing trends. Explores being single, dating and attraction, love, cohabitation and marriage, family planning and parenthood, conflict and crisis within the family, and divorce. **Prerequisites:** None.

SOC/AIS160
American Indian Law
3 credit(s) 3 period(s) lecture
Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. **Prerequisites:** None.

SOC180
Social Implications of Technology
3 credit(s) 3 period(s) lecture
Effects of development and implementation of technology on society. Historical and multi-cultural comparisons of this process, current concerns addressed, and prospects for the future analyzed. **Prerequisites:** None.

SOC212
Gender and Society
3 credit(s) 3 period(s) lecture
A sociological analysis of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. **Prerequisites:** None.

SOC241 SUN# **SOC 2215**
Race and Ethnic Relations
3 credit(s) 3 period(s) lecture
Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States. **Prerequisites:** None.

SOC245
Social Deviance
3 credit(s) 3 period(s) lecture
A sociological analysis of social deviance including a review of theories, individual and social implications of deviant labeling, and relevant aspects of social control. **Prerequisites:** None.

SOC251 SUN# **SOC 2250**
Social Problems
3 credit(s) 3 period(s) lecture
A systematic and in-depth survey of selected social problems and inequalities from a sociological perspective, including what is known about the problem, recent trends, their causes and consequences, individual and societal responses to them, and possible remedies or policies that could address these issues. Issues to be examined may include issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity. **Prerequisites:** None.

SOC265
Sociology of Aging
3 credit(s) 3 period(s) lecture
Examination of the aging process from post adolescence through old age from interdisciplinary and multicultural perspectives. Emphasis on positive participation in major social institutions and the amelioration of age-related problems. **Prerequisites:** None.

SOC266
Sociology Through Film
3 credit(s) 3 period(s) lecture
Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. **Prerequisites:** None.

SPA – Spanish

SPA101 SUN# **SPA 1101**
Elementary Spanish I
4 credit(s) 4 period(s) lecture
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. **Prerequisites:** None.

SPA102 SUN# **SPA 1102**
Elementary Spanish II
4 credit(s) 4 period(s) lecture
Continued study of grammar and vocabulary of the Spanish language and study of Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. **Prerequisites:** (A grade of "C" or better in SPA101 or SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA103
Elementary Spanish for Spanish Speakers I
4 credit(s) 4 period(s) lecture
Review of basic Spanish grammar and pronunciation. Emphasis on reading and writing skills in Spanish. For native speakers needing review of essential language skills. **Prerequisites:** Spanish-speaking or departmental approval.

SPA104
Elementary Spanish for Spanish Speakers II
4 credit(s) 4 period(s) lecture
Continued review of grammatical problems in speaking and writing and reading in Spanish. **Prerequisites:** A grade of C or better in SPA103 or equivalent or departmental approval. Completion of prerequisites within the last three years is required.

SPA115
Beginning Spanish Conversation I
3 credit(s) 3 period(s) lecture
Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. **Prerequisites:** None.

SPA116
Beginning Spanish Conversation II
3 credit(s) 3 period(s) lecture
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. **Prerequisites:** A grade of C or better in SPA115, or SPA115AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA117
Health Care Spanish I
3 credit(s) 3 period(s) lecture
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. **Prerequisites:** None.

SPA118
Health Care Spanish II
3 credit(s) 3 period(s) lecture
Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings. **Prerequisites:** A grade of C or better in SPA117 or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA119
Spanish for Educational Settings I
3 credit(s) 3 period(s) lecture
Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in educational settings. **Prerequisites:** None.

SPA201 SUN# **SPA 2201**
Intermediate Spanish I
4 credit(s) 4 period(s) lecture
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. **Prerequisites:** Grade of "C" or better in SPA102, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA202 SUN# **SPA 2202**
Intermediate Spanish II
4 credit(s) 4 period(s) lecture
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. **Prerequisites:** A grade of "C" or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA203
Spanish for Spanish-Speaking Students I
4 credit(s) 4 period(s) lecture
Designed for Spanish-speaking students. Emphasis on written composition, grammar review, punctuation and spelling, literature and conversation. May be taken in lieu of SPA201. **Prerequisites:** Permission of Instructor or Department Chair.

SPA204
Spanish for Spanish-Speaking Students II
4 credit(s) 4 period(s) lecture
Designed for Spanish-speaking students. Advanced study of Spanish grammar, composition, literature, and conversation. May be taken in lieu of SPA202. **Prerequisites:** A grade of C or better in SPA203, or SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required. **Course Notes:** SPA204 may be taken in lieu of SPA202.

SPA206
Spanish for Medical Interpretation II
3 credit(s) 3 period(s) lecture
Continuation of Spanish interpretation for medical interpreters. Medical vocabulary relating to human anatomy and physiology emphasized. **Prerequisites:** A grade of B or better in SPA205 or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPH – Spanish Humanities

SPH245
Hispanic Heritage in the Southwest
3 credit(s) 3 period(s) lecture
A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage. **Prerequisites:** None.

SSH – Sustainability/ Social Sciences and Humanities

SSH111
Sustainable Cities
3 credit(s) 3 period(s) lecture
Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. **Prerequisites:** None.

SWU – Social Work

SWU130
Addictions and Substance Use Disorders
3 credit(s) 3 period(s) lecture
Sociological, psychological and physiological aspects of addictive behaviors and chemical abuse. Consideration of a variety of treatment programs offered in community agencies. **Prerequisites:** None.

SWU171
Introduction to Social Work
3 credit(s) 3 period(s) lecture
Analysis of contemporary social welfare services and professional social work. **Prerequisites:** None.

SWU225
Statistics for Social Research/Justice and Government
3 credit(s) 3 period(s) lecture
Introductory course in descriptive and inferential statistics for social research. Designed to serve as preparation for interpreting and understanding research related to Justice and Government related agencies. **Prerequisites:** A grade of C or better in MAT092 or completion of higher level mathematics course.

SWU250
Mindfulness for Stress Management
3 credit(s) 3 period(s) lecture
Introduction to the theory, research and practice behind mindfulness and stress management as it relates to quality of life issues and professional self-care. Focus on maintaining a healthy lifestyle and managing personal/professional stress by incorporating evidence based research on nutrition, mindfulness, communication, positive psychology, exercise, environmental factors contributing to wellness and disease; immune system support, activity management and developing practices that facilitate maintaining living in balance. **Prerequisites:** None.

SWU/AJS/EMT/FSC258
Victimology and Crisis Management
3 credit(s) 3 period(s) lecture
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. **Prerequisites:** None.

SWU275AA
Case Report Writing I
1 credit(s) 1 period(s) lecture
Documentation skills for human service helpers. Includes privacy and legal issues. **Prerequisites:** None.

SWU282AA-AC
Volunteerism for Social Work: A Service Learning Experience
1-3 credit(s) and 1-3 period(s) lab
Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of six (6) SWU282 credit hours; may not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. **Prerequisites:** Permission of Instructor.

SWU285
Social Services Seminar
1 credit(s) 1 period(s) lecture
Special topics in social services with an emphasis on current issues not covered in other Social Work courses. **Prerequisites:** None. **Course Note:** May be repeated for a total of four 4 credit hours.

SWU291
Social Service Delivery Systems
3 credit(s) 3 period(s) lecture
Purposes, structures, and delivery systems of human service agencies. Includes 40 hours of volunteer experience in local human service agencies. **Prerequisites:** A grade of C or better in SWU171, or permission of Department or Division or **Corequisites:** SWU171.

SWU295
Effective Helping in a Diverse World
3 credit(s) 3 period(s) lecture
Introduction to professional helper communication skills with respect to cross-cultural practice and diversity issues, in a social work setting. **Prerequisites:** None. SWU171 suggested but not required.

TEC – Textiles and Clothing

TEC103
Developing Your Fashion Business
2 credit(s) 2 period(s) lecture
Creating and understanding a financial plan, developing operating and control systems, planning growth strategies and a business plan for the Fashion Entrepreneur. Emphasis on fashion merchandise and successful fashion business development. **Prerequisites:** None.

TEC105
Cultural Aspects of Clothing
3 credit(s) 3 period(s) lecture
Psychological, aesthetic, and economic factors applied to the systematic study of dress and adornment in relationship to world cultures and the global fashion industry. **Prerequisites:** None.

TEC106
History of Fashion
3 credit(s) 3 period(s) lecture
Consideration of historic factors influencing fashion and fashion change with special emphasis on historic costume. **Prerequisites:** None.

TEC110
Beginning Apparel Construction
3 credit(s) 5 period(s) lecture + lab
Basic apparel construction techniques. Use of commercial patterns and sewing machine in the construction of basic garments. **Prerequisites:** None.

TEC111
Intermediate Apparel Construction
3 credit(s) 5 period(s) lecture + lab
Intermediate clothing construction techniques. Emphasis on fit and construction details of commercial patterns. **Prerequisites:** A grade of C or better in TEC110 or permission of Instructor. **Course Notes:** TEC111 may be repeated for a total of twelve (12) credit hours with Permission of Instructor. If student has no previous sewing experience, TEC110 should be taken prior to and not during this course.

TEC112AQ
Pattern Alteration and Fit
2 credit(s) 3 period(s) lecture + lab
Structural features of patterns and altering patterns to achieve proper fit. Includes figure irregularities, pattern style variations, fashion, and individual figure problems. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC112AQ may be repeated for a total of six (6) credit hours with Instructor permission.

TEC112AU
Sewing Clothing Accessories
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Construction of clothing accessories for personal or professional use. Includes overview of accessories, principles of design, selection of fabrics and trims, use of commercial patterns, creation of custom patterns, construction techniques, and evaluation of accessories. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Note:** TEC112AU may be repeated for a total of twelve (12) credit hours.

TEC113
Textiles: Dyeing
1 credit(s) 1.5 period(s) lecture + lab
(Not offered every semester)
Demonstrations and projects emphasizing skills and techniques in creating textile designs on fabric for fashion and interior design applications. Fabric dyeing techniques through hands-on practices such as tie dyeing, shibori dyeing and batik dyeing. **Prerequisites:** None. **Course Notes:** TEC113 may be repeated for a total of three (3) credits.

TEC114
Textiles: Block Printing/Silk Screening
1 credit(s) 2 period(s) lecture + lab
(Not offered every semester)
Block printing and silk screening techniques used to create designs on fabric for apparel and interiors. **Prerequisites:** None. **Course Notes:** TEC114 may be repeated for a total of three (3) credits.

TEC115
Textiles: Hand Painting
1 credit(s) 1.5 period(s) lecture + lab
(Not offered every semester)
Techniques used to hand paint designs on textiles for fashion and interior design. Techniques include water color and ombre, marbleizing, stenciling, stamping and various resist methods such as gutta and taping. Includes color theory and design development. **Prerequisites:** None. **Course Notes:** TEC115 may be repeated for a total of three (3) credits.

TEC116
Textiles: Stitchery and Embellishment
1 credit(s) 1.5 period(s) lecture + lab
(Not offered every semester)
Materials and techniques used for stitchery and embellishment on textiles. Includes color schemes and design development. **Prerequisites:** None. **Course Note:** TEC116 may be repeated for a total of three (3) credits.

TEC120
Specialty Apparel Construction
3 credit(s) 5 period(s) lecture + lab
Application of specialty fabrics in clothing construction. Emphasis on improved construction quality and garment fit. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Notes:** TEC120 may be repeated for a total of nine (9) credit hours with permission of Instructor.

TEC121
Creative Sewing Machine Use
3 credit(s) 3 period(s) lecture
Use of the sewing machine for other than construction of garments or household items. Emphasis on decorative uses of the sewing machine on items made or purchased by the user. **Prerequisites:** None.

TEC122
Sewing with Knits
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Skills and techniques used in the construction of garments made from knit fabrics. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor.

TEC124
Advanced Apparel Construction
3 credit(s) 5 period(s) lecture + lab
Advanced garment construction techniques. Emphasis on lined jacket construction and working with patterned and specialty fabrics. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Notes:** TEC124 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC125
Fashion Design
3 credit(s) 3 period(s) lecture
Overview of the fashion design industry. Includes terminology, fashion trends, elements and principles of design, sources of inspiration, fabric selection, sketching and costing a collection, an introduction to pattern making techniques, and global fashion centers' design and manufacturing specialties. **Prerequisites:** None.

TEC/INT126
Sewing for the Home
3 credit(s) 3 period(s) lecture
Provides students systemic skills and knowledge to plan and construct draperies, shades, pillows, bedding and other home furnishings through instructional projects. Emphasizes techniques used in producing textile goods for the home. **Prerequisites:** None. **Course Notes:** Basic sewing skills recommended. TEC/INT126 may be repeated for a total of nine (9) credit hours.

TEC128
Home Upholstery
3 credit(s) 5 period(s) lecture + lab
Demonstration and application of knowledge and skills involved in upholstering stools, chairs, headboards, and other home furnishings. Includes measuring and cutting upholstery fabric and sewing outdoor/indoor cushions. **Prerequisites:** None. **Course Notes:** TEC128 may be repeated for credit.

TEC129
Sewing with a Serger
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Operation of a home serger. Use in constructing, finishing, and decorating garments and home decorations. Home serger required. **Prerequisites:** A grade of C or better in TEC110 or permission of Instructor.

TEC133
Fashion Illustration: Croquis
2 credit(s) 4 period(s) lecture + lab
Techniques for working with female and male croquis. Applications for illustrating clothing on croquis and preparing a fashion layout. **Prerequisites:** None. **Course Notes:** TEC133 may be repeated for a total of six (6) credit hours.

TEC134
Fashion Illustration I
3 credit(s) 5 period(s) lecture + lab
Proportions and techniques used in drawing fashion figures and clothing. Introduction of media and illustrative styles for portfolio design, trade sketches, and fashion advertisements. **Prerequisites:** None. **Course Notes:** TEC134 may be repeated for a total of nine (9) credits.

TEC135
Fashion Illustration II
3 credit(s) 5 period(s) lecture + lab
Intermediate-level study of proportion and techniques used in drawing fashion figures and flats. Continued study of garments, fabric textures and patterns. Development of skills in presentation drawing and commencing fashion design portfolio illustrations. **Prerequisites:** A grade of C or better in TEC134 or permission of Instructor. **Course Notes:** TEC135 may be repeated for a total of nine (9) credits.

TEC136
Fashion Illustration III
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Advanced-level study of proportions and techniques used in drawing fashion figures, clothing, and flats. Continued study of illustrative styles for garments, fabric textures and patterns. Further development of skills in portfolio presentation. **Prerequisites:** A grade of C or better in TEC135 or permission of Instructor. **Course Notes:** TEC136 may be repeated for a total of nine (9) credits.

TEC138
Fashion Illustration: Menswear
3 credit(s) 5 period(s) lecture + lab
Study of proportions and techniques used in drawing menswear fashion figures, clothing, accessories, and flats. Focus on the male physique and specific fitting variations of clothing. Introduction of traditional menswear fabrications and poses for tailored clothing and sportswear. **Prerequisites:** A grade of C or better in TEC134 or permission of Instructor. **Course Notes:** TEC138 may be repeated for a total of nine (9) credit hours.

TEC139
Fashion Illustration: Children's Wear
3 credit(s) 5 period(s) lecture + lab
Study of proportions and techniques used in drawing children's wear fashion figures, clothing, and flats from infants through teenagers. Introduction of body and feature characteristics unique to the various ages of growth for children. Includes emphasis on common clothing styles, fabrics, effects, and details. **Prerequisites:** A grade of C or better in TEC134 or permission of Instructor.

TEC143
Industrial Sewing I
2 credit(s) 3 period(s) lecture + lab
Introduction to industrial sewing machine usage for straight stitch, zigzag, overlock, cover stitch and blind-hem machines. Use in constructing, finishing, and decorating apparel and home decor. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC143 may be repeated for a total of six (6) credit hours.

TEC144
Industrial Sewing II
2 credit(s) 3 period(s) lecture + lab
Advanced use of industrial sewing machines for straight stitch, zigzag, overlock, cover stitch and blind-hem machines. Advanced use and methods in constructing, finishing, and decorating apparel and home decor. **Prerequisites:** A grade of C or better in TEC143 or permission of Instructor. **Course Notes:** TEC144 may be repeated for a total of six (6) credit hours.

TEC150
Fashion Show Production
3 credit(s) 4 period(s) lecture + lab
Students will learn and experience real-time production techniques and skills of a fashion show. Includes but not limited to, budget planning, project management, marketing, staffing, décor, staging, and production. **Prerequisites:** None. **Course Notes:** TEC150 may be repeated for a total of six (6) credit hours.

TEC221
Computer-Assisted Fashion Design
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
The use of computer hardware and software in the fashion design industry. Create and illustrate fashion designs using computer hardware and software. Color and design principles applied in creating an apparel line and developing a portfolio. **Prerequisites:** A grade of C or better in (TEC125 and TEC134) or permission of Instructor.

TEC222
Textiles
3 credit(s) 4 period(s) lecture + lab
Study of textile fibers, yarns, fabrication, color and finishes and their impact on product performance. Includes labeling laws, fiber manufacturing processes, technical textiles, fiber properties, care, end use, and global sustainability efforts. **Prerequisites:** None.

TEC223
Tailoring
3 credit(s) 6 period(s) lecture + lab
Principles of tailoring as applied in the construction of a coat or suit. Alteration of patterns and fitting techniques. **Prerequisites:** A grade of C or better in TEC124 or permission of Instructor. **Course Note:** TEC223 may be repeated for a total of 12 credit hours with permission of Instructor.

TEC224
Pattern Drafting
2 credit(s) 3 period(s) lecture + lab
(Not offered every semester)
Draft patterns from measurements of dress forms and human figures. Development of slopers and garment patterns. Design and produce an original garment using pattern drafting techniques. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC224 may be repeated for a total of six (6) credit hours.

TEC225
Pattern Design I
3 credit(s) 5 period(s) lecture + lab
Creation of pattern designs by flat pattern methods. Produce a variety of styles. Production of an original pattern design and garment. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Note:** TEC225 may be repeated for a total of twelve (12) credits.

TEC226
Draping for Fashion Design
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Manipulation of fabrics on a dress form and/or live figure to create designs and patterns. Use of woven fabrics to create basic and intermediate designs. Introduction of knitwear draping. Drape and construct an original design. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Notes:** TEC226 may be repeated for a total of nine (9) credits.

TEC227
Couture Sewing
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Construction techniques used in couture sewing. Includes fabric selection, fabric preparation, hand sewing, garment shaping, edge finishes, embellishments, and closures. Emphasis on fitting and couture construction techniques used to construct skirts, pants, blouses, dresses, sleeves, pockets, jackets, coats, and evening wear. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Note:** TEC227 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC228
Advanced Draping for Fashion Design
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Advanced draping techniques for fashion design. Includes draping jackets/coats, shorts/pants, dresses/gowns and other woven fabrics. Also includes draping swimwear/leotards and other garments in knit fabrics. Drape and construct an original design. **Prerequisites:** A grade of C or better in TEC226 or permission of Instructor. **Course Notes:** TEC228 may be repeated for a total of nine (9) credits.

TEC230
Pattern Design II
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Practical application in designing clothing/patterns using flat pattern method. Principles of flat pattern and use of sloper reviewed. Includes creation of woven and knit original designs. **Prerequisites:** A grade of C or better in TEC225 or permission of Instructor. **Course Note:** TEC230 may be repeated for a total of twelve (12) credits.

TEC231
Pattern Grading
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Grading patterns to change sizes. Includes grading terminology, grading methods, figure types, grading charts, types of grade, even and uneven grades, and grading basic and intermediate designs. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC231 may be repeated for a total of six (6) credit hours.

TEC232
Costume Construction
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Costume construction techniques applied to period reproduction, vintage, fantasy and anime; stage and dance costumes. Includes alteration of commercial patterns, drafting of original patterns, and fitting techniques. **Prerequisites:** A grade of C or better in TEC111 and (TEC224, or TEC225, or TEC226, or permission of Instructor). **Course Notes:** TEC232 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC233
Computer-Assisted Pattern Making
3 credit(s) 5 period(s) lecture + lab
(Not offered every semester)
Pattern making using the computer and various software programs. Includes measuring, block patterns, pattern development, production patterns, modifications for size and fit, and markers. **Prerequisites:** A grade of C or better in TEC225 or permission of Instructor. **Course Notes:** TEC233 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC234
Vintage Fashion Design
3 credit(s) 5 period(s) lecture + lab
Research of 20th-century fashions from the 1920s through the 1990s influencing vintage garment styles. Analysis of vintage era and revival trends. Development and construction of an original vintage garment/ensemble including design, fabric selection, and commercial pattern use with flat-patternmaking and/or draping variations. **Prerequisites:** A grade of C or better in (TEC225 or TEC226) or permission of Instructor. **Course Notes:** TEC234 may be repeated for a total of twelve (12) credit hours.

TEC235
Custom Tailored Pants
2 credit(s) 3 period(s) lecture + lab
Designed for the home sewing enthusiast or dressmaker who desires a perfectly fitted pant pattern. Pattern adjustments, selecting proper size, and fitting procedures for a personalized pant. Fabric draft of the basic pant to be fitted on each student. **Prerequisites:** A grade of C or better in TEC111 or equivalent.

TEC236
Portfolio Development
1 credit(s) 3 period(s) lab
(Not offered every semester)
This course is designed to assist students in the preparation and presentation of an original professional portfolio. Students will design, produce, and present artistic sketches and illustrations of fashion figures wearing designs, flats for garment designs, and fabric swatches/samples selected for designs. Including but not limited to using computer-assisted design software, presentation boards, and other required components in the field of portfolio development. **Prerequisites:** A grade of C or better in TEC134 and permission of Department or Division. TEC221 is recommended. **Course Notes:** TEC236 may be repeated for a total of three (3) credits.

TEC237
Intermediate Computer-Assisted Fashion Design
3 credit(s) 5 period(s) lecture + lab
Intermediate-level study in the use of computer hardware and software in the fashion design industry. Draw fashion figures, create textile designs, develop and illustrate an original portfolio collection. **Prerequisites:** A grade of C or better in (TEC134 and TEC221) or permission of Instructor.

TEC238
Industry Patternmaking Standards
1 credit(s) 2 period(s) lecture + lab
Study of patternmaking techniques for industry. Specifications for production patterns, labeling methods, and direction cards. **Prerequisites:** A grade of C or better in TEC225 or permission of Instructor. **Course Notes:** TEC238 may be repeated for a total of three (3) credit hours.

TEC240
Apparel Production Management
2 credit(s) 3 period(s) lecture + lab
Overview of apparel production management for the global marketplace examining component details of the technical package, tech-pack, which include specifications and costing in the most time-efficient manner. **Prerequisites:** None. **Course Notes:** TEC240 may be repeated for a total of six (6) credit hours.

TEC241
Advanced Computer-Assisted Fashion Design
3 credit(s) 5 period(s) lecture + lab
Advanced techniques and use of computer hardware and software in the fashion design industry. Create and illustrate fashion designs using multiple computer applications. Create advanced textile surface pattern design using color and design principles on the computer. Manipulate CAD pattern design for original patterns, grading, and markers. Create storyboards for product development and personal portfolio. **Prerequisites:** A grade of C or better in TEC124 and TEC237.

TEC244
Industrial Sewing III
2 credit(s) 3 period(s) lecture + lab
Mastery study of industrial sewing machine usage for straight stitch, zigzag, overlock, cover stitch and blind hem machines. Use in detailed or complex constructing, finishing, and decorating apparel and home decor. **Prerequisites:** A grade of C or better in TEC144 or permission of Instructor. **Course Notes:** TEC244 may be repeated for a total of six (6) credit hours.

TEC245
Wardrobe Strategies
3 credit(s) 3 period(s) lecture
Methods of clothing selection, coordination, evaluation, and planning to meet men's and women's wardrobe needs. **Prerequisites:** None.

TEC270
Design Studio
3 credit(s) 4 period(s) lab
Design and production of original garments for a line/collection. Includes design inspirations, sketches/illustrations, fabric/materials selection, pattern development, construction and fit. **Prerequisites:** A grade of C or better in (TEC225 or TEC226) or permission of Instructor. **Course Notes:** TEC270 may be repeated for a total of twelve (12) credit hours.

TEC271AA
Fashion Design Internship
1 credit(s) 5 period(s) lab
Work experience in fashion design business or industry. Work hours are coordinated for a minimum of 80 hours per semester. Supervision and evaluation by internship coordinator. **Prerequisites:** Permission of Department or Division. **Course Notes:** TEC271AA may be repeated for a total of three (3) credit hours.

TEC274AA
Fashion Merchandising Study Tour
1 credit(s) 5 period(s) lab
A tour of the fashion merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career. **Prerequisites:** Permission of Department or Division.

TEC278AA
Costume Design and Production Internship
1 credit(s) 1 period(s) lab
Costume Design and Production work experience in a business or industry. Supervision and evaluation by an internship coordinator Eighty hours of designated work per credit per semester. **Prerequisites:** Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of Instructor.

THE – Theatre

THE111 SUN# **THE 1100**
Introduction to Theatre
3 credit(s) 3 period(s) lecture
A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. **Prerequisites:** None.

THE118
Playwriting
3 credit(s) 3 period(s) lecture + lab
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. **Prerequisites:** None.

THE220 SUN# **THE 2220**
Modern Drama
3 credit(s) 3 period(s) lecture
(Spring only)
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

THE274AC
Theatre Study Tour
3 credit(s) 15 period(s) lab
A tour that focuses on theatre production outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about theatre production. **Prerequisites:** Department approval.

THE298AA-AC
Special Projects
1-3 credit(s) 1-3 period(s) lab
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

THF – Theatre and Film

THF115
Makeup for Stage and Screen
3 credit(s) 4 period(s) lecture + lab
Purposes, materials, and techniques of makeup for stage and screen. **Prerequisites:** None.

THF130
Combat for Stage and Screen
3 credit(s) 4 period(s) lecture + lab
Fundamental techniques and terminology of staged combat with and without weapons. Analysis and performance of safely choreographed violence that tells a story for stage and screen. **Prerequisites:** None. **Course Notes:** THF130 may be repeated for a total of twelve (12) credit hours.

THF/HUM205
Introduction to Cinema
3 credit(s) 3 period(s) lecture
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. **Prerequisites:** None.

THF209
Acting for the Camera
3 credit(s) 4 period(s) lecture + lab
Special technical aspects of acting before a camera. **Prerequisites:** A grade of C or better in THP112 or permission of Instructor.

THF/HUM210
Contemporary Cinema
3 credit(s) 3 period(s) lecture
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. **Prerequisites:** None.

THF215
Advanced Makeup Techniques for Stage and Screen
3 credit(s) 4 period(s) lecture + lab
Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen. **Prerequisites:** A grade of C or better in THF115.

THF219
Advanced Acting for the Camera
3 credit(s) 4 period(s) lecture + lab
Focuses on special technical aspects of advanced acting before a camera. **Prerequisites:** A grade of C or better in THF209 or permission of Instructor.

THF260
Theatrical Design: Rendering
2 credit(s) 4 period(s) lecture + lab
Provides experience and explores multiple illustration techniques used to communicate ideas in entertainment production. Provides basic skills including pictorial drawing and sketching. **Prerequisites:** None.

THP – Theatre Performance/ Production

THP112
Acting I
3 credit(s) 4 period(s) lecture + lab
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. **Prerequisites:** None.

THP131
Stage Movement
3 credit(s) 4 period(s) lecture + lab
Movement skills for the actor to develop a flexible, expressive physical instrument. Includes pantomime, physical isolation, and awareness exercises. **Prerequisites:** None.

THP151
Theatre for Youth
3 credit(s) 4 period(s) lecture + lab
Principles and techniques of selecting plays, adapting stories, playwriting, directing, designing, producing, and acting in theatre for youth. The course will provide the opportunity to analyze and experience the production process from creating a script to performing a theatre production for a youth audience. **Prerequisites:** None. **Course Notes:** THP151 may be repeated for a total of six (6) credit hours.

THP201AB
Theatre Production II
2 credit(s) 4 period(s) lab
Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. **Prerequisites:** None.

THP203
Technical Theatre Production
3 credit(s) 6 period(s) lab
Designed to give college credit to the technical production crews of college theatre productions. **Prerequisites:** None. **Course Note:** THP203 may be repeated for up to a maximum of nine (9) credits.

THP211
Creative Drama
3 credit(s) 3 period(s) lecture
Theory and practice of creative drama, including improvisation, storytelling, puppetry, and script and program development in drama, and their application to elementary and secondary school levels. **Prerequisites:** None.

THP212
Acting II
3 credit(s) 4 period(s) lecture + lab
Fundamental techniques of acting through script analysis, rehearsal, and performance. **Prerequisites:** A grade of C or better in THP112 or departmental approval.

THP213
Introduction to Technical Theatre
4 credit(s) 6 period(s) lecture
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. **Prerequisites:** None.

THP214
Directing Techniques
3 credit(s) 4 period(s) lecture + lab
Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing, and performing. **Prerequisites:** A grade of C or better in THP112 or THE220, or permission of Instructor.

THP216
Beginning Stage Lighting
3 credit(s) 4 period(s) lecture + lab
Basic theories of stage lighting for all production types. Emphasis on technical/ theoretical facts, artistic/ design concept development, and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design. **Prerequisites:** A grade of C or better in THP213 or permission of Instructor.

THP217
Introduction to Design Scenography
3 credit(s) 4 period(s) lecture + lab
The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience. **Prerequisites:** None.

THP219
Introduction to Puppetry
3 credit(s) 4 period(s) lecture + lab
Use of different types of puppets in a variety of performance settings. Practical experience with diverse audiences. **Prerequisites:** None.

THP225
Visual Script Analysis
2 credit(s) 2 period(s) lecture
Theory and practice in analysis of dramatic literature for the technician and designer. Emphasis on techniques of script analysis for visual information. **Prerequisites:** None.

THP226
Theatrical Design: Costuming
3 credit(s) 4 period(s) lecture + lab
Basic techniques involved in researching and designing costumes for the stage. **Prerequisites:** None.

THP/ART246
Introduction to Digital 3D Fabrication Tools
3 credit(s) 6 period(s) lecture + lab
Introduction to concepts and application of computer visualization, modeling, and rapid prototyping for interdisciplinary arts. Students will design sculptures applying 3D computer modeling techniques, rapid prototyping, and other available digital output devices to produce solid models. **Prerequisites:** None.

THP250
Stage Properties
3 credit(s) 4 period(s) lecture + lab
Introduction to stage properties including design, construction and maintenance features. Provides skills in property design and construction using an assortment of standard materials. **Prerequisites:** None.

THP261
Previsualization Modeling
2 credit(s) 4 period(s) lecture + lab
Provides experience and explores basic previsualization methods used to communicate ideas in entertainment preproduction. Provides basic models skills. **Prerequisites:** None.

THP263
Entertainment Industry Drafting I: 2D CAD
3 credit(s) 6 period(s) lecture + lab
Introduction to Computer Aided Drafting (CAD) for the Entertainment industry, including stage, screen and television venues, using CAD software. Includes basic set-ups, formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to entertainment industries. **Prerequisites:** None.

THP265
Introduction to Stage Management
3 credit(s) 6 period(s) lecture + lab
The focus of this course is the role of the stage manager. Topics include all aspects of preparation and implementation of rehearsals and performances for the stage manager position. **Prerequisites:** None.

THP266
Production Careers in Technical Theatre
1 credit(s) 2 period(s) lecture + lab
Provides the continuing design, stage management and technical student with opportunities to explore the versatility of the job opportunities within the Tech Theatre industry. Emphasis on presenting the work and talent both in person and on paper. Development of a professional resume and vita. **Prerequisites:** None.

THP267
Painting Techniques for Film, TV and Theatre
3 credit(s) 4 period(s) lecture + lab
Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. **Prerequisites:** A grade of C or better in THP213.

THP269
Technical Theatre Portfolio Development
1 credit(s) 1 period(s) lab
The analysis and preparation of all elements of a Technical Theatre/Design Portfolio including the use of digital portfolios and application to specific disciplines. Practice with portfolio presentation and maintaining and updating portfolio materials. **Prerequisites:** None.

THP/MUP270
Musical Theatre Workshop
2 credit(s) 5 period(s) lecture + lab
Workshop in the study and performance of Musical Theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance. **Prerequisites:** None. **Course Notes:** THP/MUP270 may be repeated for credit.

THP/COM271
Voice and Diction
3 credit(s) 3 period(s) lecture
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. **Prerequisites:** None.

THP/STO285
Creating/Performing Solo/Collaborative Works
3 credit(s) 3 period(s) lecture
Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues. **Prerequisites:** None.

THP296WC
Cooperative Education
3 credit(s) 15 period(s) lab
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. **Prerequisites:** Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of Instructor. **Corequisites:** Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the Instructor.

WED – Wellness Education

WED120
Massage Therapy: Anatomy Refresher - Upper Body
1 credit(s) 1 period(s) lecture + lab
This course is designed for individuals in the field of massage therapy and provides a review of upper body musculature affecting the neck, shoulder, spine, elbow and wrist joints. Origins and insertions and resistive stretches included. **Prerequisites:** None. **Course Notes:** WED120 may be repeated for a total of six (6) credit hours.

WED125
Reiki: Healing and Symbols
2 credit(s) 2 period(s) lecture + lab
Introduction to Reiki as a Japanese technique for stress reduction and relaxation that also promotes healing. Instruction in the Usui method of Reiki and its applications to personal health and everyday life. **Prerequisites:** None. **Course Notes:** WED125 may be repeated for a total of ten (10) credits.

WED145
Hand and Foot Massage
1 credit(s) 1 period(s) lecture + lab
History and application of specific pressure points on the hands and feet that have correlation to different body organs and systems. Practice of micromovement techniques with the goal of creating a response throughout the body. **Prerequisites:** None. **Course Notes:** WED145 may be repeated for a total of six (6) credit hours.

WED151
Introduction to Alternative Medicine
3 credit(s) 3 period(s) lecture
Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. **Prerequisites:** None.

WED162
Meditation and Wellness
1 credit(s) 1 period(s) lecture
Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. **Prerequisites:** None.

WED165
Overview of Massage Therapy
2 credit(s) 2 period(s) lecture
History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. **Prerequisites:** None.

WED170
Principles of Homeopathy
1 credit(s) 1 period(s) lecture
Origins of homeopathy; key concepts; perceptions of disease; schools of homeopathy; scientific studies; preparation of remedies; case taking. **Prerequisites:** None.

WED172
Overview of Herbal Remedies
1 credit(s) 1 period(s) lecture
History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. **Prerequisites:** None.

WED176
Flower Essences
1 credit(s) 1 period(s) lecture
Healing properties of Bach flower remedies; Bach's development of remedies and his philosophy of healing; use and preparation of a variety of flower essences. **Prerequisites:** None.

WED182
Health Conditions and Popular Herbs
2 credit(s) 2 period(s) lecture
In-depth look at some of today's most popular herbs and their relationship to specific health conditions. Emphasis on research skills in relation to popular herbs. Includes the effects, uses, and application strategies of herbs. **Prerequisites:** None. WED172 suggested but not required.

WED183
Introduction to Ayurvedic Principles
2 credit(s) 2 period(s) lecture + lab
Introduction to Ayurveda: "the science of life"; a complete system of balancing the body, mind and spirit, originating from ancient India. Introduction to foundational Ayurvedic principles, health philosophy and self assessment of basic constitution. Application of basic health and self care practices such as food selection and preparation, exercise and movement, renewal and restoration activities, environmental influences to promote health and well-being. **Prerequisites:** None. **Course Notes:** WED183 may be repeated for a total of six (6) credits.

WED204
Establishing a Massage Practice
3 credit(s) 3 period(s) lecture
Explore career options in therapeutic massage, including state licensing requirements, and determine how to lay the groundwork for a successful massage practice. **Prerequisites:** None.

WED210
Sports Massage
2 credit(s) 3 period(s) lecture + lab
Purpose, benefits, and contraindications of sports massage; principles of sports physiology; massage techniques, applications, and procedures; treatment of injuries. **Prerequisites:** A grade of C or better in WED165 and WED230, or permission of Program Director.

WED215
Self-Care for Health Care Professionals
2 credit(s) 5 period(s) lecture + lab
Emphasis on mind-body methods for personal wellness through integration of physical, emotional, social, and spiritual dimensions of being. Development of a personal practice to achieve and sustain a balanced program to support personal health and well being. **Prerequisites:** None.

WED218
Aromatherapy
1 credit(s) 1 period(s) lecture
Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, healthcare, at work, and in the home. **Prerequisites:** None.

WED230
Therapeutic Massage Practices I
6 credit(s) 9 period(s) lecture + lab
Principles of professionalism, ethics, and legalities. Includes use of terminology related to massage therapy. Applications, indications, and contraindications of the nine strokes of Swedish massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns, origins, insertions, and functions of the muscular system. **Prerequisites:** Acceptance into the Massage Therapy program or permission of Program Director.

WED231
Therapeutic Massage Practices II
6 credit(s) 9 period(s) lecture + lab
Refined application of the nine strokes of Swedish massage and contraindications to avoid. Application of advanced principles and techniques of trigger point therapy, muscle energy technique, stretching, hydrotherapy protocols, hot and cold applications, reflexology, and corporate massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns and the origin, insertion, and function of the muscular system. **Prerequisites:** A grade of C or better in WED230.

WED232
Therapeutic Massage Practices III
6 credit(s) 10 period(s) lecture + lab
Refinement and integration of technical skills, psychosocial competencies, and role identity. Exploration of techniques to assess and facilitate range of motion and function; purpose, benefits, indications, and contraindications of therapeutic massage for specific neuro-musculoskeletal disorders/injury and special populations. Application of massage techniques with therapist's pre- and post-client evaluations of the client. Adaptation of massage techniques for special populations. **Prerequisites:** A grade of C or better in WED231. **Corequisite:** WED250, or permission of Program Director.

WED250
Clinical Practicum
3 credit(s) 6 period(s) lab
Application of fundamental massage techniques. **Prerequisites:** A grade of C or better in WED231. **Corequisites:** WED232, and permission of Program Director.

WED250AA
Clinical Practicum: Part I
1.5 credit(s) 3 period(s) lab
Application of fundamental massage techniques. **Prerequisites:** A grade of C or better in WED231. **Corequisites:** WED232 and permission of Program Director.

WED250AB
Clinical Practicum: Part II
1.5 credit(s) 3 period(s) lab
Continued application of fundamental massage techniques. **Prerequisites:** A grade of C or better in WED250AA.

WED297AA-AC
Special Topics: Therapeutic Massage
1-3 credit(s) 1-3 period(s) lecture + lab
Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing careers in therapeutic massage. **Prerequisites:** None.

WST – Women's Studies

WST100
Introduction to Women's and Gender Studies
3 credit(s) 3 period(s) lecture
Introduction to critical issues in women's studies. **Prerequisites:** None.

WST120
Gender, Class, and Race
3 credit(s) 3 period(s) lecture
A feminist discussion of gender, class and race as basic and central social categories that determine how we see ourselves and others and how they circumscribe our opportunities and privileges in American society. **Prerequisites:** None.

WST128
Law and Violence Against Women
3 credit(s) 3 period(s) lecture
Covers cases and materials on systems of oppression particularly as related to women in our society. Areas covered include battering, sexual harassment, sexual assault, prostitution, and pornography as exemplified in present-day society. Designed to give students the ability to identify problems of violence against women and participate in current societal discourse on various ways to resolve them. **Prerequisites:** None.

WST160
Women and the Early American Experience
3 credit(s) 3 period(s) lecture
Introduction to American women's history, from the colonial period to suffrage in 1920, based on a feminist perspective. **Prerequisites:** None.

WST161
American Women Since 1920
3 credit(s) 3 period(s) lecture
Continuation of the history of women in America from 1920 to the present, based on a feminist perspective. Includes discussion of the roles and status of immigrant and ethnic minority women. **Prerequisites:** None.

WST206
La Mujer
3 credit(s) 3 period(s) lecture
Analysis and discussion of critical issues for Latinas in America today. **Prerequisites:** None.

WST/AFR207
Black Women
3 credit(s) 3 period(s) lecture
Analysis and discussion of critical issues for Black women in America today. **Prerequisites:** None.

WST/HUM209
Women and Films
3 credit(s) 3 period(s) lecture
Analysis of images of women in films from both historical and contemporary perspectives. **Prerequisites:** None.

WST244
Women in Muslim Societies
3 credit(s) 3 period(s) lecture
Overview of Muslim women's religious and secular roles and rights. Relationship of the Qur'an and Hadiths' teachings on women to the interpretations of those teachings within the variegated cultural contexts of Islam. **Prerequisites:** None.

WST/ENH285
Contemporary Women Writers
3 credit(s) 3 period(s) lecture
Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. **Prerequisites:** None.

WST/REL290
Women and World Religions
3 credit(s) 3 period(s) lecture
Focus on the role of women in several organized religions and/or religious sects. Study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific cultural contexts around the world. **Prerequisites:** None.

SHARED UNIQUE NUMBER (SUN) SYSTEM

Take the guesswork out of college course transfer in Arizona -- Shared Unique Number (SUN) courses transfer with direct equivalency among Arizona's public community colleges and three state universities. Plan ahead and work with an academic advisor to ensure the courses taken are required for your academic plan. Look for the SUN icon and number in the class schedule and catalog or search for SUN courses at your college by visiting www.aztransfer.com/sun/

Types and Levels of Courses

Courses offered by Maricopa colleges are of two general types depending on the kind of competencies they cover and the student goals they serve. Academic Courses are designed to provide general education and knowledge; Occupational Courses are designed to provide workforce readiness and to develop occupational or paraprofessional skills. Additionally, Maricopa courses provide content at different levels of knowledge and skill. Developmental courses generally cover pre-college-level competencies and prepare students to take college-level courses; First-year courses generally cover competencies that do not require previous experience or knowledge of the subject and are often introductory and survey courses; and Second-year courses generally cover competencies for which some previous experience or knowledge may be desirable, sometimes including prerequisite courses.

Questions:

Career Services

Career Services Staff

Alicia Middleton, Director

Career Services

Career Services helps you build your success by careful selection of a meaningful major and/or career that is a good fit based upon your unique personality, skills, interests, abilities, work values, and goals. Services also include expert assistance in building attention-getting resumes, cover letters and development of excellent personal presentation to prepare you for entry into the job market. We also assist with developing opportunities that will enhance your educational experiences in preparation for your career.

Our personal guidance and vast array of tools and resources will support your goals:

Choose a Major / Career

- **Learn all about you—take self-discovery inventories**
  - How to Choose a Major, Phoenix College brochure that provides a shortened career assessment test based on John Holland's RIASEC codes.
  - Maricopa Career Planning System, a free comprehensive and intuitive online program that helps college students and other adults plan a career by assessing your unique self, narrowing choices, and identification of options, research results, and saving your research.
  - O-NET Online, helps you identify and explore your interests and how they relate to the world of work, exploration of various career options.
  - Jung Typology Test, discover careers and occupations most suitable for your personality type
  - Many more!

- **Explore your options**
  - What Can I Do with a Major in…, Maricopa Community College District comprehensive online resource listed by major. Look at the possibilities and where our degree will take you.
  - My Next Move has tasks, skills, salary information, and more than 900 different careers. Find careers through keyword search. Browse industries that employ different types of workers.
  - Research labor market information, occupations, wages, trends, in-demand careers, companies

- **Develop a plan of action**
  - Learn what it will take to complete your chosen degree and career goals
  - Develop a plan that is specific in nature, manageable, action-focused, and realistic.
  - Make a timeline, evaluate your progress and make necessary adjustments.
  - Be accountable to your plan and work diligently to complete your goals
  - Conduct informational interviews, shadow employees, participate in internships to develop knowledge of your chosen occupation and develop networking relationships

Job Search

Develop a strategic, efficient job search plan

- Job openings, on-and off-campus
- Federal Work Study jobs
- On-campus employer recruitments
- Maricopa Career Network (www.maricopa.edu/careers, free on-line job board) and a variety of resources to locate job openings

Marketing You—Stand out from the crowd! Develop top-notch personal presentation skills.

- Write a winning resume
- Create an enthusiastic cover letter
- Get the most out of job fairs
- Tap the hidden job market—networking and using social media
- Conduct a successful interview
- Send resumes online and by FAX

The Career Services Center is located in the Hannelly Center, Room 113
https://www.phoenixcollege.edu/careerservices
Phone: 602.285.7420 • Fax: 602.285.7951

Career Planning for a Lifetime of Work

To find information on available job-related education and training programs to expand your career opportunities, visit the Phoenix College Career Center. Students are realizing that the Maricopa Community Colleges provide high-quality, affordable education and training to get the skills that employers are seeking.

Whether you are new to college, starting your career, or changing careers, the Maricopa Community Colleges have hundreds of programs to choose from, and can help you find a career path that will expand your career opportunities. In addition, you will learn about the projected salary ranges for jobs in your chosen field, plus lots of other related information.

To explore what career cluster your occupational goal is in, visit O*NET at https://www.onetonline.org/find/career. Then see pages 135-142 of this catalog to find the Maricopa Community College that delivers the program you are interested in pursuing. Remember, we have lots of resources available to you, and you don't have to make this journey alone.

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

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

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

Residential Faculty

(First Year of Service to MCCCD)

ALCORDO, ORLANDO (2021) Criminal Justice, Emergency Response, and Legal Studies
–C.C.L., Phoenix College; C.C.L., Central Arizona College; C.C.L., Glendale Community College.

ALOE, BENJAMIN (2018) Library
–B.A., University of Michigan; M.A., M.L.S., Indiana University.

AMADOR, FRED L. (2000) Counseling
–B.A., M.C., Arizona State University.

AMBROSICH, KORY (1997) Mathematics
–B.A., Evergreen State College; M.A.T., Northern Arizona University.

BAILEY, TIFFANY (2014) Fine and Performing Arts
–M.F.A., Arizona State University.

BARKOCZY, INGRID (2019) English
–B.S., M.Ed., Arizona State University; M.A., Northern Arizona University.

BARRETT, RHONDA (2021) English
–A.A., Solano Community College; B.A., California State University; M.Ed., Grand Canyon University,

BELL, AMY (2013) Biosciences
–B.S., University of Arizona; M.Ed., Arizona State University.

BERGE, ERIC D. (2011) English
–B.S.Ed., Northern Arizona University; M.F.A., Lesley University.

BERRY, TYNISA (2018) Nursing
–B.S.N., Grand Canyon University; M.S.N., University of Phoenix.

BRANDOM, CHARLYNN (2017) Applied Technology, Family and Consumer Sciences
–A.A., B.F.A., M.S., Arizona State University.

BROMLEY, RAYMOND (1991) Liberal Arts
–B.A., M.A., Ph.D., University of California at Los Angeles.

BRYAN, TIMOTHY M. (1990) Mathematics
–B.S., California State University, San Bernardino; M.A., California State University, Long Beach.

CARNAHAN, DARRELL (1998) Business
–A.A.S., Salt Lake City Community College; B.A., University of Utah; M.S., Arizona State University.

CARRILLO, JENNIFER (2017) Mathematics
–B.S., University of Scranton; M.S., Northern Arizona University.

CELOZA, ALBERT (1988) Liberal Arts
–B.A., M.P.A., University of the Philippines; B.I.S., Northern Arizona University; M.A., University of San Francisco; M.A., Ph.D., Claremont Graduate University.

CHAPMAN, AMANDA S. (2011) Biosciences
–B.S., M.P.H., University of Arizona; Ph.D., University of Phoenix.

CHAVEZ, ANALICIA (2020) Library
–A.S. Garden City Community College; B.S., Arizona State University; M.L.I.S., San Jose State University.

CHI, KOYUN (2020) Counseling
–M.S., Ph.D., Palo Alto University.

CLARK, LOMAN B. (1994) Counseling
–B.S., M.Div., M.C., Arizona State University.

CORBY, MARCIA (2017) Mathematics
–B.A., M.A., Arizona State University.

CORNELL, VICTOR (2006) Mathematics
–M.Ed., Arizona State University.

COTTER, ROBIN L. (2005) Biosciences
–B.A., DePauw University; Ph.D., University of Nebraska Medical Center.

DARROW, LaQUERA (2014) Dental
–B.S., University of Minnesota-St. Paul; M.Ed., Northern Arizona University.

DAVIS, BRYCE (2019) Physical Sciences
–B.S., North Carolina State University; Ph.D., Arizona State University.

DEELA, KRISTINA J. (2016) Dental
–A.A.S., Rio Salado College; B.S., Northern Arizona University; M.H.A., Grand Canyon University; C.D.A., C.P.F.D.A., C.R.F.D.A.

DelSORDI, NICHOLAS A. (2019) Behavioral Sciences
–B.S., M.A., Ph.D., Arizona State University.

DOPP, GEORGE DAWSON (2010) Business
–B.S., Arizona State University; M.Ed., Northern Arizona University.

DOUGLAS, JONATHAN M. (2020) Biosciences
–B.A., University of Chicago; M.S., Arizona State University.

DUTY, PAMELA (2017) English
–B.S., Texas Tech University; M.A., University of Phoenix; M.Ed., Grand Canyon University.

DWORK, JESSICA (2009) Nursing
–A.S., Scottsdale Community College; B.S.N., Grand Canyon University; M.S.N., University of Phoenix.

ELDOT, JEFF (2005) English
–B.A., University of Wisconsin; M.A., Northern Arizona University.

ERSPAMER, ERIK S. (2017) Fine and Performing Arts
–B.A., Grand Canyon University; M.S., Arizona State University.

ETCHART, MARTIN (1995) English
–B.A., M.F.A., Arizona State University; Ph.D., The Union Institute.

FINKENSTADT, PATRICIA M. (2005) Biosciences
–B.S., Southeast Missouri State University; Ph.D., Johns Hopkins University School of Medicine.

FRENCH, ROSE MARIE (2018) Fine and Performing Arts
–B.S., B.M., Duquesne University; M.M., D.M.A., Arizona State University.

GALLUCCI, MATTHEW J. (2015) Biosciences
–B.S., M.S., University of Arizona.

GENNA, IGNAZIO E. (EDDIE) (2006) Liberal Arts
–B.A., B.S., Arizona State University; M.A., City University of New York Graduate Center; J.D., Boalt Hall School of Law, University of California, Berkeley.

GIBNEY, ROBERT M. (2012) English
–B.A., University of Arizona; M.A., Northern Arizona University; Ph.D., University of Nebraska-Lincoln.

GOMPERT, SCOTT A. (2017) Physical Sciences
–B.S., University of Arizona; B.S., M.P.A., M.Ed., Arizona State University.

GREEN, STEPHANIE S. (2017) Applied Technology, Family and Consumer Sciences
–B.S., University of Texas Southwestern School of Health Professions; M.Ed., Northern Arizona University.

HAMDAN, ABEER M. (2015) Physical Sciences
– B.S., MAS-GIS, M.A., Ph.D., Arizona State University.

HARDIN, JAY M. (2015) Fine and Performing Arts
– B.F.A., University of Arizona; M.F.A., Arizona State University.

HAUERT, SCOTT A. (1998) Criminal Justice, Emergency Response, and Legal Studies
–B.S., Embry-Riddle University; M.B.A., University of New Mexico; M.S.Ed., Duquesne University; M.S., Walden University; J.D., University of Dayton.

HELMINSKI, ROCHELLE T. (2005) Health Professions, Fitness and Wellness
–B.S., Arizona State University; M.S., University of Alabama, Birmingham.

HILDER, KAY (1999) Communication, Reading, ASL, and Education
–B.S., University of Nebraska; M.S., Western Maryland College; M.A., Arizona State University; CI/CT, Registry of Interpreters for the Deaf.

HIRSCH, DIANE J. (2016) Mathematics
–B.A., Fort Lewis College; M.A., Northern Arizona University; M.A., Ottawa University.

HOLDER, DANIEL (2012) Mathematics
–B.S.E.E., M.S.E.E., M.S. (Mathematics), Texas Tech University.

HOLT, MISTY (2020) Mathematics
–A.A., Phoenix College; B.A., M.Ed., Arizona State University.

HORTON, REBECCA (2020) Dental
–B.S., M.Ed., Northern Arizona University; R.D.H., B.S.D.H.

IDRIS, RAMI (2020) Computer and Information Technology
–M.A., University of Detroit.

JEW, GILBERT (2020) Counseling
–B.A., University of Pennsylvania; M.A., University of Minnesota; Ph.D., Arizona State University.

JOHN, HERSHMAN R. (1999) Liberal Arts
–B.A., M.F.A., Arizona State University.

KAPOOR, ANIL (2014) Biosciences
– B.S., Pace University; M.S., California State University, Chico; M.B.A., California State University, San Bernardino.

KILDUFF, JOSIAH R. (2017) English
–B.A., M.A., Arizona State University.

KIMBUENDE, JOSEPH (2000) English
– B.A., National University of Zaire; M.A., M.Ed., Ed.D., Northern Arizona University.

KING, DOLORES (2005) Computer and Information Technology
–B.S., M.B.A., Lindenwood University; Ph.D., Walden University.

KLINGER, ROBERT J. (2020) Physical Sciences
–B.S., Pennsylvania State University; M.S., University of Illinois.

LAFFOON, JENNIFER (2006) Fine and Performing Arts
–B.F.A., The Museum School of Fine Arts, Boston/Tufts University; M.F.A., University of Arizona.

LAMBERT, AMY (2012) Mathematics
– B.S., University of Nebraska; M.Ed., Northcentral University.

LEAL, SANDRA (2004) Behavioral Sciences
–B.A., Howard Payne University; M.S.S.A., Case Western Reserve University.

LEE, SEUNG-JOO (1997) Physical Sciences
–B.S., M.S., Kyung-Hee University; Ph.D., Arizona State University.

LEYBA, GABRIEL R. (2000) Mathematics
–M.Ed., Arizona State University.

LITTLE, BRET (2003) Criminal Justice, Emergency Response, and Legal Studies
–B.S., Weber State University; M.Ed., Northern Arizona University.

LOGVINENKO, DMITRI (2006) Mathematics
–B.S., Moscow State University; M.A., Arizona State University.

LOPEZ, VIOLETTA (2019) Counseling
–B.A., Northern Arizona University; M.A., Argosy University; Ed.D., Arizona State University.

MacPHERSON, AMY (2004) Communication, Reading, American Sign Language, and Education
–A.A., Phoenix College; B.A., M.Ed., Arizona State University.

MAKUMA, DEBORAH N. (2020) English
–B.A., Texas Woman's University; M.A., Wilkes University.

MARFAI, FRANK (2013) Mathematics
–B.A., Occidental College; M.A., California State University; Ph.D., Arizona State University.

MARIN, AMY J. (1995) Behavioral Sciences
–B.A., University of California, Irvine; M.A., Ph.D., Arizona State University.

MARÍN, CHRISTINA (2017) Fine and Performing Arts
–B.S., Northwestern University; Ph.D., Arizona State University.

MARTÍ-SUBIRANA, ANNA (2001) Biosciences
–B.S., Ministry of Education and Science, Spain; M.S., Ph.D., Universitat Autonoma de Barcelona, Spain.

MAYNARD, BRENDA (2006) Business
–A.A.S., Alpena Community College; B.S., Ferris State University; M.A., Washington University; SPHR.

MEEKS, LINDA (MICHELLE) (2020) Communication, Reading, ASL, and Education
–B.S., Northern Arizona University; M.A., University of Phoenix.

MIHALJEVIC, JANA (2014) Health Professions, Fitness, and Wellness
–A.A.S., Cuyahoga Community College.

MILLER, DIANNE L. (2005) Communication, Reading, ASL, and Education
–B.A., Arizona State University; M.Ed., Northern Arizona University; Ed.D., Nova Southeastern University.

MILLER, JR., KENNETH (2011) Fine and Performing Arts
–B.M., M.M., D.M.A., Arizona State University.

MILLER, PAMELA (2001) Mathematics
–B.A., University of California at Santa Cruz; M.A., Ed.D., Northern Arizona University.

MIRAMONTES, MERCEDES M. (2012) Library
–B.A., Indiana University; M.L.S., Wayne State University.

MONAHAN, MICHELLE J. (2014) Communication, Reading, ASL, and Education
–M.L.S., Arizona State University.

MOORE, CHRISTINE (2002) Library
–B.A., Claremont McKenna College; M.A., University of Arizona.

MYERS, JULIE A. (2018) Communication, Reading, ASL, and Education
–B.S., Northern Arizona University; M.M.C., Arizona State University.

NAVARRO, RUDOLPH R. (2017) Fine and Performing Arts
–M.A., M.S.W., Arizona State University; Ph.D., Stanford University.

NEUENFELDT, JAMES (2004) Biosciences
–B.S., M.S., University of Wisconsin; M.Ed., Northern Arizona University; M.B.A., Colorado State University.

NGALE, KENNETH N. (2020) Physical Sciences
–M.B.A., Ph.D., University of North Dakota.

NORTHWAY, DONALD D. (DOUGLAS) (2016) Business
–B.S., M.B.A., Western International University; M.S.A., University of Phoenix.

OLSEN, BRAD. (2002) Computer and Information Technology
–A.A.S., A.G.S., Phoenix College; B.S., M.Ed., Northern Arizona University.

ONG, EDDIE W. (2002) Physical Sciences
–B.S., Ph.D., Arizona State University.

ORTIZ, ELENA (2005) Biosciences
–B.A., University of California, Santa Cruz; M.S., Universidad de Puerto Rico, Rio Piedras; Ph.D., Arizona State University.

PERRY, RITA H. (2001) Dental
–A.A.S., Phoenix College; B.S., M.P.A., Arizona State University; R.D.H., C.D.A.

PINEDA, DAVID (1995) English
–B.A., M.F.A., Arizona State University; Ph.D., The Union Institute.

POWERS, CONSTANCE (2014) Nursing
–A.S., Mesa-Boswell Community College; B.S.N., M.S.N., Grand Canyon University.

QUERRY, ROSA (2020) Dental
–A.A.S., Phoenix College; B.S., M.Ed., Northern Arizona University.

RANDON, RODY (2002) Communication, Reading, ASL, and Education
–B.S., M.A., University of Northern Colorado.

REDENDO, ANTHONY P. (2001) Business
–A.O.S., Culinary Institute of America, B.S., University of Phoenix.

RICHARDSON, DONALD J. (1971) English
–B.A., M.A., Fort Hays State University.

ROBBINS, JOANNA (2018) English
–B.A., Arizona State University; M.F.A., University of California, Riverside.

ROSATI, MARK A. (1993) Biosciences
–B.S., M.S., Eastern Michigan University.

ROSELLE, ANN M. (2001) Library
–B.A., University of Vermont; M.A., Northwestern University; M.L.S., University of Illinois.

ROUSE, NICOLAS (1997) Computer and Information Technology
–B.S., Arizona State University; M.Ed., Northern Arizona University.

SANDOVAL, TRINO (1996) Liberal Arts
–B.A., California State University at Chico; M.A., Ph.D., Arizona State University.

SCHAFFER, WILLIAM C. (2017) Liberal Arts
–B.A., University of Massachusetts; M.A., University of Arkansas; Ph.D., Arizona State University.

SCHAMPEL, JOHN (2006) Biosciences
–B.S., University of Wisconsin; M.S., University of Minnesota.

SCHINDLER, KARL W. (2005) Fine and Performing Arts
–B.M., M.M., University of North Texas; D.M.A., Arizona State University.

SCHWARTZ, BEN L. (2019) Physical Sciences
–B.S., Arizona State University; M.S., University of Vermont; Ph.D., University of Illinois at Chicago.

SERGEANT, KRISTIN (2017) Counseling
–B.A., Arizona State University; M.Ed., Ph.D., Washington State University.

SHEHORN, CARI (2015) Criminal Justice, Emergency Response, and Legal Studies
– A.A., The American Institute; B.A., B.S., Arizona State University; J.D., Phoenix School of Law.

SHIVELY, CYNTHIA J. (2020) Mathematics
– B.A., Arizona State University; M.S., Grand Canyon University.

SIMS, RACHEL A. (2018) English
– B.A., M.A., Arizona State University.

SINNER, JAMES E. (2012) Biosciences
–A. P.-M., Olney Community College; B.L.S., University of Missouri-Rolla; B.S., National University of Health Sciences; D.C., National College of Chiropractic.

SKEEN, CHRISTY L. (2016) English
– B.S., West Virginia University; M.A., Northern Arizona University.

SOUSA, JAMES (2002) Mathematics
–B.A., Sonoma State University; M.S., California State University at Hayward.

SPEXARTH, KATRINA A. (2017) Communication, Reading, ASL, and Education
– B.S., Northern Arizona University; M.Ed., Concordia University.

STONE, SERENA T. (2017) Communication, Reading, ASL, and Education
–B.A., M.A., Gallaudet University.

SUEYOSHI, JOE (1991) Mathematics
–B.A., University of California at Berkeley; M.S., University of Minnesota.

SUMPTER, RASHEL M. (2012) Physical Sciences
–Ph.D., University of North Dakota.

TAGART, WALLACE (2019) Computer and Information Technology
–A.A., National University; B.S., Arizona State University.

THOMAS-BROGAN, TERINICKA (2019) Health Professions, Fitness, and Wellness
–B.S., Augusta University; M.S., DrPH, Capella University.

THORPE, STEVE G. (2001) Liberal Arts
–B.A., M.A., Ph.D., University of Colorado, Boulder.

TORRES-SIERRA, MARILYN E. (2017) Nursing
–A.D.N., GateWay Community College; B.S.N., M.S.N., Chamberlain College of Nursing.

TOVAR-NOVASAD, MARIA T. (2001) Criminal Justice, Emergency Response, and Legal Studies
–B.S., Grand Canyon University.

TRAINOR, GLENN (2010) Criminal Justice, Emergency Response, and Legal Studies
–A.A.S., Phoenix College; A.A.S., GateWay Community College; A.A.S., Phoenix College.

USSERY, JENNIFER (2014) Communication, Reading, American Sign Language, and Education
– B.A., California State University, San Bernardino; M.A., California State University, Fullerton; and M.A., Arizona State University.

VALDIVIA, KATHERINE (2013) Communication, Reading, ASL, and Education
–B.A., Arizona State University; M.Ed., Northern Arizona University.

VAZQUEZ, JULIAN (1999) Liberal Arts
–B.A., M.A., Ph.D., Arizona State University.

VILLEGAS-GOLD, ROBERTO Y. (2016) Counseling
–B.A., Ph.D., Arizona State University; M.A., John Jay College of Criminal Justice.

WANG, YUN DAN (2016) Physical Sciences
–B.S., M.S., St. John's University.

WEBSTER, DEBORAH A. (2012) Behavioral Sciences
–B.A.M., M.A., M.Ed., Psy.D., Argosy University.

WEDDLE, JAMISON B. (2017) Fine and Performing Arts
–Hiring Qualification with Equivalent Experience.

WELBORN, TY (2018) Liberal Arts
–A.A.S., Houston Community College; B.A., M.A., Ph.D., University of Houston.

WELTER, MARTIN (2006) Health Professions, Fitness and Wellness
–B.S., M.A., University of Iowa.

WHITE, JAMES J. (2004) Physical Sciences
–B.A., Idaho State University; M.S., Ph.D., University of Arizona.

WILBURN, JANET (1995) Dental
–A.S., San Diego Mesa College; B.S., Texas Woman's University; C.D.A.

WILLIAMS, WILLIAM (2004) Criminal Justice, Emergency Response, and Legal Studies
–A.A.S., Phoenix College; B.S., Northern Arizona University.

WINTERS, GENEVIEVE (2001) English
– B.A., University of Arizona; M.P.A., Arizona State University; M.A., Northern Arizona University.

ZAHAROPOULOS, DOULA (2005) Business
–B.S.B.A., M.B.A., University of Wisconsin; Ph.D., Grand Canyon University.

Emeritus Faculty

(Years of Service to MCCCD)

ALNUTT, JOHN C. (1954-1978) English, Mathematics

ANDERSON, KRISTIN (1981-2008) Dental Hygiene

ANDERSON, MARILYN A. (1987-2008) Business

ANDERSON, WILLIAM N. (1962-2002) Physics, Geology, Astronomy, Engineering

AWE, FLORETTA S. (1960-1983) District Director, Allied Health & Nursing

BAILEY, LOWELL, JR. (1965-1989) Physical Education

BAIZ, LUIS (1970-2001) Art

BENHAM, MILFORD J. (1946-1983) Physics, Geology

BOGUE, JAMES W. (1960-1982) Library

BOSCHULT, J. M. (1973-2004) English

BOUTELLE, KATHERINE M. (1966-1989) English

BRATT, MARION (1976-1989) English

BRUCE, SHIRLENE M. (1976-1997) Applied Business

BRUNDAGE, JOE R. (1946-1973) Engineering Technology

BURSH, EULA RILEY (1980-2006) Mathematics

BUZZARD, CHARLES E. (1965-1989) Mass Communications

CAÑEZ, OFELIA (2001-2007) Education

CARPENTER, AFTON J. (1963-1983) Reading

CHRISTEN, KAREN (1980-2003) Dental Hygiene

CLIFTON, LORAYNE (1961-1983) Nursing

COFFEEN, CLIFF G. (1962-1987) Social Science

COLE, DALE L. (1961-1989) Physics, Engineering

CULMER, CARITA M. (1971-1999) Library

CUPS, RICHARD (1982-2014) Physical Sciences

DAMERON, LOGAN D. (1966-1992) Library

DECKER, JESSE SMITH (1946-1973) Chemistry

DILLARD, GEORGIA (1973-1999) Library

DIMAS, PETE (1990-2007) History

DORR, DEBRA (1996-2015) Applied Technology, Family and Consumer Sciences

DRISCOLL, JOHN EDWARD (1970-1990) English

DUTTON, ALLEN A. (1961-1982) Art, Photography

EROE, GEOFFREY M. (1976-2017) Fine and Performing Arts

ESCALANTE, DELIA P. (1976-2016) Liberal Arts

EVANS, SETH PARKER (1958-1989) Business

FERNIE, ROBERT W. (1975-2002) Psychology

FIELDEN, JOHN R. (1961-1986) Social Science

FITZGERALD, EUGENIA (1982-2002) Mathematics

FOSTER, VIRGINIA R. (1968-2006) Foreign Language

FROST, CHALMA R. (1965-1989) Music

GOLDBERG, RICHARD B. (1964) Social Science

GREEN, KATHRYN (1977-2005) Applied Business

HANSON, JOHN C. (1973-1995) Counseling

HATLEY, J. T. (1965-1989) English

HODGKINS, ANNE V. (1994-2016) Mathematics

HOLTFRERICH, MAURICE D. (1966-1992) Mathematics

HOWARD, WILLARD W. (1961-1989) Social Science

HUARD, DONALD V. (1963-1989) Psychology

HUNGERFORD, ROBERT D. (1963-1983) Business

INGRAHAM, JAMES A. (1968-1992) Business

JAMESON, BRENT L. (1972-2006) Foreign Language

JAMIESON, GAIL M. (1968-1992) Art

JOHNS, SYLVIA (1989-2002) American Sign Language

JOHNSON, ANN (retired 1972) Psychology

JONES, A. LOUISE (1971-1992) Nursing

KACZUR, PAUL (1971-1997) Mathematics

KASS, EMIL L. (1965-1989) Counseling

KING, JACK L. (1965-1988) Business

KURTH, LINDA A. (1984-2008) Applied Business

LUCAS, STEVEN R. (1987-2009) Reading

MACIAS, MARGARET (1993-2008) Counseling

MARICH, MARTIN (1960-1983) Physical Education

MARKS, JOYCE LYNN (1976-2008) Library

MARSHALL, PAUL E. (1951-1978) Business

McGILVRA, MARTHA A. (1963-1983) Business

McINTYRE, PATRICIA E. (1991-2013) Counseling

McLAIN, JOYCE D. (1966-1989) Physical Education

MERCER, JOHN (1982-2003) Photography

MILLER, RICHARD B. (1966-1986) English

MILLS, GILBERT (1947-1983) Physics, Geology, Engineering

MONROE, MARSHALL (1940-1966) Foreign Languages

NAPLES, DOROTHY J. (1963-1984) Physical Education

NAUMOFF, HAROLD (1966-1995) Psychology

NICHOL, JOHN S. (1967-2000) Counseling

NOBLE, VIRGINIA L. (1966-1989) Counseling

NUNEZ, TONY (1970-1992) Counseling

O'BRIEN, ELIZABETH (1990-2017) Communication, Reading, ASL, and Education

OEHMKE, ANN (1962-1986) Physical Education

ORMAN, ARTHUR (1965-1987) English

PFEFFERBAUM, ROSE L. (1972-2012) Liberal Arts

POLICHINO, LOUIS M. (1956-1977) Speech

POORE, KATHLEEN G. (1973-1992) Music

POWELL, CONRAD D. (1963-1983) Counseling

REPP, ANN (1972-1992) Physical Education

REYES, ROMAN P. (1978-2006) Art

ROE, WILLIAM (1984-2014) Behavioral Sciences

ROWE, RICHARD F. (1964-1997) Geography, Geology

SHARPE, CHARLES K. (1948-1977) Audiovisual Services

SHAVER, FRED W. (1966-1989) Technology

SHEEHAN, DENNIS (1995-2014) Business

SHINDLER, ANNE W. (1959-1983) Business

SODERMAN, EDLYN A. (1987-2008) Legal Studies

SOLLER, LARRY S. (1971-1997) Communication/ Theatre Arts

SPRAGUE, MILDRED (1970-1997) Nursing

TADANO, MARIAN Y. (1973-2004) Clinical Laboratory Sciences, Chemistry

TANKERSLEY, CATHERINE M. (1985-2006) Phlebotomy

TATE, PHILIP (1984-2008) Biology

VAN SITTERT, BARBARA C. (1962-1998) English

VILLEGAS, AMALIA VALLE (1990-2016) Counseling

WALDRON, WILFRED R. (1966-1989) Foreign Language

WALTERS, JAMES D. (1975-2002) Learning Technologies and Development

WEISS, ELMA STECK (1961-1983) Physical Education

WESLER, WARREN (1963-1983) Social Science

WESTENBERG, CAMILLA (1986-2013) English

WILF, SELMA (1975-1996) Reading

Emeritus Administration

(Years of Service to MCCCD)

WALLACE, WILLIAM B. (1961-1989) Dean of Administrative Services

Retired Faculty

(Years of Service to MCCCD)

ADAMSON, THOMAS (1990-2013) Mathematics

AGIN, AVIS (1966-1981) Reading

ARLE, JOHN F. (1993-2006) Biology

ARNOLD, CATHERINE L. (1965-1973) Home Economics

ARQUETTE, JEANNE (1994-2014) Physical Sciences

AVILA, ELZA S. (1973-1992) Counseling

BARNES, VIRGINIA (1989-2002) Anthropology, Religious Studies

BANKHEAD, HUGH L., JR. (1965-1983) Technology

BEDNAREK, SALINA M. (2008-2020) Nursing

BOBROW, MOJDEH K. (2010-2019) Criminal Justice, Emergency Response, and Legal Studies

BOLTON, CAROL J. (1991-2014) Communication, Reading, ASL, and Education

BOND, MINYON L. (1984-2011) Biosciences

BROUCH, VIRGINIA (1998-2002) Art

BROWN, ALMA (1977-1987) Home Economics

BRUNER, BEVERLY (2005-2014) Communication, Reading, ASL, and Education

BUGH, GINNEY (1996-2000) Communication/Theatre Arts

BURGESS, GERALD (1999-2014) Fine and Performing Arts

BUTTERFIELD, ALISON J. (2005-2013) Criminal Justice, Emergency Response, and Legal Studies

CHAMBERS, KURT (1998-2015) Center for Teaching, Learning, and Technology

CHAVEZ, ENRIQUETA (1984-2018) Counseling

CIPRIANO, CHERYL (2010-2014) Nursing

CLOUD, CINDY L. (1989-2020) Business

COOK, NANCY (2010-2018) Nursing

CRANDALL, JEWELL (retired 1979) Home Economics

CROSS, KATHERYN A. (2003-2017) English

DENNIS, DEBORAH S. (1983-2008) Health Information Management

DeWITT, PAMELA K. (2004-2017) Nursing

DOLPHIN, HARRIET (1977-1989) Art

DOMINO, TRACY L. (2011-2019) Health Professions, Fitness, and Wellness

DOUBLEDAY, DALE (2003-2017) Fine and Performing Arts

DOWD, LINDA (2000-2015) English

DRUDING, C. EDWIN (1965-1983) Psychology

DYER-HURDON, MICHELLE M. (2002-2018) Library

ENCISO, MARIA D. (1991-2018) Liberal Arts

ERMOIAN, DEBORAH (1999-2019) Mathematics

EWALD, BONNIE (2001-2009) Nursing

EYGENDAAL, JAN (1978-2001) Dental Assisting

FARRINGTON, ROSEMARIE (1968-1986) Dental Assisting

FAWCETT, IRENE M. (1998-2013) Nursing

FLADHAMMER, DANA (1997-2007) Applied Business

GALLAGHER, RAYMOND T. (1968-1982) English, Journalism

GALLOWAY, LAURA (1987-2018) Communication, Reading, ASL, and Education

GARCIA, LINDA (1991-2007) Dental Hygiene

GEDDIS, DIANNE (2002-2019) Health Professions, Fitness and Wellness

GEDDIS, SCOTT (1984-2019) Health Professions, Fitness and Wellness

GIBNEY, MARIAN (1983-2016) Behavioral Sciences

HAAG, AUDREY (2011-2020) Nursing

HABERMAN, JUDITH G. (1990-2006) English

HACKLEMAN, RANDOLPH (1963-1976) Technology

HATHY, SANDRA (2001-2011) Business

HAUGEN, VIVIAN K. (1973-1983) Medical Records Technology

HERRERA, VERONICA (2006-2016) Mathematics

HOLMES, LUCILLE (retired 1966) Communications, English

HOPKINS, MARSHA ANN (1973-2011) Behavioral Sciences

HOUSER, HELEN J. (2001-2010) Health Care Education

HUGHES, BILLIE J. (1990-1999, 2005-2008) Learning Technologies and Development

HUGHES, J. EDMUND (1990-2003) Music

HUGHLING, WALLACE C. (1968-1981) Administration of Justice

JAMISON, JUANITA (1955-1973) English

JENKINS, BEVERLY (2001-2015) Business

JENNINGS, VIOLET MAY (1956-1973) Mathematics

JOFFE, IRWIN L. (1965-1983) Reading

KAPPES, DEBORAH (1998-2014) Dental

KEENAN, CHARLES (1974-1988) Emergency Medical Technology

KETCHAM, SHARYN (2006-2015) Health Professions, Fitness and Wellness

KISIEL, LUCIA M. (2000-2015) Mathematics

LaVOY, KATHLEEN (2013-2020) Dental

LEWIS, KATHRYN M. (1988-2005) Emergency Medical Technology

LOGAN, ELIZABETH (1998-2019) Health Professions, Fitness and Wellness

LOSICKI, DEBRA A. (2010-2016) Nursing

LI, SUI-LIN (1989-2015) Mathematics

LOWE, MONICA (1984-2013) Counseling

MACKLIN, LAURA (1961-1973) English

MAHER, MARY S. (1965-1978) English

MARLETT, ROBERT (1978-1983) Technology

McCLYMONDS, MARIANNA E. (1982-2009) Mathematics

McGIRR, CLARENCE (1980-1986) Research & Development

McKENZIE, ALVERTA (2005-2021) Applied Technology, Family and Consumer Sciences

MEYERS, NANCY (2002-2012) English

MILLER, LISA (1981-2015) English

MIRELES, JESSE (1987-2014) Applied Technology, Family and Consumer Sciences

MOYER, PATRICIA H. (1978-1993) Chemistry

NAVARRETE, NANCY (1987-2017) Counseling

NELSON, LEXA J. (2010-2020) Nursing

OSBORN, APRIL (1977-1997) Dental Hygiene

OZZ, ROBIN L. (2006-2019) English

PARKER, CYNTHIA J. (2005-2020) Applied Technology, Family and Consumer Sciences

PARKER, VERONIQUE M. (2004-2022) Health Professions, Fitness and Wellness

PEPE, PHILIP (1984-2009) Biosciences

PETERSON, EULA (retired 1973) Nursing

PETTERSON, BONNIE J. (1993-2011) Health Professions, Fitness and Wellness

PHILLIPS, SYLVIA A. (1975-2017) Applied Technology, Family and Consumer Sciences

PHILLIPS, VIVIAN (1965-1975) Business

PRATHER, MARIANNE (1991-2004) Reading

RAFIEEI, NOSHIN (2017-2021) Liberal Arts

RASSAS, SARA LEYVA (2003-2016) English

REINKEN, HARRISON F. (1978-1997) Business

ROBERTS, KEN (1990-2017) Applied Technology, Family and Consumer Sciences

ROE, CRISTIE E. (1990-2020) English

ROGERS, PAMELA K. (1998-2010) English

RUSSELL, R. KEITH (1961-1980) Physics, Engineering

SAMSON, PATRICK (1983-1993) Medical Records Technology

SANDOVAL, RALPH (2000-2014) Communication, Reading, ASL, and Education

SHEER, PATRICIA (1970-1989) Nursing

SHUMAN, SUSAN E. (1988-2004) Business

SIMPSON, GREG (2004-2019) Business

SOLAND, LINDA R. (2004-2018) Library

SOLLER, SARA THORNHILL (1990-2008) Communication and Theatre

SPEED, DON (1985-2017) Physical Sciences

STARK, DIANE (1997-2019) Business

SUNG, HSIAO-HUA (1986-2012) Mathematics

TETTING, DANIEL W. (1990-2000) Nursing

TRAMEL, LINDA (1990-2001) Applied Arts and Human Sciences

VANDE PUTTE, SUZANNE (1990-2013) Nursing

VAN ZANTEN, WILLIAM G. (1962-1978) Chemistry

VASQUEZ, KARA (2010-2018) Communication, Reading, ASL, and Education

VELLENGA, DOROTHY (1963-1975) English

VIERA, CYNTHIA L. (1991-2016) Behavioral Sciences

WALKER, ROLAND McALLEN (1999-2021) Liberal Arts

WALSH, JUDY (1991-2002) English

WEAVER, LETA (retired 1971) Library

WEINGART, CARMEL ANN (2007-2019) Dental

WELLS, SANDRA (1995-2011) Center for Teaching, Learning, and Technology (CTLT)

WESTCOT, MABEL (retired 1968) Home Economics

WICH, SARAH J. (1968-1986) Nursing

WITHINGTON, HENRY (retired 1979) Social Science

WILSON, MICHAEL (1997-2017) Liberal Arts

WILSON, RICHARD (2000-2022) Criminal Justice, Emergency Response, and Legal Studies

YOES, MILAS W. (1999-2018) Fine and Performing Arts

ZACCARDO, PATRICIA (2000-2011) English

Retired Administration

(Years of Service to MCCCD)

ARCHIBALD, EILEEN (2002-2015) Director, Institutional Advancement

BINDER, JAN (1995-2017) Director, Planning, Research, and Institutional Effectiveness

HALFORD, SHARON (2004-2016) Dean, Industry and Public Service

HARRISON, MYRNA (1988-1993) President

KAKAR, CASANDRA (1995-2019) Vice President, Academic Affairs

MOORE, JAMES D. (1994-2007) Vice President, Administrative Services

SOLLEY, ANNA (1976-2015) President

Phoenix College Administration

President, Interim . . . . . Clyne G. H. Namuo, Ph.D.
Vice President, Academic Affairs . . . . . Kimberly Britt, Ph.D.
Vice President, Administrative Services . . . . . Paul DeRose, M.Ed.
Vice President, Student Affairs, Interim. . . . . Heather Kruse, Ed.D.
Associate Vice President and Chief Information Officer . . . . Paul Ross, M.S.
Dean of Arts and Sciences . . . . . Wilbert Nelson, M.S.W.
Dean of Industry and Public Service, Interim. . . . . Adrianna Coronel, M.Ed.
Dean of Student Affairs, Interim. . . . . Cynthia Ramos, M.Ed.
Associate Vice President, Business and Finance . . Angela C. Buchele, M.B.A.
Director of Development . . . . . Deborah Spotts, M.S.
Director of Planning and Research . . . . . Eugene Ye, M.B.A.
Interim Manager of Public Relations and Marketing . . Deborah Spotts, M.S.
Community Liaison . . . . . Laura Pastor, M.P.A.

Maricopa County Community Colleges District Governing Board

Ms. Marie Sullivan, President. . . . . term expires 12/2022
Dr. Tom Nerini, Secretary . . . . . term expires 12/2024
Ms. Susan Bitter Smith. . . . . term expires 12/2024
Ms. Jean McGrath . . . . . term expires 12/2022
Ms. Jacqueline Smith . . . . . term expires 12/2024
Dr. Linda Thor . . . . . term expires 12/2024
Ms. Kathleen Winn . . . . . term expires 12/2022
Mr. Quintin Evans, Student Member . . . . . term expires 6/2022

District Administration

Chancellor, Interim . . . . . Steven Gonzales, Ed.D.
General Counsel, Interim . . . . . Melissa Flores, J.D.
Chief Communication Officer. . . . . Matt Hasson, M.M.C.
Chief Financial Officer . . . . . Gary Yaquinto, M.S., M.B.A.
Chief Human Resources Officer . . . . . Georgetta Kelly, Ed.D.
Chief Information Officer,
Information Technology . . . . . R. Mark Koan, Ed.D.
Executive Vice Chancellor and Provost, Interim . . . . . Eric Leshinskie, Ed.D.
Chief Workforce and Economic Development Officer . . Darcy Renfro, J.D.

President and Chief Executive Officer,
Maricopa Community Colleges Foundation. . . . . .Brian Spicker, B.S.
President, Chandler-Gilbert
Community College. . . . . Greg Peterson, Ed.D.
President, Estrella Mountain
Community College. . . . . Rey Rivera, Ed.D.
President, GateWay
Community College, Interim . . . . . Amy Diaz, Ed.D.
President, Glendale
Community College. . . . . Teresa Leyba-Ruiz, Ed.D.
President, Mesa
Community College, Interim . . . . . Lori Berquam, Ph.D.
President, Paradise Valley
Community College. . . . . Paul Dale, Ed.D.
President, Rio Salado College . . . . . .Kate Smith, M.S.
President, Scottsdale
Community College, Interim . . . . . .Veronica Hipolito, M.A.
President, South Mountain
Community College. . . . . .Shari L. Olson, Ph.D.

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MATHEMATICS FLOWCHART

Please consult an advisor. This chart is for reference only.

For many AAS and CERTIFICATE programs

MAT112 by permission only.

Many AAS & certificate programs do not transfer. Please consult with an advisor to determine if this class is right for you.

MAT103
Basic Math for HS GPA<2.6 who are not ready for MAT14+.

MAT227
Discrete Mathematical Structures is a required class for many computer science degrees. Ask your advisor about this class.

For many Liberal Arts/non-STEM AA degree programs*

HS GPA<2.6 → MAT145

HS GPA≥2.6 → MAT141

*Refer to your pathway or contact your advisor to determine the appropriate class for your major and/or transfer university.

MAT206
Elements of Statistics: Required for many degrees or professions.

For Business (ABUS-GR, ABUS-SR)

HS GPA<2.6 → MAT114 → MAT155

HS GPA 2.6-2.99 → MAT155

HS GPA≥3.0 → MAT151

MAT155, MAT151 → MAT212 or MAT213 → MAT217 or MAT218 See Advisor

MAT141
College Math may be required for an AAS in Business but may not meet transfer degree requirements. Check with an advisor.

For Elementary Education (AAEE) – see the mathematics department for placement

HS GPA<2.6 → MAT145

HS GPA 2.6-2.99 → MAT155, MAT141

HS GPA≥3.0 → MAT151

MAT145, MAT155, MAT141, MAT151 → MAT256 → MAT257

MAT103 or MAT114
NOTE: One of these classes may be recommended to you by your math instructor prior to being ready to enter the math pathway for elementary education. Please consult with your math instructor.

For Math, Science, Engineering, and Computer Science

MAT225 is strongly recommended and now required for some majors.
MAT227 is required for many computer science majors.

HS GPA<2.6 → MAT114 → MAT155

HS GPA 2.6-2.99 → MAT155

HS GPA≥3.0 → MAT151

MAT155, MAT155, MAT151 → MAT187 → MAT220 or MAT221

MAT220 or MAT221 ↑ MAT225 See Advisor

MAT220 or MAT221 ↓ MAT227 See Advisor

MAT220 or MAT221 → MAT230 or MAT231 → MAT240 or MAT241 → MAT276

Notes

PHOENIX COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

1202 West Thomas Road
Phoenix, AZ 85013
www.phoenixcollege.edu

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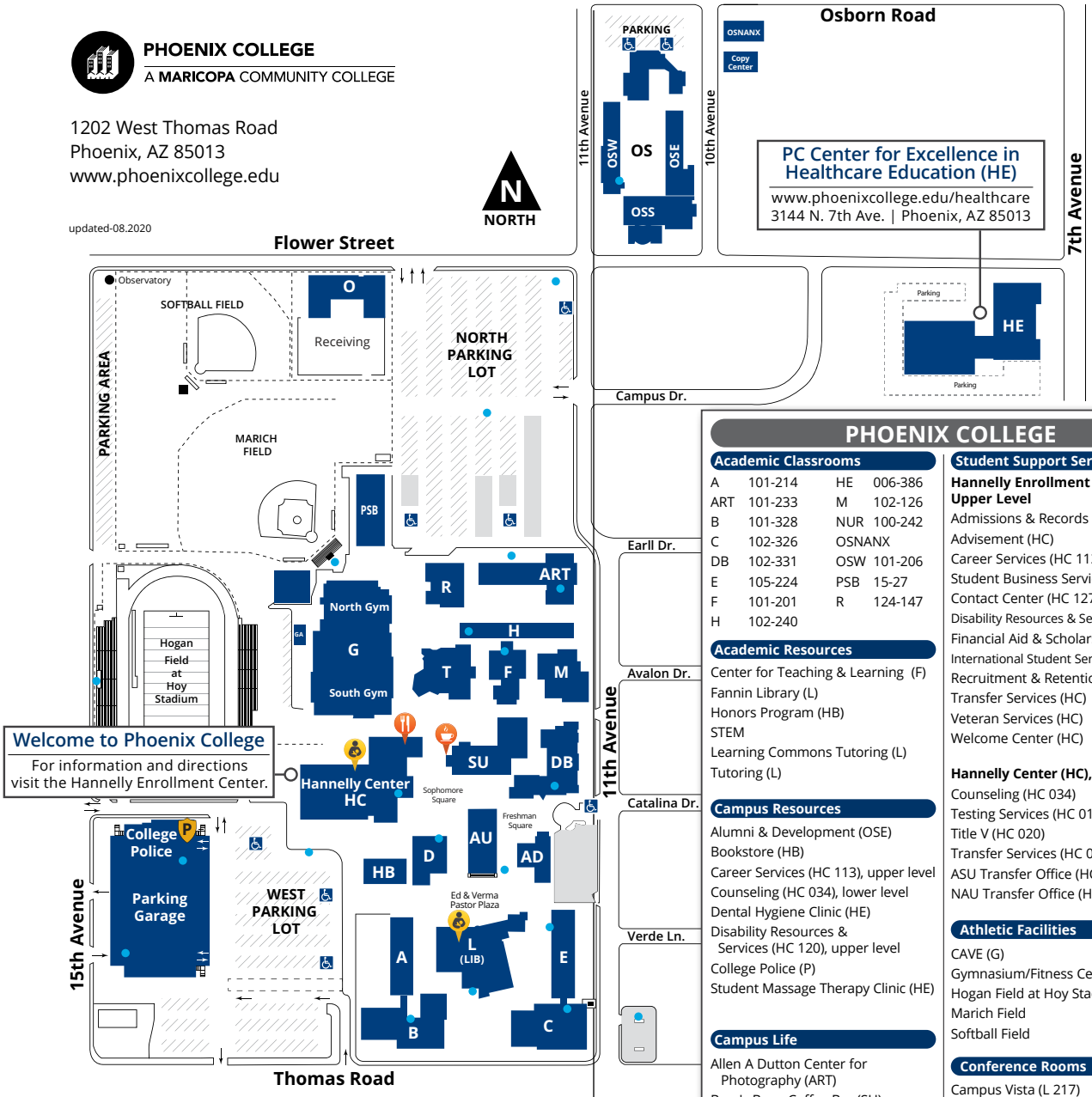

PHOENIX COLLEGE

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Fannin Library (L)
Honors Program (HB)
STEM
Learning Commons Tutoring (L)
Tutoring (L)

Campus Resources

Alumni & Development (OSE)
Bookstore (HB)
Career Services (HC 113), upper level
Counseling (HC 034), lower level
Dental Hygiene Clinic (HE)
Disability Resources & Services (HC 120), upper level
College Police (P)
Student Massage Therapy Clinic (HE)

Campus Life

Allen A Dutton Center for Photography (ART)
Bear's Brew Coffee Bar (SU)
Bulpitt Auditorium (AU)
Cafeteria-Bear Cave Café (HC 100)
Eric Fischl Gallery (ART)
John Paul Theatre (T)
Sessions Music Hall (M)
Student Life and Leadership (SU)

Early Outreach Resources

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Hoop of Learning (SU)
Phoenix College Preparatory Academy Osborn Site (OSS/OSE/OSW)

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Hannelly Enrollment Center (HC), Upper Level
Admissions & Records (HC)
Advisement (HC)
Career Services (HC 113)
Student Business Services (HC)
Contact Center (HC 127)
Disability Resources & Services (HC 120)
Financial Aid & Scholarships (HC)
International Student Services (HC 127)
Recruitment & Retention (HC)
Transfer Services (HC)
Veteran Services (HC)
Welcome Center (HC)

Hannelly Center (HC), Lower Level
Counseling (HC 034)
Testing Services (HC 012)
Title V (HC 020)
Transfer Services (HC 007)
ASU Transfer Office (HC)
NAU Transfer Office (HC)

Athletic Facilities

CAVE (G)
Gymnasium/Fitness Center (G)
Hogan Field at Hoy Stadium
Marich Field
Softball Field

Conference Rooms

Campus Vista (L 217)
Dome Conference Room (OSS 101)
Hacienda Conference Room (F 121)
Student Life (SU 117 A & B)
Willo Conference Room (OSS 110)

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Event & Fleet Services (G, south)
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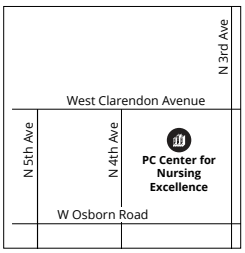
Bear's Brew Coffee Bar
Cafeteria
Mother's/ Quiet Room
College Police
Emergency Phones
Disabled Parking
Faculty & Staff Parking

Off Campus Locations

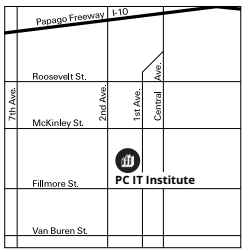
Phoenix College Center for Nursing Excellence (NUR)

www.phoenixcollege.edu/nursing

3700 N. Third Ave.
Phoenix, AZ 85013



Phoenix College IT Institute

www.phoenixcollege.edu/iti

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