MARICOPA COMMUNITY COLLEGES

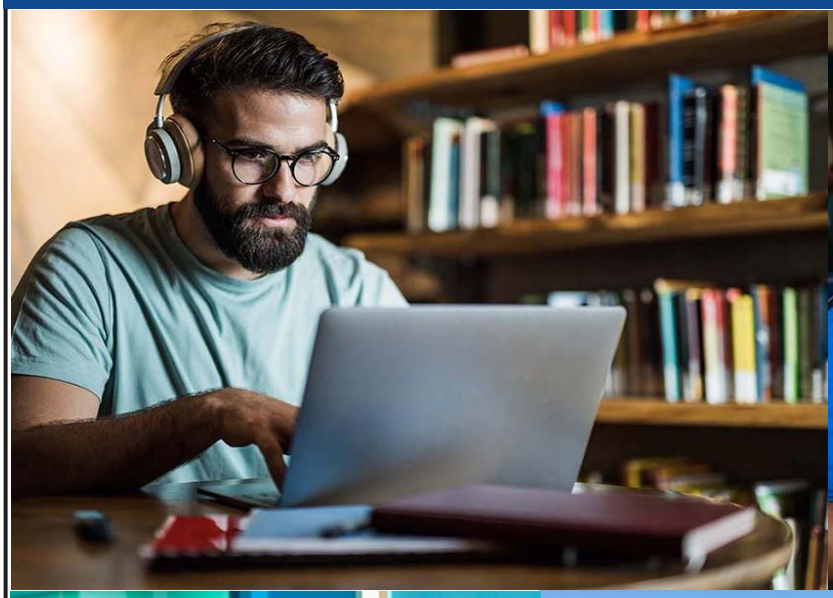
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Paradise Valley Community College

is an EEO/AA Institution and an equal opportunity employer of protected veterans and individuals with disabilities.

COLLEGE CATALOG & HANDBOOK 2020 - 2021











Union Hills

paradisevalley.edu | 602.787.6500
18401 North 32nd Street
Phoenix, AZ 85032

Black Mountain

paradisevalley.edu/blackmountain | 602.493.2600
34250 North 60th Street, Building A
Scottsdale, AZ 85266

2020 – 2021 Catalog

Administration

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Dr. Eric Leshinskie	Vice President of Academic Affairs
Mr. Herman Gonzalez	Vice President of Administrative Services
Dr. Jana Schwartz	Vice President of Student Affairs
Dr. Stephanie Polliard	Dean of Instruction, Interim
Ms. Christianne Nieuwsma	Dean of Instruction, Career and Technical Education
Mr. Corey Weidner	Associate Vice President of Information Technology
Ms. Loretta Mondragon	Associate Dean of Academic Affairs
Mr. Frank Amparo	Associate Dean of Student Affairs & College Registrar
Mr. John Snelling	Associate Dean , Research and Planning| Institutional Effectiveness

Maricopa County Community College District Governing Board

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Mr. Laurin Hendrix, Secretary
Mr. Laurin Hendrix, Member
Ms. Jean McGrath, Member
Mr. Dana G. Saar, Member
Dr. Tom Nerini, Member
Ms. Marie Sullivan, Member
Dr. Linda Thor,Member
Ms. Kathleen Winn, Member

College Services

Admissions, Records & Registration	602.787.7020
Adult Re-Entry Services	602.787.6540
Academic Advising	602.787.7060
Assessment Center	602.787.7050
Athletic Department	602.787.7173
Bookstore	602.787.7120
Career Services	602.787.7073
Cashier's	602.787.7350
Computer Commons	602.787.6760
Counseling Division	602.787.6540
Disability Resources and Services	602.787.7174
Distance Learning, Financial Aid	602.787.6754
Services	1.855.622.2332
Fitness Center	602.787.7270
Honors	602.787.7888
Information/New Student Center	602.787.PUMA
Learning Success Center (LSC)	602.787.7180
Library	602.787.7200
Media	602.787.6606
College Police	602.787.7900
Registration	602.787.7020
Service-Learning Center	602.787.7245
Student Life Center	602.787.7240
Veterans Services	602.787.7045

Paradise Valley Community College ACCREDITATION - Paradise Valley Community College is accredited by The Higher Learning Commission (HLC) of the North Central Association.
PVCC's ten-year accreditation status was renewed in 2015.



Welcome From The President

On behalf of the students, faculty, and staff, I extend a warm welcome to our college, where we have provided a quality higher education experience for the residents of North Phoenix and the greater northern Maricopa County community for over 30 years. Additionally, our Black Mountain site (located at 60th Street and Carefree Highway) serves communities of Northeast Phoenix, Carefree, Cave Creek, and Anthem.

In this catalog we introduce you to our college and the courses and programs designed with your success in mind. Whether your goal is to transfer to a four-year university, prepare for a career, or enhance your skills, PVCC has an associate degree or certificate program that is right for you. And now you can even earn your bachelor's degree right here on campus through NAU or UofA. We also offer multiple start dates for 16-, 14-, 12- and 8-week Express classes - in person and online - making it more convenient than ever to fit college into your busy life.

We invite you to discover "The Power of Learning" at PVCC. Our goal is to create educationally meaningful activities that engage, motivate, and inspire you as a learner.
At PVCC, we view student development and learning as interconnected processes that challenge you to take an active role in educating yourself intellectually, ethically, emotionally, socially, and physically. Specifically, it is important for you to have purposeful intent and to be prepared to learn.

If there's something we know about college students, it's that the most successful ones plan their goals and monitor their progress. Successful students know that college is not a spectator sport, so they engage in the classroom, meet with their academic advisors, and participate in college activities — and their results are amazing! Through the Guided Pathways process an adviser will assist you in identifying a Field of Interest that will clearly outline courses for achieving your educational goals, connect with you throughout the semester, and encourage your full engagement in the college experience in order to assure your success and learning.

This catalog is a resource to assist you in making your educational decisions. It provides information on programs, classes, policies, and procedures. If you have any questions, please meet with one of your faculty members or one of our student affairs staff. We wish you success in the attainment of your goals and welcome you to Paradise Valley Community College!

Sincerely,



Paul Dale, Ed.D.
President

Dates are subject to change*
The most up to date calendar information can be found at
https://district.maricopa.edu/regulations/admin-regs/section-2/academic-calendars
Colleges may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year model. Some courses may be offered over time-periods for which these dates are not applicable.

Academic Calendar 2020 - 2021

Summer 2020

May 26	Summer Semester Begins
Jul 2	Observance of Independence Day for Employees Summer
Jul 30	Semester Ends

Fall 2020

Aug 22	Classes Begin
Sep 7	Observance of Labor Day - Campus Closed
Oct 10	Last day for Withdrawal without Instructors Signature
Oct 12	Spring 2021 Open Registration Begins
	Application for December 2020 Graduation
Nov 11	Observance of Veterans' Day - Campus Closed
Nov 26-29	Thanksgiving Holiday - Campus Closed
Dec 13	Last Day of Classes
Dec 14-17	Final Exams
Dec 18	Mid-Year Recess Begins for Students
	Fall Semester Ends
Dec 25-Jan 3	Winter Break - Campus Closed

Spring 2021

Jan 1	Observance of New Year's Day - Campus Closed
Jan 16	Classes Begin
Jan 18	Observance of Martin Luther King, Jr. Holiday - Campus Closed
Mar 6	Last day for Withdrawal without Instructor's Signature
Feb 15	Observance of Presidents' Day - Campus Closed
Mar 1	Summer/Fall 2021 Priority Registration for Currently enrolled students
Mar 15-21	Application for May 2021 Graduation
	Spring Break
Mar 15	Summer/Fall 2021 Open Registration Begins
May 9	Last Day of Classes
May 10 - 13	Final Exams
May 13 or 14	Commencement
May 14	Spring Semester Ends
May 31	Observance of Memorial Day - Campus Closed





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

PARADISE VALLEY COMMUNITY COLLEGE

Our Mission

The mission of Paradise Valley Community College (PVCC) is to educate the whole person and and to serve our students and our communities by providing learning opportunities that are designed to help them achieve their goals.

PVCC provides diverse learning opportunities including:

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

PVCC offers access to these opportunities in a welcoming, inclusive and supportive environment. As a college committed to learning and continuous quality improvement, PVCC annually assesses and publishes reports concerning the effectiveness of our programs and services.

Our Vision

Paradise Valley Community College aspires to be the higher learning organization of choice by creating engaging lifelong educational relationships that inspire and support all learners to increase their capacity for personal growth and positive social change.

Our Core Value

Learning is the core value of Paradise Valley Community College. PVCC encourages and supports learning at three levels - student, employee and organizational - and the integrative relationship between the three levels. Learning at PVCC means increasing the capacity of our student, our employees and the college itself, to achieve their goals. PVCC acknowledges organizational learning as a means to continuously improve our college

Our Supporting Values

Integrity: We uphold ethical behavior in all that we do; we value accountability, transparency, fairness and honesty.
Diversity: We honor all individuals and their different viewpoints to promote an inclusive campus environment.
Innovation: We value and support innovation. We encourage informed risk-taking that holds the promise of enhancing student, employee and organizational learning. We view a good faith unsuccessful attempt not as failure, but rather as a rich opportunity to learn.
Partnerships: We are committed to building and sustaining internal and external relationships that enhance learning.
Excellence: We expect greatness in all that we do to advance student, employee and organizational success.
Sustainability: We practice organization, social , economic and environment responsibility.

Maricopa Community Colleges

Our 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.

Our 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

Our Institutional 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.

Maricopa County Community College District

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site: https://district.maricopa.edu/regulations/admin-regs. Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "ARS" followed by a reference number.

2.4.1 General Statement

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

2.4.2 Nondiscrimination (see 5.1.1 Maricopa EEO Policy)

It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to: Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

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

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

2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)

It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse) , age, disability, veteran status or genetic information. In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers. Students who enroll will be supported in the development of these skills by classes in English as a second language and other resources. Translation services and bilingual instruction can also be provided: contact college designee for more 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 in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

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

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

Dr. Jana Schwartz, Vice President of Student Affairs
Paradise Valley Community College,
18401 N. 32nd Street, Phoenix, AZ 85032
Telephone: 602.787.7668

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner. Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

DECLARACIÓNES DE ACCIÓN AFFIRMATIVA

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 genesica. 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 genesica.

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 y positivo. Esto significa que aricopa 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 genesica. 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 genesica.

Declaración de Acción Affirmativa

Mandato y Declaración de Acción Afi mativa para Individuos con Incapacidades De acuerdo 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 calificad . Maricopa promete tomar acción afi mativa 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, beneficio, 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 genèsica. 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 Affirmativa 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 califiqu . Maricopa promete aplicar acción afi mativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin desc iminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficio , 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 (incluendo abuso de documentos, edad, incapacidad, estado de veterano/a o información genèsica. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del se vicio 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 Título IX:

Dr. Jana Schwartz, Vice President of Student Affairs
Dirección: Paradise Valley Community College
18401 N. 32nd Street, Phoenix, AZ 85032 Número
Telefónico: 602.787.7668

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial 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.

How To Use This Catalog

This catalog was developed for you. It provides important information to help you plan for college. The catalog includes information about courses, resources and services, academic study techniques and strategies, program descriptions, degree requirements, and college policies and procedures.

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

Be A Successful College Student
It has been said that life is a journey and if you don't know where you are going you will probably end up somewhere else. Whenever you begin a new journey you'll need a plan and a goal so you know how and when you've reached your destination. To help you do this, PVCC has created the Puma Pathway, the road map to student success, completion, and beyond.

At Paradise Valley Community College, it is not enough for our students to just show up. Successful students take advantage of all of the opportunities available to enrich their experience at PVCC both in-and-out of the classroom.

Additional resources in the following pages of this catalog will help you be a successful college student:

- Preparing to be a successful student
- Engaging in the PVCC student experience
- Committing to your own success
- Completing your program at PVCC
- Thriving as a PVCC alumnus

Learn About Courses And Degree Requirements
Knowing what the course is about and how it will fit into your goal or program is one of the main requirements for proper course selection. Course descriptions are available in this catalog or online at: https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation. Whether your goal is to complete one class, a certificate, or an Associate Degree, you can use the course descriptions to find information about courses. If you are working on completing an Associate Degree, you will need to become familiar with the General Education Degree Requirements (beginning on page 23). See an advisor to obtain a degree check sheet to help you keep track of your progress. If you are planning on completing a degree or selecting courses prior to transferring to a four-year college or university, then you will find the information on the Transfer Process very helpful (pages 24).

Learn Where And How To Get Things Done
This catalog has information that 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 Advising, Admissions, Registration & Records, Counseling, Student Services, Financial Aid, Learning Success Center, Library, and Adult Re-Entry. You can also find information about our Student Leadership Program. In addition to information about resources, you will find information about how to get things done such as adding a class, applying for graduation, getting a transcript, etc. Finally, you will find the MCCCD Policies & Procedures, and Student Services & Resources information in this catalog

MCCCD Educational Programs

Academic Policies That Govern Associates Degrees
Designed for University Transfer

AGEC:	Arizona General Education Curriculum
	AGEC-A, AGEC-B, AGEC-S
AA	Associate in Arts
AA EE:	Associate in Arts in Elementary Education
AA FA:	Associate in Arts, Fine Arts–Art Degree
	Associate in Arts, Fine Arts–Dance Degree
	Associate in Arts, Fine Arts–Theatre Degree
	Associate in Arts, Music
AS	Associate in Science
ABus GR:	Associate in Business, General
ABus SR:	Requirements Associate in Business, Special
AGS:	Requirements Associate in General Studies
AAS:	Associate in Applied Science
AC:	Academic Certificates

General Graduation Requirements

Academic Policies that Govern Associate Degrees Designed for University Transfer

The following academic policies govern the associate degrees designed for university transfer (Associate in Arts [AA]; Associate in Business [ABUS]; and Associate in Science [AS]). Also governed by these policies are the major-specific pathway maps within the AA, ABUS, and AS degrees. ***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. 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 https://curriculum.maricopa.edu/. Advisement checksheets are maintained at https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-degree-checklists-aa-

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
    - Core
        - 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], and
        - Natural Sciences (Science Quantitative [SQ], Science-General [SG]).
    - Awareness Areas
        - Cultural Diversity in the U.S. [C]
        - 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 Associate in Arts degree (and major-specific pathway maps), AGEC-B for the Associate in Business degree (and major-specific pathway maps), and AGEC-S for the Associate in Science degree (and major-specific pathway maps). 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 a Core Area, one or more Awareness Areas, 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 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 degree, a single course cannot be used to satisfy more than one AGEC Core Area.
- 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.

Academic Policies that Govern Associate Degrees Designed for University Transfer

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 and Associate in Science degrees and the major-specific pathway maps within the AA and AS 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 subplan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead select the general subplan and meet the minimum number of Restricted Elective credits using a combination of courses from the other subplans. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- General Electives may need to be selected to meet the minimum total credits required for the degree. All courses numbered 100-or-higher may be applied as General Electives. Students are encouraged to select courses that align with their goals.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- 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.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-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.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- 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.
- 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 for prior learning is transferable to the 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.

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Applied Science (AAS) Degree and General Education 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;
- All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.
  Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.
  A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree (The exception is the Nursing program. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing).
  The minimum of six credit hours in the degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;
- 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.

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Applied Science (AAS) Degree and General Education Requirements

GENERAL EDUCATION CORE
(12-15credits) *
Demonstrate college-level skills in the following areas:
First-Year Composition (6 credits)*
ENG English [101/107] & [102/108/111]
Oral Communication (3 credits)
COM Communication 100/100AA & 100AB
& 100AC/110/110AA & 110AB &110AC/225/230
Critical Reading (3 credits)
CRE Critical Reading 101 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/MAT151&182/
152/152&182/155/155&182/
156/156&182/172/187/206/212/213/217/218/220/221/225/227/230/231/
240/241/256/257/261/262/276/277/equivalent course/
Satisfactory completion of a higher level mathematics course

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 CNS 101)
DAH Dance Humanities 100/101/201/250/255
EDU Education 291/292/294
ENG English 200/213/218
ENH English Humanities Any ENH Course(s) (except 250)
FRE French 265
GST Game Studies 202
HCR Health Care Related 210
HIS History 101/102/103/108/110/111/113/114/203/212/251/252/275
HON Honors 190
HUM Humanities Any HUM course(s) (except 120, 225)
INT Interior Design 115/120
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155/194/
204/241/242/295
PHI Philosophy Any PHI Course(s)
REL Religious Studies Any REL Course(s)
SLC Studies in Language & 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
(continued in next column)

(Humanities, Arts and Design Continued)
SWU Social Work 183
TCM Telecommunications 107
TEC Textiles and Clothing 105
THE Theatre 111/220
THF Theatre and Film 205/206/210
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285/290
Social-Behavioral Sciences (3 credits)
AFR African American Studies 202/203/204
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/200/ 225/258/259/270
ASB Anthropology 100/102/202/211/222/223/
226/230/235/252
ASM Anthropology 104/275
BHS Behavioral Health Services Technology 150
CCS Chicana and Chicano Studies 202
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
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, 253, 254)
HON Honors 201
IBS International Business 109
IFS Information Studies 201, 210
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/
225/235/240/241/243/250/260/266/277/280/292
REC Recreation 120
SBU Society and Business 200
SLC Studies in Language & Culture 201
SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)
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 100/161
YAQ Yaqui Indian History and Culture 100

*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.

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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

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Arts (AA) Degree

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 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 degree is governed by the MCCCD General Academic Policies for Associate Degrees Designed for University Transfer.

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.

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 course 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.maricop.edu for specific courses and credit minimums by emphasis.	

**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. Center for Curriculum and Transfer Articulation*

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2020-2021 Associate in Arts (AA) Degree

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 course 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.

A. Core Areas:

Some course 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). 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.

1. First-year composition [FYC] 6*
   ENG101 or ENG107 (3)*
   And ENG 102 or ENG108 (3)*
2. Literacy and Critical Inquiry [L] 3
3. Mathematical Applications [MA] 3-6
   Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146), or College Algebra (MAT150, MAT151, MAT152, MATMAT155, MAT156) or pre- calculus (MAT187) or higher [MA]-approved general education course
4. Computer/Statistics/Quantitative Applications [CS] 3
5. Humanities, Arts, and Design [HU] 6
   Students are encouraged to choose course work from more than one discipline
6. Social-Behavioral Sciences [SB] 6
   Students are encouraged to choose course work from more than one discipline
7. Natural Science [SQ/SG] 8

B. Awareness Areas 0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness areas. 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 toward AGEC-A Core Area requirements.

A. Oral Communication 0-3
   COM100 [SB] Introduction to communication or

*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.

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COM110 [SB] Interpersonal Communication OR
COM224 [L] Public Speaking OR
COM230 [SB] Small Group Communications (3 credits) OR
COM100AA & COM100AB & COM110AC [SB] 93 Credits OR
COM110AA & COM110AB & COM110AC [SB] (3credits)

B. Critical Reading 0-3

Students may demonstrate proficiency through assessment. CRE101
[L] Critical reading OR equivalent as indicated by assessment

VI. General Electives 0-25

Select courses 100 level or higher if needed 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 course 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.gl, 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.

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 academic advisor for additional transfer pathways.

*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.

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Maricopa Community Colleges (MCCCD)
2020-2021 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.

The Associate in Arts, Fine Arts degree includes the following components:

I. Program Prerequisites (if applicable)
II. Required Courses
III. Restricted Electives
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 AAFA degree; however, students need to pay attention to 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.

*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.

III. Restricted Electives. ..... Number varies
Restricted electives 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.

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.

A. Core Areas:
Courses required to meet Core Areas 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 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.

1. First-Year Composition [FYC] ..... 6*..
   ENG101 OR ENG107 ..... 3*
   AND ENG102 OR ENG108. ..... 3*
2. Literacy and Critical Inquiry [L]. 3
3. 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 pre calculus (MAT187) or higher [MA]-approved general education course.
4. Computer/Statistics/Quantitative Applications [CS]. 3
5. Humanities, Arts and Design [HU]. 6
6. Social-Behavioral Sciences [SB]. 6

Students are encouraged to choose course work from more than one discipline.

7. 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.

B. Awareness Areas. 0-6
Some courses may be used to satisfy both a Core Area 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 toward AGEC-A Core Area requirements.

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

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

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.CriticalReading..... 0-3
Students may demonstrate proficiency through assessment.
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives. 0-25
Select courses 100-level or higher if needed 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, Emphasis in Art..... 60 credits
AAFA, Emphasis in Dance. ..... 62 credits
AAFA, Emphasis in Music. ..... 64 credits
AAFA, Emphasis in Musical Theatre. ..... 65 credits
AAFA, Emphasis in Theatre..... 60 credits

*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.

*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.

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Arts, Elementary Education (AAEE) Degree

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, as outlined below.

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

*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.

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Choose any combination from the following list of courses and prefixes to total 5 credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A or 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) CFS/ECH176 Child Development CFS205 Human Development
CIS+++ Any CIS Computer Information Systems course(s)
ECN+++ Any ECN Economics course(s)
BPC+++ Any BPC Business-Personal Computers course(s) E
ED215 Early Learning: Health, Safety, Nutrition and Fitness
EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)
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)

III. 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.

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 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.

1. First-Year Composition [FYC].....
ENG101 OR ENG107.....
AND ENG102 OR ENG108.....
2. Literacy and Critical Inquiry [L]- COM225 Public Speaking.....
3. Mathematical Applications [MA].....
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or any other [MA] designated

*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.

course for which college algebra is a pre-requisite.
(Note that MAT256, MAT257, MAT182, and MAT206 are excluded)

4. Computer/Statistics/Quantitative Applications [CS]. 3
   BPC110 Computer Usage and Applications OR
   CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU]. 6
   Note that some of these courses also have Awareness Areas designations (see section 2 below) 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 OR
      HUM251 Ideas and Values in the Humanities
6. Social-Behavioral Sciences [SB]. 6
   Note that some of these courses also have Awareness Areas designations (see section 2 below) 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.
      HIS103 United States History to 1865 OR
      POS110 American National Government OR
      GCU/POS113 United States and Arizona Social Studies

   AND

   2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses. 3
      CFS205 Human Development OR
      ECH/CFS176 Child Development OR
      GCU121 World Geography I: Eastern Hemisphere OR
      GCU122 World Geography II: Western Hemisphere OR
      ECN211 Macroeconomic Principles OR
      ECN212 Microeconomic Principles OR
      HIS104 United States History 1865 to Present OR
      PSY101 Introduction to Psychology

*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.

7. 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 or SG in Biology (BIO). 4
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.

B. Awareness Areas.....0-3
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. 0-3
As noted below, courses in this area may also be applied toward AGEC-A Core Area requirements.
A. Oral Communication..... 0
Met by COM225 in Required Courses.
B. Critical Reading. 0-3
Students may demonstrate proficiency through assessment.
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

TOTAL.....60-68**

*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.

*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.

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Business, General Requirements (ABUS-GR) Degree

Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a 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 (AGEC-B Core Area and/or Awareness Area(s), 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 AND	
ACC230 Uses of Accounting Information I AND	
ACC240 Uses of Accounting Information II	
OR	
ACC211 Financial Accounting AND	
ACC212 Managerial Accounting	
OR	

*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.

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. AGEC designations are subject to change. 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 Business Statistics. 3
Quantitative Methods. 3-4
GBS220 Quantitative Methods in Business OR
MAT217 or MAT218 Mathematical Analysis for Business
Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218

II. Restricted Electives. 0-6

Select two courses (6 credits) from the following options:
Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements, as indicated in [brackets] below, but two courses must be completed. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

GBS151 Introduction to Business (Recommended) 3
CIS114DE Excel Spreadsheet. 3
CIS133DA Internet/Web Development Level I. 3
CIS162AD C#: Level I. 3
GBS110 Human Relations in Business and Industry OR
MGT251 Human Relations in Business. 3
GBS233 [L] Business Communication. 3
GBS220 Quantitative Methods in Business (If course used to satisfy Required Courses, it can not be used to satisfy Restricted Electives.). 3
IBS101 [G] Introduction to International Business. 3
MGT253 Owning and Operating a Small Business. 3
REA179 Real Estate Principles I. 3
REA180 Real Estate Principles II. 3
MKT271 Principles of Marketing. 3
PAD100 21st Century Public Policy and Service. 3
SBU200 [SB,G] Society and Business. 3

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.

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

*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.

[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.

1. First-Year Composition [FYC]..... 6*
   ENG101 OR ENG107 AND..... 3*
   ENG102 OR ENG108..... 3*
2. Literacy and Critical Inquiry [L]..... 3

(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)

3. Mathematical Applications [MA]..... 3-5
   MAT212 Brief Calculus OR 3
   MAT213 Brief Calculus OR 4
   Higher [MA] designated course 3-5
4. Computer/Statistics/Quantitative Applications [CS]..... 3
   CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU]..... 6
   Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB]..... 0
   Met by Required Courses ECN211 AND ECN212
7. 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.

B. Awareness Areas..... 0-6

Some courses may be used to satisfy both a Core Area 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

Note: Students transferring to ASU in Accountancy should take two of the following courses: Sociology with [SB] value, Psychology with [SB] value, and COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU requirements.

IV. 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. 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.

*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.

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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 academic advisor for additional transfer pathways.

*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.

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Maricopa Community Colleges (MCCCD)
2020-2021 Arizona General Education Curriculum (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 Core courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: The AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness.

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 Mathematics [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 Mathematics [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 Mathematics [MA]

requirement, and a minimum of eight credits of either university chemistry, university physics or general biology for majors to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits 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 and footer for credit minimum exceptions.*
- All courses applied to the AGEC must be completed with a grade of "C" or better.
- A single course can simultaneously count toward a Core Area and one or more Awareness Areas. 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 Core Area.

- 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 AGEC Core Areas. 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.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- 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.
- 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 for prior learning 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. The following website identifies the courses that apply to the different General Education Core and Awareness Areas 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.

*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.

Maricopa Community Colleges (MCCCD)
2020-2021 Arizona General Education Curriculum (AGEC) – A, B, S

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). 35min*

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.

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 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.

1. First-Year Composition [FYC]. 6*
   ENG101 OR ENG107.....3*
   AND ENG102 OR ENG108. ..... 3*
2. Literacy and Critical Inquiry [L]. 3
3. 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 pre calculus (MAT187) or higher [MA]-approved general education course.
4. Computer/Statistics/Quantitative Applications [CS]..... 3
5. Humanities, Arts and Design [HU].....6
   Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB]. 8
   Students are encouraged to choose course work from more than one discipline
7. 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.

B. Awareness Areas.....0-6

Some courses may be used to satisfy both a Core Area 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). 35mim*

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.

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 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.

1. First-Year Composition [FYC]. 6*
   - ENG101 OR ENG107 AND. 3*
   - ENG102 OR ENG108. ..... 3*
2. Literacy and Critical Inquiry [L]. 3
3. Mathematical Applications [MA]. 3-5
   - MAT212 Brief Calculus OR. 3
   - MAT213 Brief Calculus OR. 4
   - Higher [MA] designated course. 3-5
4. Computer/Statistics/Quantitative Applications [CS]. 3
   - CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU]. 6
   - Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB]. 6
   - ECN211 Macroeconomics AND ECN212 Microeconomics
7. 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.

B. Awareness Areas. 0-6

Some courses may be used to satisfy both a Core Area 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

*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.

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Credits

Arizona General Education Curriculum--Science (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.

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 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.

1. First-Year Composition [FYC]. 6*
   ENG101 OR ENG107. ..... 3*
   AND ENG102 OR ENG108. ..... 3*
2. Literacy and Critical Inquiry [L]. ..... 0-3 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.)
3. 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 pre-requisite.
4. 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.)
5. 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.)
6. Natural Sciences [SQ/SG]. 8

   Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. 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

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.

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

7. Subject Options - Math/Science.....
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, ECE, EEE, ENV, GLG, GPH, and/or PHY)

B. Awareness Areas. 0-6
Some courses may be used to satisfy both a Core Area 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

CORE AREAS

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 Studies 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.

*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.

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]
The Social-Behavioral Sciences Core area 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 Core area 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 a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness

Cultural Diversity in the United States [C]
The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

Global Awareness [G]
Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term "history" designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

*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.

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 particular transfer degrees, 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.

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Business, Special Requirements (ABUS-SR) Degree

Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a 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 Bu siness 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 (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Requirements	*Credits*
I. Required Courses.	**27-31**
Accounting.	6-9
ACC111 Accounting Principles 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	

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ 1 for a single course that meets FYC in full.

Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles.....
ECN212 [SB] Microeconomic Principles.....
GBS205 Legal, Ethical, and Regulatory Issues in Business.....
GBS221 Business Statistics.....
CIS162AD C#: Level 1.....
CIS250 Management of Information Systems.....
Quantitative Methods.....
GBS220 Quantitative Methods in Business OR
MAT217 or MAT218 Mathematical Analysis for Business
Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218

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 credits (fewer than 32 if FYC is met by single transfer course)* 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 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.

1. First-Year Composition [FYC]. 6*
   ENG101 OR ENG107 AND..... 3*
   ENG102 OR ENG108. ..... 3*
2. Literacy and Critical Inquiry [L]. 3
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)
3. Mathematical Applications [MA]. 3-5
   MAT212 Brief Calculus OR
   MAT213 Brief Calculus OR
   Higher [MA] designated course
4. Computer/Statistics/Quantitative Applications [CS]..... 3
   CIS105 Survey of Computer Information Systems
5. Humanities, Arts and Design [HU]..... 6
   Students are encouraged to choose course work from more than one discipline.
6. Social-Behavioral Sciences [SB]. 0
   Met by Required Courses ECN211 AND ECN212
7. 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

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ 2 for a single course that meets FYC in full.

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.

B. Awareness Areas. 0-6
Some courses may be used to satisfy both a Core Area 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

Note: Students transferring to ASU in Accountancy should take two of the following courses: Sociology with [SB] value, Psychology with [SB] value, and COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU requirements.

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. 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 academic advisor for additional transfer pathways.

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ 3 for a single course that meets FYC in full.

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Governing Board Approval, March 24, 2020

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in General Studies (AGS) Degree and General Education Requirements

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 AGS allows students to apply any course numbered 100 or above, including some that are not transferable to a state university, 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 Business, Associate in Science, and all major-specific pathway map versions of 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.
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are bold print and underscored 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.

I. MCCCD General Education 34-47*
Core Areas 12-18
1. First-Year Composition 6*
   ENG101 OR ENG107 AND
   ENG102 OR ENG108
2. Mathematics 3-6

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

3. Computer Usage 1
4. Oral Communication 3
   COM100 Introduction to Human Communication OR
   COM110 Interpersonal Communication OR
   COM225 Public Speaking OR
   COM230 Small Group Communication (3 credits) OR
   COM100AA & COM100AB & COM100AC (3 credits) OR
   COM110AA & COM110AB & COM110AC (3 credits)
5. Critical Reading 0-3
   Students may demonstrate proficiency through assessment.
   CRE101 Critical Reading 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 Science 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

*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.

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Maricopa Community Colleges (MCCCD)
2020-2021 Associate in General Studies (AGS) Degree and General Education Requirements

All courses listed meet AGS requirements as specified. Courses in Purple Italic Underline also meet Arizona General Education Curriculum AGEC requirements. Courses in bold print and underscored simultaneously count towards a Core Area and a Distribution requirement.

Degree Requirements

GENERAL EDUCATION CORE
(16credits - 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, 262, 276, 277, Equivalent course/ Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115
ADA Advertising Arts 169, 175, 177, 183, 283, 283AA, 289
AJS Administration of Justice Studies 205
AMS Automated Manufacturing System 150
ARC Architecture 243, 244, 245
ART Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289
BIO Biology 283
BPC Business-Personal Computers Any BPC Course(s), including110
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)

(Continued in next column)

(Computer Usage Continued)
CTR Court Reporting 101, 102
DFT Drafting Technology 105AA**, 251, 254AA, 256AA
**Must be taken with CSC100AA or AB to meet AGEC value
ECH Early Childhood Education 238
EEE Electrical Engineering 120
ELE Electronic 131, 181, 241, 243, 245
ELT Electronic Technology 131, 241, 243
ENG English 100AE
FON Food & Nutrition 100
GBS General Business 221
GIS Geographic Information Science 205, 211
GPH Physical Geography 220
HRM Hotel Restaurant Management 126
JRN Journalism 133
LAS Paralegal Studies 229
MAT Mathematics 206
MET Manufacturing Technology 264
MTC Music Theory/Composition 180 , 191
NET Networking Technology 181
OAS Office Automation Systems 111AA/111AB/113/ 119/130DK
PSY Psychology 230
SBS Small Business 211
SWU Social Work 225
TVL Travel Agent Technology 203
VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS
(28-29 credits – grade of "D" or better)

Humanities, Arts and Design (9 credits)
Students are encouraged to choose courses from more than one discipline.
AHU Arabic Humanities 245
AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s), including 100, 101, 102, 109, 110, 112, 115, 118, 145, 201, 203, 204, 217, 216, 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, 101, 201, 250, 255
EDU Education 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, 252, 253, 254, 255, 256, 259, 260, 275, 277, 277AA-AK, 280, 284, 285, 291, 294, 295 (and except 250)
FRE French 265
GST Game Studies 202

(Continued on next page)

Maricopa Community Colleges (MCCCD) 2020-2021
Associate in General studies (AGS) Degree and general education Requirements

(Humanities, Art, and Design Continued) HCR Health Care Related 210 History 101,102, 103,108,110,111,113, 114,203 212, 251, 252,254,253,275

HON Honors 190 HUM humanities Any HUM courses(s), including 100, 101,107, 108,190AA,190AB, 190AC,190AD, 190AE,190AF, 190AG, 190AH, 190 AI,201,202,205,106,109,210,211AA, 211AE, 212,213,214, 215, 216, 220, 235,245,250,251,260,261,292,295,(and except 120,225)

INT Interior Design 115, 120

LAT Latin 201,202 MHL Music: History/Literature 140, 143,145,146, 153,155,194, 204,241, 242, 295 PHI Philosophy Any PHI Course(s), including 1041,102,103,104,105, 106, 113, 201, 212, 213, 214, 215, 233AC, 216, 218, 224, 223AA, 233AB, 234AC, 244, 245, 250, 251, 282AA-AC 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, 292, 294, 295, 282AA-AC, 290, 291 SLC Studies in Language & Culture 201, 202 SPA 241, 242, 265, 266, SPH Spanish Humanities 241, 245 SSH Sustainability /Social Sciences and Humanities 111 STO Storytelling292, 294 SWU Social Work183 TCM Telecommunications 107 TEC Textiles and Clothing 105 THE Theater 111, 220 THF Theatre and Film 205, 206,210 THP Theater/Performance/Production 241 WST Women's Studies 209, 284, 285, 290 Social-Behavioral Sciences (609 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). The credits are only counted once, but may be applied meet Oral Communication and Social-Behavioral Science requirements. AFR African American Studies 202, 206, 204 AIS American Indian Studies 101, 140, 141, 160 AJS Administration of Justice Studies 101, 119, 200, 225, 258, 259, 270, ASB Anthropology 100, 102, 202, 222, 223, 226, 230, 235, 252 ASM Anthropology 104/275 BHS Behavioral Health Services Technology 150 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 ECH Early Childhood Education176

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Social-Behavioral Sciences Continued) ECN Economics 160, 211, 212, 213, 250EDU Education 221, 111 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 and HIS Course(s), including 100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 145, 173, 190, 201, 203, 204, 209, 240, 241, 242, 273, 277, 282AA-AC (and except 111, 170, 251, 252, 253, 254) HON Honors 201 IBS International Business 109 IFS Information Studies201, 210 MCO Mass Communications 120 MGT Management 229, 230 PAD Public Administration 200 POS Political Science any POS Course(s), Including100, 101, 110, 113,114,115, 120, 125, 130 140, 180, 210, 212, 221, 222, 223, 230, 270, 281AB, 282AA-AC, 285 PSY Psychology 101, 123, 132, 156, 157, 215, 218, 225, 235, 240, 241, 243, 250,260, 277, 280, 292 REC Recreation 120 SBU Society and Business 200SLC Studies in Language & Culture 201 SOC Sociology any SOC course(s), including 101, 110, 130, 141, 157, 180, 212, 220, 241, 251, 266, 270, (and except 143,245, 253, 265) SSH Sustainability/Social Sciences and Humanities 111 SUS Sustainability/Natural Sciences 110 SWU Social Work 102, 171, 182, 250, 258, 295 TEC Textiles and Clothing 105 WED Wellness Education 110 WST Women's Studies100, 161 YAQ Yaqui Indian History and Culture 100Natural Sciences (708 Credits) Tow 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 Anthropology104, 265, 275, AST Astronomy 101, 106, 111, 112, BIO Biology 100, 101, 102, 105, 107, 108, 109, 111, 145, 149AF, 149AH, 149AL, 149AM, 149AN, 156, 156XT, 160, 181, 181XT, 182, 201XT, 202, 205, 241, 245

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(Natural Sciences Continued)
CHM Chemistry 107&107LL, 130&130LL, 130AA,
150&151LL,150AA, 151&151LL, 151AA,
152&152LL, 152AA, 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, 120
PHY Physics 101, 101AA, 111, 111AA, 112, 115, 116, 121, 131
PSY Psychology 275, 290AB, 290AC

Literacy and Critical Inquiry (0-3 credits)
Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication 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
EXS Exercise Science 290
GBS General Business 233
GPH Physical Geography 267
HUM Humanities 225, 250, 251
IFS Information Studies 201
JRN Journalism 201, 215, 234
MCO Mass Communications 220
MHL Music: History/Literature 204
PHI Philosophy 103, 106, 218, 224, 244
POS Political Science 115
PSY Psychology 290AB, 290AC
REL Religious Studies 203, 205, 207, 244
SLC Studies in Language & 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.

*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.

Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Science (AS) Degree

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 AS degrees governed by the MCCCD General Academic Policies for Transfer Degrees.

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 his/her 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 at least 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.

*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.

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Maricopa Community Colleges (MCCCD)
2020-2021 Associate in Science (AS) Degree

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 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 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.

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 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.

1. First-Year Composition [FYC]. 6*
   ENG101 OR ENG107. ..... 3*
   AND ENG102 OR ENG108. ..... 3*
2. 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.)
3. 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 pre-requisite.
4. 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

*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.

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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.)

5. 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.)
6. Natural Sciences [SQ/SG]. 8
   Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. 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
7. Subject Options - Math/Science .....
   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, ECE, EEE, ENV, GLG, GPH, and/or PHY)

B. Awareness Areas. 0-6
   Some courses may be used to satisfy both a Core Area 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 be used to satisfy both an MCCCD requirement and an AGEC-S Core Area requirement.

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

*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.

COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading..... 0-3

Students may demonstrate proficiency through assessment.
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. General Electives. 0-28

Select courses 100-level or higher if needed 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.

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 academic advisor for additional transfer pathways.

*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.

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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 https://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 https://curriculum.maricopa.edu/.

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - Core
    - 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], and
    - Natural Sciences (Science Quantitative [SQ], Science General [SG]).
  - Awareness Areas
    - Cultural Diversity in the U.S. [C]
    - 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 a Core Area, one or more Awareness Areas, 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 Core Area.
- 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.

*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.

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 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.
- General Electives may need to be selected to meet the minimum total credits required for the degree. All courses numbered 100-or-higher may be applied as General Electives. Students are encouraged to select courses that align with their goals.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- 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.
- 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.
- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- 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.
- 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 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.

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• Credit awarded at a Maricopa Community College for prior learning is transferable to the 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.

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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, Associate in Science, Associate in Arts, Elementary Education, and Associate in General Studies degrees, and 62 semester credits for the Associate in Business-General Requirements and Associate in Business-Special Requirements degrees. Minimum semester credits for completion of Associate in Arts, Associate in Science, and Associate in Arts, Fine Arts degrees with emphasis areas vary by emphasis, with none requiring fewer than 60 credits. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by emphasis. Minimum semester credits for completion of Associate in Applied Science degrees vary by specific career program, with none requiring fewer than 60 credits. 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 for charges. See Graduation with Honors 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 Education Designations (example: (FYC), [SB], [HU], etc.)
Effective Fall 2000 the course evaluation and/or general education designation, as listed in the Arizona Course Equivalency Guide (CEG) within AZ Transfer, is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

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

CATALOG UNDER WHICH A STUDENT GRADUATES

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.

Maricopa County Community College District

Occupational Program Matrix

CG	=	Chandler-Gilbert Community College
EM	=	Estrella Mountain Community College
GC	=	Glendale Community College Gateway
GW	=	Community College
MC	=	Mesa Community College
PC	=	Phoenix College
PV	=	Paradise Valley Community College
RS	=	Rio Salado Community College
SC	=	Scottsdale Community College South
SM	=	Mountain Community College

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Occupational Programs

DESCRIPTION

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Agriculture, Food, and Natural Resources	
Environmental and Natural Resource Conservation	PC
Environmental and Natural Resource Sustainability	PC
Equine Science	SC
Landscape Horticulture	MC
Landscape Aide	MC
Landscape Specialist	MC
Sustainable Agriculture	MC
Veterinary Assisting	MC
Veterinary Technology	MC
Architecture and Construction	
Air Conditioning/Refrigeration/Facilities	GW
Architectural Technology	SC
Building Inspection	MC
Computer Aided Drafting	MC
Construction Management	MC
Construction Trades: Carpentry	GW
Construction Trades: Construction Management	GW, MC
Construction Trades: Electricity	GW
Construction Trades: Millwrighting	GW
Construction Trades: Construction Worker Training for Cranes/Rigging Equipment	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades – Mechanical Trades: Plumbing	GW
Construction Trades – Mechanical Trades: Pipefitting	GW
Construction Trades – Mechanical Trades: Sheet Metal	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Pre-Apprenticeship	GW
Construction Trades: Heavy Equipment Operations	GW
Mechanical Drafting	MC
Power Systems Technology	EM
Residential and Light Commercial Air Conditioning	GW
Workforce Development: Carpentry Level I	RS
Workforce Development: Carpentry Level II	RS
Workforce Development: Furniture Construction/Refinishing Level I	RS
Workforce Development: Furniture Construction/Refinishing Level II	RS
Art, A/V Technology, Apparel, and Communication	
Alteration Specialist	MC
Apparel Construction	PC
Audio Production Technologies	GC, MC, PC, PV, SC
Beginning Piano Pedagogy Costume	MC
Design and Production Costuming	MC
Media Arts	PC
Dance Performance and Technology	PC
	SC

Disc Jockey Techniques	MC, SC
Disc Jockey Techniques I	MC, SC
Disc Jockey Techniques II	MC, SC
Digital Media Arts	GC
Family Life Education	RS
Fashion Design	PC
Fashion Design Entrepreneurship	PC
Fashion Design Level I	PC
Fashion Design Level II	PC
Fashion Illustration	PC
Fashion Merchandising	PC
Fashion Merchandising & Design	MC
Graphic Design: Visual Communication	SC
Image Consultant	MC
Intermediate Piano Pedagogy Interior	MC
Design	MC, PC, SC
Interior Design: Advanced	MC
Interior Merchandising	MC, PC, EM
Journalism and New Media Studies	GC, MC, SC
Music Business	CG, GC, MC, PC, PV, SC, SM
Parent Education	RS
Pattern Design Level I	PC
Pattern Design Level II	PC
Photography	GC, PC

Business, Management, and Administration

Accounting	CG, EM, GC, GW, MC, PC, PV, RS, SC. SM,
Accounting – Specialized Para-Professional Accounting	PV
Paraprofessional	GC
Administrative Professional	MC, PC, PV
Administrative Specialist	PV
Administrative Technology	GW
Automobile Insurance: Customer Service	RS
Automobile Insurance Claims: Customer Service	RS
Bookkeeping	SC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operation	RS
Business Administration Fastrack	CG, GC, MC, PC, SC
Business Management	SM
Business Micro Finance	SM
Business Office Assistant	GC
Business Technology Specialist	GW
Computer Applications	PC
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Debt Resolution: Customer Service	RS
Entrepreneurial Studies Level I	GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level II	GC, GW, MC, PC, PV, RS, SC, SM
General Business	CG, EM, GC, MC, PC, PV, RS, SC, SM
General Business Specialized	PV
Human Resources Management	CG, EM, GC, GW, MC, PC, RS, SC, SM
Human Services-Assistance: Public Assistance	RS
Eligibility Human Services-Specialist: Customer Service	RS

Human Services - Unemployment Insurance: Customer Service	RS
Insurance Studies	GC, MC, RS
International Trade	MC
Management	CG, EM, GC, PC, MC, PV, RS, SC, SM
Middle Management	GC, PV
Motor Vehicle: Customer Service	RS
Office Technology	GW
Organizational Leadership	CG, GC, EM, GW, MC, PV, RS, SC, SM
Organizational Management	CG, GC, EM, GW, MC, PC, PV, RS, SC, SM
Paralegal Studies	PC
Personal Loans: Customer Service	RS
Project Management	MC
Public Relations	MC
Quality Customer Service	RS
Realtime Reporting Scoping	GW
Retail Management	CG, EM, GC, GW, MC, PC, RS, SM, SC
Retail Pharmacy: Customer Service	RS
Retail Sales Manager	MC
Small Business Management Level I	CG, EM, GC, GW, MC, PC, RS, SC, SM
Small Business Management Level II	CG, EM, GC, GW, MC, PC, RS, SC, SM
Small Business Start-Up	CG, PC, PV, RS, SM
Social Media Marketing	CG, EM, GC, GW, MC, PC, PV, SC, SM
Sports Management	PV, SC
Supervision	GC
Supervision and Management I	SM
Supervision and Management II	SM
Technology Support Analyst	MC
Utilities Customer Service	RS
Water Services: Customer Service	RS

Education and Training

Adult Learning and Development	RS
Bilingual Education/Dual Language Immersion (BE/DLI)	MC
Child and Family Organizations Management and Administration	GC, RS
Curriculum for Young Children	PC
Early Care Specialist	MC
Early Childhood Administration and Management	GC, RS
Early Childhood Classroom Management	PC
Early Childhood Development	SM
Early Childhood Education	EM, GC, PV
Early Childhood Education and Administration: : Birth through Age Five	PC
Early Learning and Development	CG, MC, RS. SM
Family Child Care Management	RS, SM
Foundations of Early Childhood Education	CG, GC, MC, PV, SM, EM
Foundations of Student Services	EM
Gifted Education	EM
Infant and Toddler Development	RS, SM
Instructional Assistance	MC, SM
Reading Specialist Endorsement	MC
Senior Living Management	RS
Workforce Development and Community Re-Entry	RS
Workforce Development: Trim Plumbing	RS

Occupational Programs

Environmental Technology

Environmental Science Technology	GW
Geospatial Technologies	MC
Occupational Safety and Health Technology	GW
Wastewater Treatment	GW
Water Resources Technologies	GW
Water Treatment	GW

Finance

Bank Account Management: Customer Service	RS
Banking and Finance	PC
Licensed Residential Appraiser	MC
Real Estate: Prelicense	MC, SM
Residential Appraisal Trainee	MC

Government and Public Administration

Public Administration	RS
Public Administration: Legal	RS
Services Tribal Development	SC

Health Science

Advanced Behavioral Health Sciences	GC, SM
Advanced Emergency Medical Technology (Paramedic)	PC, PV
Basic Behavioral Health Sciences	GC, SM
Behavioral Sciences	GC, SM
Community Dental Health Coordination	RS
Community Emergency Response Team (CERT): Level I	PC
Computed Tomography	GW
Dental Assisting	PC
Dental Hygiene	PC, RS, MC
Developmental Disabilities Specialist	GC
Diagnostic Medical Sonography	GW
Diagnostic Medical Sonography: Vascular Technology	GW PV
Dietetic Technology	PC
Emergency Communications and Deployment	GW
Fast Track Practical Nursing	RS
Health Care Insurance	PC
Health Information: Long Term Care Settings	PC
Health Information Technology	GW
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Healthcare Regulatory Compliance	PC
Histologic Technology	GW
Hospital Central Service Technology	PV
Integrated Public Health: Health Administration	PV
Integrated Public Health: Health Education Integrated	PV
Public Health: Mobile Integrated Health Integrated	PV
Public Health: Patient Navigation Laboratory Assisting	PC
Magnetic Resonance Imaging	GW
Massage Therapy	PC
Medical Assisting	PC
Medical Billing and Coding: Physician-Based	PC
Medical Coding: Hospital-Based	PC

Medical Laboratory Sciences Medical	PC
Radiography Musculoskeletal	GW
Sonography	GW
Nurse Assisting	GW, EM, MC, PC, PV
Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Nursing Refresher	GW, MC
Occupational Therapy Assistant	GW
Phlebotomy	PC
Physical Therapist Assisting	GW
Polysomnographic Technology	GW
Practical Nursing	CG, EM, GC, GW, MC, PV, SC
Recovery Support	SM
Respiratory Care	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Operating Room Nursing	GW

Hospitality and Tourism

Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Baking and Pastry	EM
Commercial Bakery and Pastry Arts	SC
Culinary Arts	SC
Culinary Fundamentals	SC, SM
Culinary Principles	EM
Culinary Studies	EM
Dietetic Technology	PV
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Hospitality: Meeting and Event Management	SC
Sustainable Food Systems	RS
Workforce Development: Introduction to Sustainable Food Systems	RC

Human Services

Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Addictions and Substance Use Disorders	RS
Adolescent Studies	PC
Deaf Studies	PC
Exercise Science and Personal Training	CG, GC, MC, PV, SC, SM
Family Development	PC
Family Support	PC
Group Fitness Instructor	MC
Interpreter Preparation	PC
Massage Therapy	CG, PC
Nutrition for Fitness and Wellness	GC, MC, SC
Personal Trainer	GC, MC

Personal Training Specialist	CG, GC, MC, PV, SC, SM
Professional Addictions Counseling	RS
Recreation Management	SC
Workforce Development: Foundations in Addictions and Substance Use Disorders	RC
Yoga Instruction	SC
Yoga Therapy	SC

Information Technology

Adobe Creative Suite in Business: Master Suite Applications Specialist	MC
Adobe Creative Suite in Business: Print and Web Applications Specialist	MC, PV
Adobe Creative Suite in Business: Production Applications Specialist	MC, SM
Adobe Foundations	GC, MC, PV, SM
Advanced Computer Usage and Applications	RS
Advanced Web Designer	MC
Applications in Geospatial Technologies	MC
Business Applications	CG
Business Applications Specialist	CG
Business Office Computer Applications	GC
Comic and Sequential Art	PC
Computer and Information Technologies	SM
Computer Applications: Microsoft Office Specialist/Advanced	MC
Computer Applications: Microsoft Office Specialist/Basic	MC
Computer Applications Technology	EM
Computer Hardware and Desktop Support	CG, EM
Computer Hardware and Network Support	SC
Computer Information Systems	GC, GW, PC
Computer Information Systems Technologies	SC
Computer Information Technology	PV
Computer Networking Technology	PV
Computer Systems Maintenance	PV
Computer Technology	RS
Computer Usage and Applications	RS
Data Analytics	SC
Database Development	SC
Desktop Publishing	EM
Digital Arts	MC
Digital Arts: Digital Illustration	MC
Digital Arts: Digital Photography	MC
Digital Arts: Graphic Design	MC
Digital Cinema Arts	GC
Digital Design	RS
Digital Media/Multimedia Technology	MC
Digital Photography	PC
Editing	SC
Game Technology	MC, GC
Healthcare Technology Systems	GC, PV
Information Security	GC
Information Security Technology	GC
Information Technology	CG
Information Technology: Android/iOS Programming	SM
Information Technology: Cisco Networking	SM, MC
Information Technology: Computer Applications Specialist Information	SM
Technology: Microsoft Programming	SM

Information Technology: Network and Cyber Security	GW, SM
Information Technology: Network Server	SM
Information Technology: Programming and Mobile Development Information	SM
Technology Support	SM
iOS Application Development	CG, EM, GC, MC, PC, PV, RS, SC, SM
IT and Power Systems Security	EM
Linux Associate	CG, EM, MC
Linux Networking Administration	EM, GC, MC
Linux Professional	CG, EM, GC, GW, MC, PC, PV, SC, SM
Media Arts: Computer Art/Illustration	CG, PC
Media Arts: Digital Animation	PC
Media Arts: Digital Imaging	CG, PC
Media Arts: Web Design	PC
Microsoft Certified nformation Technology Professional (MCITP)	GW
Administrator Microsoft Desktop Support Technology	EM, GC, PV
Microsoft Networking Technology	EM, GC, GW
Microsoft Server Administration	EM, GC
Microsoft Technical Specialist	EM, GW
Mobile Apps Programming	RS, SM
Motion Picture/Television Production	SC
Multimedia Technology	MC
Network Administration	SC
Network Administration: CISCO Network Professional	MC, SM
Network Administration: Microsoft Windows Server	CG, GW, MC, SM
Network and Cyber Fundamentals	GW, SM
Networking: Design and System Support	RS
Networking Administration: Cisco	CG, EM, GC, GW, MC, SM
Networking System Administration	MC
Networking Technology: Cisco	CG, EM, GC, GW
Oracle Database Operations	CG
Production Film	SC
Production Television	SC
Programming	RS, EM, 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
Screenwriting	SC
Technical Theatre	PC, SC
Web Application Development	SM
Web Design	CG, EM, GC, PC, PV, SM
Web Design Technologies	SC
Web Design: User Interface	RS
Web Designer	MC
Web Developer	EM, GC, MC, PC, PV
Web Development	SC
Web Development and Graphic Design	EM, SM
Web Server Administrator	MC

Manufacturing

Applied Electrical Technologies	RS
Automated Industrial Technology	EM, MC
Automated Industrial Technology I	EM, MC
Automated Industrial Technology II	EM, MC

CAD Application	GC
CAD Fundamental	GC
CAD Technology	GC
CAM Systems Programming	MC
CNC Machining I	MC
CNC Machining II	MC
Drafting and Design Technology	MC
Computer and Networking Technology	GC
Electric Utility Technology	CG
Electrical Systems Technology	EM
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Electronics Engineering Technology	MC
Electronics Technology	MC
Energy and Industrial Technology	MC
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist:	GW
SolidWorks Industrial Manufacturing and Emerging	EM
Technologies Industrial Robotics and Automation	MC
Technology Instrumentation Systems Technology	EM
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Machining	MC
Mechanical Systems Technology	EM
Mechatronics	EM
Meter Technology	CG
Network Maintenance	GC
Nuclear Power Technology	EM
Production Technology	GW
Production Technology: CNC Technology	GW
Production Technology: Quality Assurance	GW
Welding	MC
Workforce Development: Electrical Level I	RS
Workforce Development: Electrical Level II	RS

Marketing, Sales, and Service

Marketing	GC, GW, MC, PC, PV, SC, SM
Marketing and Sales	GC, GW, MC, PC, PV, SC

Law, Public Safety, Corrections, and Security

	CG, EM, GC, MC, PC, PV, RS, SM
Administration of Justice Administration of Justice	CG, EM, GC, GW, MC, PC, PV, SC, SM
Studies Advanced Corrections	RS
Basic Corrections	RS
Corrections	CG, EM, GC, MC, PC, PV, RS, SC, SM
Crime Scene Investigation Detention Services	CG, GC, MC, PC, PV, SC, SM
Domestic Preparedness and Homeland Security	RS
Driver Operator	PC
	GC, MC,PC, PV

Occupational Programs

Emergency Management	MC, PV
Emergency Medical Technology Emergency	CG, GC, MC, PC, PV
Response and Operations Fingerprint	GC, MC, PC, PV
Identification and Photography Fire	PC, SC
Academy	GC
Fire Officer Leadership	GC, MC, PC, PV
Fire Science	GC, MC, PC, PV
Firefighter Operations	GC, MC, PC, PV
Forensic Investigation	MC
Forensic Science	CG, GC, MC, PC, PV, SC, SM
Global Citizenship	MC
Hazardous Materials Response Homeland	PC
Security	CG, GC, GW, MC, PC, PV, RS, SM
Juvenile Corrections	RS
Law Enforcement	CG, EM, GC, MC, PC, PV, RS, SC, SM
Law Enforcement Investigator	GC
Law Enforcement Technology Academy	RS
Law Enforcement Training Academy	CG, GC
Legal Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Paralegal	RS
Paramedicine	GC, PC, PV, MC
Public Safety Leadership	RS
Public Safety Technology	RS
Tribal Court Justice Studies	SC
Victimology	CG, GC, MC, PC, PV, RS, SC, SM

Science, Technology, Engineering and Mathematics

Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology (Part 147) Airframe	CG
Maintenance (Part 147)	CG
Airway Science Technology, Flight Emphasis	CG
Biotechnology	MC
Biotechnology and Molecular Biosciences	GC
Certified light Instructor Instrument Airplane Rating	CG
Engineering Technology	GC, CG, EM, SM
Flight Technology	CG
Food Science and Technology I	SM
Food Science and Technology II	SM
Nanotechnology	RS
Powerplant Maintenance (Part 147)	CG
Unmanned Aircraft Systems	CG

Transportation, Distribution, and Logistics

Air Conditioning	MC
Air Conditioning and Electrical Accessories	GW
Automotive Automatic Transmission and Transaxle	CG, GW
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

Occupational Programs

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 (HVAC)	GC, GW, MC
Systems 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, Alignment, Suspension and Steering	GC, GW, MC, RS
Brakes, Alignment, Suspension and Steering	MC
Engine Performance and Diagnosis	GW, MC
Transmissions and Power Trains	MC

College Acronyms/Name:

CG:	Chandler Gilbert Community College
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GC:	Glendale Community College
GW:	GateWay Community College
MC:	Mesa Community College
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RS:	Rio Salado College
SC:	Scottsdale Community College
SM:	South Mountain Community College

Paradise Valley Community College

Associate in Arts , Academic Certificates Associate of Applied Science Degrees & Certificates of Completion

Associate in Applied Science Degrees

Accounting (AAS, 3149)
Administration of Justice Studies (AAS,3181)
Administrative Professional (AAS,3680)
Audio Production Technologies (AAS, 3024)
Cybersecurity (AAS, 3197)
Dietetic Technology (AAS,3840)
Early Childhood Education (AAS, 3186)
Engineering Technology (AAS, 3187)
Exercise Science: Health Fitness and Sports Performance (AAS,3059)
Fire Science (AAS,3205)
Fire Service management (AAS,3207)
Forensic Science (AAS,5326)
General Business (AAS,3148)
Healthcare Technology Systems (AAS,3161)
Information Technology (AAS,3196)
Integrated Public Health (AAS,3175)
Management (AAS, 3070)
Marketing and Sales (AAS, 3094)
Music Industries: Music Business (AAS,3017)
Network and Systems Administration (AAS,3189)
Nursing (AAS,3812)
Organizational Management (AAS,3727)
Paramedicine (AAS,3889)
Programming and Systems Analysis (AAS, 3844)
Video Game Production (AAS,3890)
Web Design/Development (AAS,3185)

Certificates of Completion

Administration of Justice (CCL, 5007N)
Administrative Professional (CCL5677)
Adobe Foundations: Animation & Graphics Production(CCL,5167N)
Amazon Web Services Practitioner (CCL,5141N)
Audio Production Technologies (CCL, 8609)
Cisco Network Administration: CCNA (CCL, 5969N)
Community Health Paramedicine (CCL,5017N)
Computer System Configuration & Support (CCL5038N)
Computer System Configuration & Support, Linux (CCL,5039N)
Computer System Configuration & Support, Network (CCL,5044N)
Computer System Configuration & Support, Security (CCL, 5040N)
Corrections (CCL, 5776N)
Critical Care Paramedicine (CCL,5003N)
Desktop Support (CCL,5043)
Driver Operator (CCL,5418N)
Emergency Management (CCL,5304)
Emergency Medical Technology (CCL, 5643N)
Emergency Medical Technology Comprehensive (CCL,5058)
Enrolled Agent (CCL,5958)
Entrepreneurial Studies Level I (CCL,5819N) Fingerprint Identification and Photography (CCL,5010N) Firefighter Operations (CCL,5557)
Fire Service Management (CCL,3207)
Foundations of Early Childhood Education (CCL,5054)
General Business (CCL,5262)
Healthcare Technology Systems (CCL,5836)

Certificates of Completion

Integrated Public Health: Health Administration (CCL,5900)
Integrated Public Health: Education (CCL,5898)
Integrated Public Health: Navigation (CCL5896)
Integrated Public Health: Mobil Integrated Health (CCL,5902)
Law Enforcement (CCL,5987N)
Linux Associate, (CCL,5046N)
Linux System Administration (CCL5052N)
Management (CCL,5770)
Marketing (CCL,5094)
Microsoft Desktop Associate (CCL,5030N)
Microsoft Office Professional (CCL,5132)
Microsoft Office Specialist (CCL,5137)
Music Business l (CCL,5106)
Music Business ll (CCL,5258)
Non-Sworn Fire Service Professional (CCL,5486)
Nursing Assisting (CCL,5963N)
Organizational Leadership (CCL,5731)
Paramedicine (CCL,5990)
Personal Trainer: Advanced (CCL,5445)
Programming and Systems Analysis Level I (CCL,5048)
Programming and Systems Analysis Level ll (CCL,5962)
Small Business StartUp (CCL,5706)
Social Media Marketing (CCL,5830)
Sports Management)CCL,5828)
Tactical Emergency Casualty Care (CCL,5998N)
Technical Theatre: Audio Technician (CCL,5077N)
Technical Theatre: Costuming (CCL5090N)
Technical Theatre: Lighting (CCL,5095N)
Technical Theatre: Properties (CCL, 5098N)
Technical Theatre: Puppetry (CCL, 5148N)
Technical Theatre: State Crew Technician (CCL, 5099N)
Video Game Production: Audio and Sound (CCL,5130)

ADMINISTRATION OF JUSTICE

Associate of Applied Science: 3181

Administration of Justice Studies

62-68 credits

Description: The Associate in Applied Science (AAS) in Administration of Justice Studies is an interdisciplinary program designed to prepare students for various careers within the criminal justice system and/or transfer to a four year institution. 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 four Certificates of Completion in Corrections, Law Enforcement, Legal Studies, and Victimology, and/or a transfer option.

Program Note:
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.

This program replaces:
AAS/3012 Administration of Justice Studies
AAS/3057 Administration of Justice
AAS/3137 Administration of Justice
AAS/3396 Administration of Justice Studies
AAS/3397 Administration of Justice
AAS/3398 Administration of Justice Studies

Required Courses: Credits: 27
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 Corrections Function 3
AJS260 Procedural Criminal Law 3

Restrictive Electives: Credits: 12-13
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)
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 Education Requirement Credits: 12-22

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ 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 Credits: 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3)
Recommend COM225 for students intending to transfer

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

Mathematics Credits: 3-6
+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)

General Education Distribution Credits: 0-4

Humanities, Arts and Design Credits: 0
Met by AJS123 in the Required Courses area
Social-Behavioral Sciences Credits: 0
Met by AJS200 or AJS/EMT/FSC/SWU258 Required Courses area
Natural Sciences Credits: 0-4
Any approved general education course from the Natural Sciences area.
May be met by FOR105 or FOR106 in Electives area.

Certificate of Completion: 5007N

Administrative Justice

15 Credits

Description: 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.
++ indicates any suffixed courses.

This program replaces:
CCL/5008 Administration of Justice - Comprehensive
CCL/5327 Justice Studies
CCL/5837 Administration of Justice
CCL/5861N Justice Studies

Required Courses: Credits: 15
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 Corrections Function 3

Certificate of Completion: 5776N

Corrections

15 Credits

Description: 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 in all courses within the program.

Program Prerequisites: None

Required Courses: Credits: 15
AJS101 Introduction to Criminal Justice 3

AJS123 Ethics and the Administration of Justice (3) OR
AJS255 Crime, Law, and Mental Health (3) 3

AJS212 Juvenile Justice Procedures 3
AJS240 The Correction Function 3

AJS205 Criminal Justice Report Writing (3) OR
AJS275 Criminal Investigation (3) 3

Certificate of Completion: 5010N

Fingerprint Identification and Photography

10 Credits

Description: 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.
This program is not eligible for Title IV Federal Financial Aid.
+ indicates course has prerequisites and/or corequisites.

This program replaces:
CCL/5012N Crime and Accident Scene Photography
CCL/5655 Evidence Technology
CCL/5753 Crime Scene Technology
CCL/5877 Evidence Technology

Program Prerequisites: None

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

Associate of Applied Science: 3183

Forensic Science

60-65 Credits

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

This program replaces:
AAS/3041 Forensic Science: Crime Lab
AAS/3404 Forensic Technology

Program Prerequisites: None

Required Course: Credits: 31-41
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

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

Restricted Electives: Credits: 3
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) 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: Credits: 0-10
Students must choose zero (0) to ten (10) additional credits of general elective courses. Total number of general electives required will largely depend upon emphasis selected.

General Education Requirement Credits: 12-24

General Education Core Credits: 12-20

First-Year Composition Credits: 6

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

Oral Communication Credits: 3
+ COM225 Public Speaking 3

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

Mathematics Credits: 3-8
For Crime Scene Emphasis
+MAT140 College Mathematics (5) OR
+MAT11 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

General Education Distribution Credits: 0-4

Humanities, Arts and Design Credits: 0
Met by AJS123 in Required Courses area

Social-Behavioral Sciences Credits: 0
Met by AJS101 in Required Courses area

Natural Sciences Credits: 0-4
Recommended Course 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

Certificate of Completion: 5987N

Law Enforcement

15 Credits:

Description: 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.

This program replaces:
CCL/5107 Police Science
CCL/5145N Law Enforcement

Program Prerequisites: None

Required Courses: Credits: 15
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

Business, Entrepreneurialism and Management

Associate of Applied Science: 3149

Accounting

61-70 Credits

Description: The Associate in Applied Science (AAS) in Accounting program is designed to provide fundamental skills

for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparation or comparable positions. This program may prepare students for certification in Certified Bookkeeper (CB), Enrolled Agent (EA), and Certified Payroll Professional (CPP). Certificates of Completion (CCL) in Accounting and Enrolled Agent are 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.
++ indicates any suffixed courses.
Consultation with an Academic Advisor is recommended for course selection.

This program replaces:
AAS/3130 Accounting-Specialized Para-Professional
AAS/3131 Accounting Paraprofessional

Program Prerequisites: None

Required Courses: Credits: 33-36
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: Credits: 6
Students must select six (6) credits from the list below:

ACC+++++ Any ACC Accounting course(s) except courses used to satisfy Required Courses area 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 Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+ 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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3

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

General Education Distribution Credits: 10

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

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

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

Certificate of Completion: 5958

Enrolled Agent

17-18 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible.
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 adviser for more information.

Program Prerequisites: None

Required Courses: Credits: 15
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: Credits: 2-3
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

Certificate of Completion: 5819N

Entrepreneurial Studies Levell

10-11 Credits

Description: The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available.

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

This program replaces:
CCL/5192N Small Business Entrepreneurship
CCL/5706N Small Business Start-Up
CCL/5892 Business Micro Finance

Program Prerequisites: None

Required Courses: Credits: 10 -11
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

Certificate of Completion: 5262

General Business

33 Credits

DESCRIPTION: The Certificate of Completion in General Business is designed for those employed in the field who need or want continuing education, or for those who cannot pursue a degree at this time, but want to enter the business field at an entry level point.

PROGRAM NOTES: Students must earn a grade of “C” or better in each course in the Required Courses area. "+" indicates prerequisite.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: Credits: 33
ACC111 Accounting Principles I 3
+ ACC112 Accounting Principles II 3
BPC110 Computer Usage & Applications (3) OR CIS105 Survey of Computer Information Systems (3) 3
ECN211 Macroeconomic Principles 3
ECN212 Microeconomic Principles 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical Regulatory Issues in Business 3
+ GBS233 Business Communication 3
MGT175 Business Organization & Management 3
MGT251 Human Relations in Business 3
MKT271 Principles of Marketing 3

Associate in Applied Science: 3148

General Business

61–66 credits

Description: The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student`s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. 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

This program replaces:

AAS/3051 General Business Specialized

Required Courses: Credits: 21
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

Restrictive Electives: Credits: 18 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 Education Requirement Credits: 22-27

General Education Core Credits: 12-17

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

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

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent by assessment 0-3
Mathematics Credits: 3-5
Any approved general education course from the Mathematics area.

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education course in the Humanities, Arts and Design area.

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

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences area.

Certificate of Completion: 5836

Healthcare Technology Systems

32-38 credits

DESCRIPTION: The Certificate of Completion (CCL) in Healthcare Technology Systems degree is designed to develop the knowledge, technical skills and problem solving strategies needed by IT departments of healthcare organizations. Potential employers include hospitals, insurance companies, billing companies, medical practices, pharmacies, health solutions companies, and public agencies. Coursework and career development experiences include training in web development, database management, Analytics, Data System Development, project management, as well as Artificial Intelligence (AI), Machine Learning, and other emerging technologies to solve healthcare IT challenges in jobs such as an analyst, software developer, project manager, and informatics specialist. An Associate in Applied Science (AAS) in Healthcare Technology Systems is also available for students who do not have a bachelor`s degree or equivalent work experience as determined by the Program Director.

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.
BPC110 or CIS105 are not applicable if taken more than five years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.
Students who already possess a bachelor`s degree, or higher from an accredited institution, are allowed to purse Certificate of Completion (CCL) in Healthcare Technology Systems rather than the Associate in Applied Science (AAS) in Healthcare Technology Systems option. Students who do not yet have a bachelor`s degree but who have the relevant work or other educational experience may speak with the Program Director to see if an exception is possible.

Students are encouraged to speak with an academic advisor or Program Director before starting the program.

Program Prerequisites: None

Required Courses: Credits: 37-46
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director 0-3

CIS116 Computer Graphics: Introduction to Microsoft Visio 1
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3

+CIS150AB Object-Oriented Programming Fundamentals 3
+CIS224 Project Management Microsoft Project for Windows 3

+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

HCC130 Fundamentals of Health Care Delivery (3) OR Permission of Program Director 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR
HCC145AA Medical Terminology for Health Care Professionals I (1) OR
HCC146 Common Medical Terminology for Health Care Professionals (2) OR
Permission of Program Director 0-3

+ HTM150 Introduction to Healthcare IT Systems 3

+ HTM200 Healthcare IT Software Infrastructure: Interoperability, Security and mHealth 3
+ HTM230 Healthcare Data Analytics, Artificial Intelligence and Machine Learning 3
+ HTM250 Healthcare IT Systems Development Life Cycle (SDLC)3

+ HTM270 Healthcare IT Systems Capstone 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AC Visual C++: Level I (3) OR
+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3

CIS165++ Any Mobile Application Development course (3) OR
CIS166++ Any Web Scripting course(s) (3) 3

Associate in Applied Science: 3161

Healthcare TechnologySystems

60-77 credits

Description: The Associate in Applied Science (AAS) in Healthcare Technology Systems degree is designed to develop the knowledge, technical skills and problem solving strategies needed by IT departments of healthcare organizations. Potential employers include hospitals, insurance companies, billing companies, medical practices, pharmacies, health solutions companies, and public agencies. Coursework and career development experiences include training in web development, programming, database management, Data Analytics, system development, project management, as well as Artificial Intelligence (AI), Machine Learning, and other emerging technologies to solve healthcare IT challenges in jobs such as an analyst, software developer, project manager, and informatics specialist. A standalone Certificate of Completion (CCL) is also available for students who already have a bachelor`s degree or equivalent work experience as determined by the Program Director. Students can also pursue a bachelor`s degree in technology or related fields.

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.
BPC110 or CIS105 are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.
Students are encouraged to speak with an Academic Advisor or Program Director before starting the program.

Students interested in pursuing the Business and Administration Interdisciplinary Studies - Technology Management 90-30, bachelor program should consult with a Northern Arizona University transfer specialist at their campus.

Program Prerequisites: None

Required Courses: Credits: 40-49

BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director 0-3

CIS116 Computer Graphics: Introduction to Microsoft Visio 1
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
+ CIS150AB Object-Oriented Programming Fundamentals 3
CIS224 Project Management Microsoft Project for Windows 3

+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

HCC130 Fundamentals of Health Care Delivery (3)
OR Permission of Program Director 0-3

HCC145 Medical Terminology for Health Care Professionals (3)
OR
HCC145AA Medical Terminology for Health Care Professionals I (1) OR
HCC146 Common Medical Terminology for Health Care Professionals (2) OR
Permission of Program Director 0-3

+HTM150 Introduction to Healthcare IT Systems 3
+HTM200 Healthcare IT Software Infrastructure: Interoperability, Security and mHealth 3
+HTM230 Healthcare Data Analytics, Artificial Intelligence and Machine Learning 3
+HTM250 Healthcare IT Systems Development Life Cycle (SDLC)3
HTM270 Healthcare IT Systems Capstone 3
+HTM280 Healthcare Technology Systems Career Strategies 3

+ CIS156 Python Programming: Level I (3) OR
+ CIS159 Visual Basic Programming I (3) OR
+ CIS162AC Visual C++: Level I (3) OR

+ CIS162AD C#: Level I (3) OR
+ CIS163AA Java Programming: Level I (3) 3
CIS165++ Any Mobile Application Development course (3) OR
CIS166++ Any Web Scripting course(s) (3) 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

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

Oral Communication Credits: 3
Any approved general education course from the Oral Communication (COM) area.
COM225 Public Speaking is recommended for students transferring to Northern Arizona University (NAU).

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

Mathematics Credits: 3-6
+ Any approved general education course in the Mathematics area 3-6

Recommend MAT14+ or MAT15+ for students seeking university transfer

General Education Distribution Credits: 10

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

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

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

Associate in Applied Science: 3070

Management

61–66 credits

Description: 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 in the program.

+ indicates course has prerequisites and/or corequisites.++ indicates any suffixed courses.

This program replaces:
AAS/3054 Business Management
AAS/3780 Business Administration Fastrack

Required Courses: Credits: 21
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
MGT251 Human Relations in Business 3

Restricted Electives:
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 Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ 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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics [MA] area. 3-5

General Education Distribution Credits: 10

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

Social-Behavioral Sciences Credits: 3
SBU200 Society and Business 3

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

Certificate of Completion: 5729

Management

18 Credits

Description: 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.
+ indicates course has prerequisites and/or corequisites.

This program replaces:
CCL/5072 Middle Management
CCL/5088 Management
CCL/5721N Supervision and Management I
CCL/5722 Supervision and Management II

Required Courses: Credits: 18
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

Certificate of Completion: 5094

Marketing

21 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 18
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
MKT263 Advertising Principles 3
MKT267 Principles of Sales 3
MKT271 Principles of Marketing 3

Restricted Electives: Credits: 3
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

Associate in Applied Science: 3094

Marketing and Sales

61-66 credits

Description: 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 in the program.
+ indicates course has prerequisites and/or corequisites

Program Prerequisites: None

Required Courses: Credits: 24
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: Credits: 15
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 Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
Any approved general education courses from the First-Year Composition area.

Oral Communication Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics area.

General Education Distribution Credits: 10

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

Social-Behavioral Sciences Credits: 3
SBU200 Society and Business 3

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

Certificate of Completion: 5731

Organizational Leadership

18 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 18
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

Associate of Applied Science: 3727

Organizational Management

60-65 Credits

Description: 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 Note:
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisite

Program Prerequisites: None

Required Courses: Credits: 18 Certificate of Completion in Organizational Leadership (5731) - 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: Credits: 20
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 Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ 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 Credits: 3
Any approved general education course from the Oral Communication area.

Critical Reading Credits: 0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics [MA] area. 3-5

General Education Distribution Credits: 10

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

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

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

Certificate of Completion: 5706N

Small Business Start-Up

12 Credits

Description: The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

Program Notes:
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.

This program will be replaced by: CCL/5819N Entrepreneurial Studies Level I

Program Prerequisites: None

Required Courses: Credits: 12
MGT253 Owning and Operating a Small Business 3 MKT271 Principles of Marketing 3
SBS213 Hiring and Managing Employees 1
SBS214 Small Business Customer Relations 1
SBS220 Internet Marketing for Small Business 2
SBS230 Financial and Tax Management for Small Business 2

Certificate of Completion: 5830

Social Media Marketing

17-18 Credits

Description: 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

CSBOE NBOBHFNFOU "O "TTPDJBUF JO "QQMJFE 4DJFODF ""4 JO .BSLFUJOH BOE 4BMFT JT BMTP BWBJMBCMF

1SPHSBN/PUFT 4UVEFOUT NVTU FBSO B HSBEF PG $PS CFUUFS GPS BMM DPVSTFT JO UIF QSPHSBN JOEJDBUFT DPVSTF IBT QSFSFRVJTJUF BOE PS DPSFRVJTJUFT

1SPHSBN 1SFSFRVJTJUFT /POF

Required Courses: Credits: 15
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

COMPUTER AND INFORMATION TECHNOLOGY

Certificate of Completion: 5167N

Adobe Foundations: Animation and Graphics Production

9 credits

DESCRIPTION: The Certificate of Completion (CCL) in Adobe Foundations: Animation and Graphics Production program helps prepare students to create, edit, and enhance digital images, graphics, and animation for use in web, print, and video. A Certificate of Completion in Adobe Foundations: Video and Audio Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

PROGRAM NOTES: The Certificate of Completion (CCL) in Adobe Foundations: Animation and Graphics Production program helps prepare students to create, edit, and enhance digital images, graphics, and animation for use in web, print, and video. A Certificate of Completion in Adobe Foundations: Video and Audio Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

Program Notes:
This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of "C" or better in all courses required within the program. This Program replaces CCL/5807

PROGRAM PREREQUISITES: None

REQUIRED COURSES: Credits: 9
CIS120DB Introduction to Adobe Illustrator 3 CIS120DC Introduction to Adobe Animate 3 CIS120DF Introduction to Adobe Photoshop 3

Certificate of Completion: 5141N

Amazon Web Services Practitioner

2 credits

Description: The Certificate of Completion (CCL) in Amazon Web Services 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 AWS Cloud Practitioner certification, which is the first 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.

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.

Program Prerequisites: None

Certificate of Completion: 5969N

Cisco Network Administration: CCNA

12-15 Credits

Description: The Certificate of Completion (CCL) in Cisco Network Administration: CCNA provides training for those interested in working with network and Internet hardware. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, and Local Area Networks (LANs); troubleshoot hardware and software configurations; perform administrative tasks in a network. Taught by Cisco Certified professionals using the Cisco Networking Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Students who complete this program may seek employment in a variety of environments. Additional Certificates of Completion (CCLs) in Cisco Network Administration and Security and Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are 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 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.

This program replaces: CCL/5967 Networking Technology: Cisco

Program Prerequisites: None

Required Courses: Credits: 12-15

+ CIS105 Survey of Computer Information Systems (3) OR
  Permission of Program Director (0) 0-3
  CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

Certificate of Completion: 5038N

Computer System Configuration and Support

6-9 Credits

Description: 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. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.
All courses within the Required 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.

Program Prerequisites: None

Required Courses: Credits: 6-9

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

Certificate of Completion: 5039N

Computer System Configuration and Support: Linux

9-12Credits

Description: 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. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required 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.

Program Prerequisites: None

Required Courses: Credits: 9-12
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

Certificate of Completion: 5044N

Computer System Configuration and Support, Network

9-13 Credits

Description: 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. 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.

This program replaces: CCL/5909 Computer Hardware and Network Support

Program Prerequisites: None

Required Courses: Credits 9-13
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

Certificate of Completion: 5040N

Computer System Configuration and Support, Security

9-19 Credits

Description: 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.

This program replaces: CCL/5841 Microsoft Technical Specialist

Program Prerequisites: None

Required Courses: Credits: 9-19
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: Credits 3-6
+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: Credits 9-10
CNT140AB Introduction to Networks (4) OR
CIS190 Introduction to Networking (3) 3-4
+CIS250 Management of Information Systems 3
+CIS271DB Information Security Essentials 3

Certificate of Completion: 5149

Cyber Engineering

42-46 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible.
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.
Only required courses taken within eight (8) years of completion of the program may be applied towards this degree. Consult with your faculty mentor or academic advisor.

Program Prerequisites: None

Required Courses: Credits: 42-46
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
CNT140AA 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

Certificate of Completion: 5165

Cyber Operations

41-42 Credits

Description: The Certificate of Completion (CCL) in Cyber Operations 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 Operations 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:
Currently not Title IV Federal Financial Aid eligible.
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.

Only required courses taken within eight (8) years of completion of the program may be applied towards this degree. Consult with your faculty mentor or academic advisor.

Program Prerequisites: None

Required Course: Credits: 41-42
The following courses are required and included in CCL 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 CIS126 RH 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

+ITS110 Information Security Fundamentals 3
+ITS240 Ethical Hacking and Network Defense 3

The following courses are required in Cyber Operations
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

Associate of Applied Science: 3197

Cybersecurity

61-77 Credits

Description: 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, Power Systems, and Cyber Engineering. 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, Power Systems, and Cyber Engineering.

REQUIRED COURSES
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3
(MST150++ required for Microsoft emphasis) 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 Networking emphasis and Power Systems emphasis)

+CIS250 Management of Information Systems (3) AND
+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) 3-9
(ITS110 required for Cyber Operations emphasis; CIS271DB and CIS272DB required for Power Systems emphasis)
++ITS240 Ethical Hacking and Network Defense 3

Restricted Elective
Students must complete 15-18 credits from the following list of courses. Courses that are required for an emphasis in Cyber Operations, Cyber Engineering, Linux System Administration, Microsoft System Administration, Cisco Networking CCNA Security, and/or Power Systems are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations Credits: 17
+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

Certificate of Completion: 5154

Cybersecurity Fundamentals

24-31 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible.
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.

Only required courses taken within eight (8) years of completion of the program may be applied towards this degree. Consult with your faculty mentor or academic advisor.

This program replaces: CCL/5530 Information Technology: Network and Cyber Security

Program Prerequisites: None

Required Courses: Credits: 24-31
+ 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) AN

+ CIS272DB Information Security Principles (3 OR
+ ITS110 Information Security Fundamentals (3) 3-

+ ITS240 Ethical Hacking and Network Defense

Certificate of Completion: 5884

Data Analytics

18-24 Credits

Description: The Certificate of Completion (CCL) in Data Analytics program is designed to prepare students to model, synthesize, analyze, and present large data sets for business decision making. Courses will focus on the techniques and computer software used in industry to extract data from various data sources, model and integrate that data, and then visualize this data for business decision making and intelligence gathering.

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

CIS214DE is not equivalent to CIS214DA for the purposes of this certificate and should not be used to complete program requirements. Students who have completed GBS221 can use this course in lieu of GBS220.

Computer Information System (CIS) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the program of study. Consult with an Academic Advisor for complete information.

Program Prerequisites: None

Required Courses: Credits: 18-24

CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3

+CIS214DA Advanced Excel for Data Analytics 3
+CIS217AM Advanced Microsoft Access: Database Management (3) OR

+CIS276DA MySQL Database (3) OR
+CIS276DB SQL Server Database (3) 3

GBS151 Introduction to Business 3
GBS220 Quantitative Methods in Business (3) OR GBS221 Business Statistics (3) 3

+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
+ MAT155 College Algebra/Functions with Review (5) OR
+ MAT156 College Algebra/Functions with Review (6) OR
Satisfactory District math placement (0) 0-6

Certificate of Completion: 5043

Desktop Support

19-22 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible.
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.

This program replaces:
CCL/5026 Computer Hardware and Desktop Support
CCL/5215 Networking: Design and System Support
CCL/5473 Microsoft Desktop Support Technology
CCL/5529 Information Technology: Network Server
CCL/5841 Microsoft Technical Specialist
CCL/5867 Computer Systems Maintenance
CCL/5909 Computer Hardware and Network Support
CCL/5997 Technology Support Analyst

Required Courses: Credits: 18-19

+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: Credits: 1-3 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

Associate in Applied Science: 3196

Information Technology

60–65 credits

Description: 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.

This program replaces:
AAS/3023 Information Technology
AAS/3098 Information Technology: Computer Applications Specialist
AAS/3152 Computer Information Systems
AAS/3162 Computer Information Systems Technologies
AAS/3167 Computer and Information Technologies
AAS/3217 Computer Technology
AAS/3546 Business Office Computer Applications
AAS/3547 Computer Applications Technology
AAS/3548 Business Applications
AAS/3786 Computer Information Technology

Program Prerequisites: None

Required Courses: Credits: 32-38

Specialization 1: Cybersecurity Fundamentals
Information Technology Core Credits: 24-25

+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 Credits: 9-12

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 Credits: 0-5
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
Information Technology Core Credits: 21-22
+ 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 3CIS119DO Introduction to Oracle: SQL 3
CIS133DA Internet/Web Development Level I 3
+CIS156 Python Programming: Level I (3) ORCIS156 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 Credits: 15
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 Credits : 0-2
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 Credits: 32-38
Information Technology Core Credits: 24-25
+ BPC270 A+ Exam Prep: Operating System

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 Credits: 6
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
CIS102DA Customer User Support 3

Related Area Credits: 2-8
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 Credits: 33-38
Information Technology Core Credits: 21-22
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 Credits: 12
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 Credits: 0-5
+ 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 Credits: 31-38
Information Technology Core Credits: 18-19
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 Credits: 11-13
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 Credits: 0-8
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
Information Technology Core: 21-22
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
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 Credits: 0-2
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
Information Technology Core Credits: 21-22
+ 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
+CIS16++ 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 Credits: 9
+CIS119DP Oracle: Database Administration 3
+CIS154 Database Modeling and Design 3
+CIS164AB Oracle: PL/SQL Programming 3

Related Area Credits : 2-8
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 Courses: 32-38

Information Technology Core Credits: 21-22
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
+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 Credits: 1-8
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
Information Technology Core Credits: 21-22
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 Credits: 6

+ CIS238RH Red Hat System Administration II 3
+ CIS240RH Red Hat System Administration III 3

Related Area Credits: 5-11
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 Credits: 36-38

Information Technology Core Credits: 21-22

+am Prep: Operating 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 Credits: 15

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 Credits: 0-2
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 Credits: 21-22
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
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 Requirement Credits: 22-28

General Education Core Credits: 12-18

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

Oral Communication Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6
+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

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3

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

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

Natural Sciences Credits: 4
Any approved general education course from the Natural Science [SG] or [SQ] area. 4

Certificate of Completion: 5046N

Linux Associate

6-9 Credits

Description: 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. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required 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.

This program replaces: CCL/5219 Linux Associate

Program Prerequisites: None
Required Courses: Credits: 6-9 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

Certificate of Completion: 5052N

Linux System Administration

15-18 Credits

Description: 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.

This program replaces: CCL/5225 Linux Networking Administration

Program Prerequisites: None

Required Courses: Credits: 15-18
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

Students should select from one of the following two tracks (Linux or Red Hat Enterprise Linux):

Linux Track
CIS126DL Linux Operating System 3
+CIS238DL Linux System Administration 3
+CIS239DL Linux Shell Scripting 3
+CIS240DL Linux Network Administration 3
+CIS275DL Linux Capstone 3

Red Hat Enterprise Linux Track
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

Certificate of Completion: 5030N

Microsoft Desktop Associate

3 Credits

Description: 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 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.

Program Prerequisites: None

Required Courses: Credits: 3
MST150WT Installing and Configuring Microsoft Windows 10 3

Certificate of Completion: 5132

Microsoft Office Professional

16-22 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible. 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.

This program replaces:
CCL/5146 Computer Applications: Microsoft Office Specialist/ Basic
CCL/5147 Computer Applications: Microsoft Office Specialist/ Advanced
CCL/5212 Business Office Computer Applications
CCL/5213 Computer Usage and Applications
CCL/5214 Computer Applications Technology
CCL/5217 Computer Applications
CCL/5644 Business Applications Specialist

Program Prerequisites: None

Required Course: Credits:16-22
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)

Certificate of Completion: 5137

Microsoft Office Specialist

25-31 Credits

Description: The Certificate of Completion (CCL) in Microsoft Office Specialist emphasizes advanced training on word processing, spreadsheet, and database software for business purposes. This certificate builds upon the knowledge and skills gained by the CCL in Microsoft Office Professional for use in various business settings. This certificate helps prepare students for the Microsoft Office Specialist (MOS) certification examinations. This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology.

Program Notes:
Currently not Title IV Federal Financial Aid eligible. 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.

This program replaces: CCL/5218 Advanced Computer Usage and Applications

Program Prerequisites: None

Required Courses: Credits: 25-31
The following courses are required and included in Microsoft Office Professional CCL

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

The following courses are required in Microsoft Office Specialist CCL

CIS213DE Advanced Microsoft Word: Word Processing 3
CIS214DE Advanced Excel Spreadsheet: Level II 3
CIS217AM Advanced Microsoft Access: Database Management 3

Associate of Applied Science: 3189

Network and Systems Administration

60-71 Credits

Description: 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, 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.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.
For students considering university transfer consult with an Academic, Program, or Faculty Advisor at the college and/or university transfer partner.
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.
Students may receive credit for courses within the program based on current industry certifications. Consult with an Academic Advisor or Program Director.

This program replaces:
AAS/3013 Linux Networking Administration
AAS/3095 Information Technology: Cisco Networking
AAS/3096 Information Technology: Network Server
AAS/3208 Networking System Administration
AAS/3312 Computer and Networking Technology
AAS/3778 Microsoft Networking Technology
AAS/3794 Network Administration
AAS/3816 Networking Technology: Cisco

Program Prerequisites: None

Required Courses: Credits: 30-34
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 emphasis based on their career goals.

Emphasis 1: Cisco System Administration (CCNA) and Security Credits: 12
+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

Emphasis 2: Cisco System Administration (CCNP) Credits: 24
+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

Emphasis 3: Linux System Administration Credits: 12
+CIS238DL Linux System Administration 3
+CIS239DL Linux Shell Scripting 3
+CIS240DL Linux Network Administration 3
+CIS275DL Linux Capstone 3

Emphasis 4: Red Hat Enterprise Linux Administration Credits: 12
+CIS238RH Red Hat System Administration II 3
+CIS239DL Linux Shell Scripting 3
+CIS240RH Red Hat System Administration III 3
+CIS275DL Linux Capstone 3

Emphasis 5: Microsoft System Administration Credits: 18
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

Emphasis 6: VMware Network Administrator Credits: 12
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: Credits: 0-8
Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected area of emphasis 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
+CNT200 CCNP ROUTE: Implementing Cisco IP Routing 4
+CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+CNT205 Cisco Certified Network Associate Security (4) 4
+CNT206 Cisco Certified Network Associate Wireless 4
+CNT220 CCNP SWITCH: Implementing Cisco IP Switching 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 Elective
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 Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3 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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6
+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

General Education Distribution Credits: 10

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

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

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

Associate of Applied Science: 3844

Programming and Systems Analysis

61-67 Credits

Description: 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 (CCL) in Programming and Systems Analysis Level I and Level II and iOS Application Development 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.
++ indicates any suffixed courses.
Consultation with an Academic Advisor is recommended for course selection.

This program replaces: AAS/3164 Computer Programming

Program Prerequisites: None

Required Courses: Credits: 33-34
GBS151 Introduction to Business 3
CIS105 Survey of Computer Information Systems 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 Networks (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:

+ 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: Credits: 6
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 Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+ 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 Credits: 3
Any approved general education course in the Oral Communication area.

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

Mathematics Credits: 3-5
+ MAT150 College Algebra/Functions (5) OR
+ MAT151 College Algebra/Functions (4) OR
+ MAT152 College Algebra/Functions (3) OR
Any MAT course that is equivalent or higher 3-5

General Education Distribution Credits: 10

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

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

Natural Sciences Credits: 4
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

Certificate of Completion: 5048

Programming and Systems Analysis Level I

24 Credits

Description: 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 Application 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.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.
Consultation with an Academic Advisor is recommended for course selection.

This program replaces:
CCL/5084 Software Development
CCL/5207 Computer Programming

Program Prerequisites: None

Required Courses: Credits: 24
CIS105 Survey of Computer Information Systems 3
CIS133DA Internet/Web Development Level I 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
+CIS150 Programming Fundamentals (3) OR
+CIS150AB Object-Oriented Programming Fundamentals (3) 3
+CIS166++ Any Web Scripting course(s) 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 (1 course for a total of 3 credits) in one of the following areas:
+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

Certificate of Completion: 5962

Programming & System Analysis Level II

36-37 credits

Description: The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

Program Notes:
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.++ indicates any suffixed courses.
Consultation with an Academic Advisor is recommended for course selection.

This program replaces:
CCL/5084 Software Development
CCL/5207 Computer Programming

Program Prerequisites: None

Required Courses: Credits: 33-34
The following courses are required and included in CCL Programming and Systems Analysis Level I
CIS105 Survey of Computer Information Systems 3 CIS133DA Internet/Web Development Level I 3
GBS151 Introduction to Business 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
+MST150++ Any Microsoft Windows course (3) 3

+CIS150 Programming Fundamentals (3) OR
+CIS150AB Object-Oriented Programming Fundamentals (3) 3
+CIS166++ Any Web Scripting course(s) 3
+CIS119DO Introduction to Oracle: SQL (3) OR
+CIS276DA MySQL Database (3) OR
+CIS276DB SQL Server Database (3) 3
+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

The following courses are required for CCL Programming and Systems Level II
+CIS190 Introduction to Local Area Networks (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

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:
+CIS259 Visual Basic Programming II (3) OR
+CIS262++ Any C Programming: Level II course (3) OR
+CIS263AA Java Programming: Level II (3) OR
+CIS265 Advanced iOS Application Development (3) 3

Restricted Electives:
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.
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

Associate of Applied Science: 3890

Video Game Production

61-76 Credits

Description: The Associate in Applied Science (AAS) in Video Game Production provides students with the essential skill sets needed to plan, design, and produce video games. The program features interdisciplinary coursework and related studies to build a strong foundation bridging the art and science of video game production. The Associate in Applied Science in Video Game Production`s curriculum brings together business concepts, game technology, game narrative, music, sound design, and animation to prepare students for entry-level careers as a Level Designer, Environment Artist, Production Artist, Character Modeler, Character Animator, Game Designer, Game Developer, Mobile Game Developer, Commercial Artist, Game Writer, Composer and/or Sound Designer. Embedded Certificates of Completion (CCL) are available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Narrative and Video Game Production: Scripting and Coding.

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 interested in transferring should meet with an Academic, Faculty, or Program Director.

GST201 Game Studies is recommended for students who intend to transfer to Arizona State University.

This program replaces: AAS/3145 Game Technology

Program Prerequisites: None

Required Courses: Credits: 28
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.

ART100 Introduction to Digital Arts 1

+ ADA/ART177 Digital Photographic Imaging I (3) OR
CIS120DF Introduction to Adobe Photoshop (3) 3
ART/MMT185 3D Modeling for Animation I (3) OR
CIS130DA 3D Studio Max: Modeling (3) 3
Note: ART/MMT185 is recommended for students interested in the Game Art Emphasis and CIS130DA is recommended for students interested in the Coding and Scripting Emphasis

CIS105 Survey of Computer Information Systems 3
+CIS107 The Electronic Game Industry 3
+CIS15 Computer Game Development Level I 3
+CIS251 Computer Game Development Level II 3
CRW176 Writing Narrative for Video Games 3
+GST202 Games, Culture and Aesthetics 3
MUC122 Sound Design I 3

Restricted Electives: Credits: 14 - 23
Students must select 1 of the following 4 specializations.

Specialization I Game Art Credits: 23
+ADA/ART/MMT184 Digital Animation I 3 ART116 Life Drawing 3
ART/COM/STO150 Digital Storytelling 3
+ART200 Animation and Interactivity 3
+ART240 Cinematography and Directing for 2D/3D Animation (3) OR
+CIS230DB 3D Studio Max: Lighting and Rendering (3) 3
+ART/MMT285 3D Modeling and Animation II (3) OR

+CIS130DB 3D Studio Max: Animation (3) 3

+ART287 3D Character Animation 3
+ART298AB Special Projects 2

Specialization II Game Narrative Credits: 17 ART/COM/ STO150 Digital Storytelling 3 CRW160 Introduction to Writing Poetry 3 CRW170 Introduction to Writing Fiction 3 CRW190 Introduction to Screenwriting 3 CRW270 Intermediate Fiction Writing 3
+ CRW298AB Special Projects 2

Specialization III Coding and Scripting Emphasis Credits: 14
CIS120DC Introduction to Adobe Animate 3
+CIS150AB Object-Oriented Programming Fundamentals -3
+CIS156 Python Programming: Level 1 3
+CIS163AA- Java Programming: Level I 3
+CIS298AB Special Projects 2

Specialization IV Audio and Music Credits: 17-18
MTC191 Electronic Music (3) OR
MUC194 Introduction to Audio Mixing Techniques (3) 3

+MUC111 Digital Audio Workstation I (DAW I) 3
+MTC192 Electronic Music II (3) OR
+MUC196 Studio Recording II (3) 3
MUC195 Studio Music Recording I 3
+MUC222 Sound Design II 3

+MUC292 Sound Design III (3) OR
+MUC298AB Special Projects (2) 2-3

General Education Requirement Credits: 19-25

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3 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 Credits: 0-3
CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment (0) 0-3

Mathematics Credits: 3-6 Recommended for students who do not intend to transfer.
+MAT120 Intermediate Algebra (5) OR
+MAT121 Intermediate Algebra (4) OR
+MAT122 Intermediate Algebra (3) OR
MAT126 Intermediate Algebra with Review (6) OR
satisfactory completion of a higher level mathematics course 3-6

Recommended for students who intend to transfer to Arizona State University in the Game Arts, Narrative for Games, or Audio and Music emphases.

+ 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

Recommended for students who intend to transfer to Arizona State University in the Scripting and Coding emphasis.
+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

General Education Distribution Credits: 7

Humanities, Arts and Design Credits: 0
Met by GST202 in Required Courses

Social-Behavioral Sciences Credits: 3
Any approved Social and Behavioral Sciences.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences Area.

Certificate of Completion

Video Game Production: Audio and Sound

30-31 Credits

Description: The Certificate of Completion (CCL) in Video Game Production: Audio and Sound provides students with the introductory skills in audio and sound for video games. Coursework focuses on the music aspects of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is available. Certificates of Completion (CCL) are also available in Video Game Production: Game Art, Video Game Production: Coding and Scripting, and Video Game Production: Narrative.

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

Program Prerequisites: None

Required Courses: Credits: 30-31

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
MUC122 Sound Design I 3
CRW176 Writing Narrative for Video Games 3

Students must complete the following courses for a total of 17 to 18 credits that apply to the Video Game Production: Audio and Sound Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

MTC191 Electronic Music (3) OR
+MUC194 Introduction to Audio Mixing Techniques (3) 3

+MUC111 Digital Audio Workstation I (DAW I) 3

+MTC192 Electronic Music II (3) OR
+MUC196 Studio Recording II (3) 3
MUC195 Studio Music Recording I 3
+ MUC222 Sound Design II 3

+ MUC292 Sound Design III (3) OR
+ MUC298AB Special Projects (2) 2-3

Certificate of Completion: 5129

Video Game Production: Coding and Scripting

33 Credits

Description: The Certificate of Completion (CCL) in Video Game Production: Coding and Scripting provides students with the introductory skills to code and write script for video games. Coursework focuses on the coding and scripting aspects of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is also available. Certificates of Completion (CCL) are also available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Narrative.

Program Notes:
Currently not Title IV Federal Financial Aid eligible.

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

Program Prerequisites: None

Required Courses: Credits: 33
Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
MUC122 Sound Design I 3
CRW176 Writing Narrative for Video Games 3

Students must complete the following courses for a total of 20 credits that apply to the Video Game Production: Coding and Scripting Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

CIS107 The Electronic Game Industry 3
CIS120DC Introduction to Adobe Animate 3
CIS130DB 3D Studio Max: Animation 3

+CIS150AB Object--Oriented Programming Fundamentals 3
+CIS156 Python Programming: Level 1 3
+CIS163AA -Java Programming: Level I 3
+CIS298AB Special Projects 2

Certificate of Completion: 5123

Video Game Production: Game Art

39 Credits

Description: The Certificate of Completion (CCL) in Video Game Production: Game Art provides students with the introductory skills to design Art for video games. Coursework focuses on the artistic aspect of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is available. Certificates of Completion (CCL) are also available in Video Game Production: Audio and Sound, Video Game Production: Coding and Scripting, and Video Game Production: Narrative.

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

Program Prerequisites: None

Required Courses: Credits: 39
Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3
+ CIS151 Computer Game Development Level I 3
CRW176 Writing Narrative for Video Games 3
MUC122 Sound Design I 3

Students must complete the following courses for a total of 26 credits that apply to the Video Game Production: Game Art Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

+ADA/ART/MMT184 Digital Animation I 3
ART116 Life Drawing 3
ART/COM/STO150 Digital Storytelling 3
+ ART/MMT185 3D Modeling for Animation I (3) OR
+ CIS130DA 3D Studio Max: Modeling (3) 3

+ ART200 Animation and Interactivity 3

+ ART240 Cinematography and Directing for 2D/3D Animation (3) OR
+ CIS230DB 3D Studio Max: Lighting and Rendering (3) 3

+ ART/MMT285 3D Modeling and Animation II (3) OR
+ CIS130DB 3D Studio Max: Animation (3) 3

+ ART287 3D Character Animation 3
+ ART298AB Special Projects 2

Certificate of completion: 5125

Video Game Production: Game Narrative

27 Credits

Description: The Certificate of Completion (CCL) in Video

Game Production: Game Narrative provides students with the introductory skills to write narrative for video games. Coursework focuses on the narrative aspect of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is also available. Certificates of Completion (CCL) are available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Coding and Scripting.

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

Program Prerequisites: None

Required Courses: Credits:
27 Students must complete the following courses for a total of 13 credits that apply to the core of the Associate of Applied Science (AAS) in Video Game Production.

ART100 Introduction to Digital Arts 1
CIS105 Survey of Computer Information Systems 3

+ CIS151 Computer Game Development Level I 3
MUC122 Sound Design I 3
CRW176 Writing Narrative for Video Games 3

Students must complete the following courses for a total of 14 credits that apply to the Video Game Production: Game Narrative Emphasis of the Associate of Applied Science (AAS) in Video Game Production.

CRW160 Introduction to Writing Poetry 3
CRW170 Introduction to Writing Fiction 3
CRW190 Introduction to Screenwriting 3

+CRW270 Intermediate Fiction Writing 3
+CRW298AB Special Projects 2

Certificate of Completion: 5986

Web Design

38-43 Credits

Description: The Certificate of Completion (CCL) in Web Design provides students with comprehensive and focused studies in web design, including advanced image manipulation, vector graphics, page layout, video editing and design principles. A Certificate of Completion (CCL) in Web Development 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.
+ indicates course has prerequisites and/or corequisites

This program replaces:
CCL/5159 Web Design
CCL/5168 Web Development and Graphic Design
CCL/5172 Web Design Technologies
CCL/5344 Web Designer
CCL/5345 Advanced Web Designer
CCL/5885 Media Arts: Web Design

Required Courses:
The following courses are required and also fulfill the requirements for the CCL in Web Foundations:
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

The following courses are required and fulfill the requirements for the CCL in Web Design:
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

CIS120DB Computer Graphics: Adobe Illustrator 3
CIS120DA Introduction to Digital Video Editing: Adobe Premiere (3) OR
CIS120DK Introduction to Digital Video Editing (3) 3
+CIS138DA Desktop Design and Publishing Using Adobe InDesign 3
+CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging 3

Restricted Electives:
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.

Associate of Applied Science: 3185

Web Design/Development

60-67 Credits

Description: 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.
+ indicates course has prerequisites and/or corequisites

This program replaces:
AAS/3029 Web Design Technologies
AAS/3031 Web Development
AAS/3084 Web Developer
AAS/3085 Web Designer
AAS/3100 Web Development and Graphic Design
AAS/3147 Digital Media/Multimedia Technology
AAS/3824 Media Arts: Web Design

Program Prerequisites: None

Required Courses: Credits: 21
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: Credits: 17-22
Specialization I: Web Design
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 Credits: 18
+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
+CIS262AD C# Level II 3
+CIS263AA Java Programming: Level II 3
+CIS265++ Advanced iOS 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 Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3
Any approved general education course from the Oral Communication area.

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

Mathematics Credits: 3-6
Any approved general education course in the Mathematics Area.
(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.

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3

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

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area.

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 Credits: 4
Any approved general education course from the Natural Sciences area

Certificate of Completion: 5988

Web Development

39 Credits

Description: 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: Currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites
++ indicates any suffixed courses

This program replaces:
CCL/5051 Web Developer
CCL/5060 Web Developer
CCL/5168 Web Development and Graphic Design
CCL/5346 Web Development

Program Prerequisites: None

Required Courses: Credits: 36
The following courses are required and included CCL Web Foundations
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

The following courses are required for CCL 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
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
+CIS262AD C# Level II 3
+CIS263AA Java Programming: Level II 3
+ CIS265++ Advanced iOS Application Development 3

Restricted Electives:
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

Certificate of Completion: 5984

Web Foundations

21 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites

Program Prerequisites: None

Required Courses: Credits: 21
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

DIETETIC TECHNOLOGY

Associate in Applied Science: 3840

Dietetic Technology

62-69

Description: The Associate in Applied Science (AAS) in Dietetic Technology is a degree that emphasizes medical nutrition therapy, community nutrition and food service management. Students acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques that prepare the graduate for professional success. Upon successful completion of the program, the graduate will be eligible to take the Nutrition and Dietetics Technician, Registered (NDTR) Examination by the Commission on Dietetic Registration (CDR).

Job Description: The Nutrition and Dietetics Technician, Registered (NDTR) is prepared to play a key role in providing quality, cost-effective client care and food service management in a variety of employment settings. Job responsibilities may include patient counseling and education in Medical Nutrition Therapy, medical record documentation, health promotion and disease prevention, menu development, and management skills related to nutrition services and institutional food production.
Opportunities: NDTRs are an integral part of healthcare and food service management teams. They work independently or in partnership with Registered Dietitian Nutritionists (RDNs) in a variety of settings: acute and long term care facilities, community health programs, senior centers, home health care programs, school lunch programs, WIC programs, fitness and wellness centers, and weight management clinics.

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

Program Prerequisites: None

Required Courses: Credits: 42
BIO160 Introduction to Human Anatomy and Physiology 4
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

FON104 Certification in Food Service Safety and Sanitation 1
FON125 Introduction to Professions in Food, Nutrition, and Dietetics 1
FON142AB Science of Food 3
+FON207 Introduction to Nutrition Services Management 3

+FON210 Sports Nutrition and Supplements for Physical Activity (3) OR
+FON247 Weight Management Science (3) 3

+FON225 Research in Complementary and Alternative Nutrition Therapies 3
+FON241 Principles of Human Nutrition 3
+FON241LL Principles of Human Nutrition Laboratory 1
+FON242 Introduction to Medical Nutrition Therapy 3
+FON244AA Food Service Management Practicum 2
+FON244AB Food Service Management Practicum Laboratory 2.5
+ FON245AA Medical Nutrition Therapy Practicum 2
+ FON245AB Medical Nutrition Therapy Practicum Laboratory 2.5
+ FON246AA Community Nutrition Practicum 2
+ FON246AB Community Nutrition Practicum Laboratory 2
HCC145AA Medical Terminology for Health Care Professionals I 1

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-5
MAT120 Intermediate Algebra (5) OR
+MAT121 Intermediate Algebra (4) OR
+MAT122 Intermediate Algebra (3) OR
Equivalent course OR
Satisfactory completion of a higher level mathematics course. 3-5

General Education Distribution Credits: 10

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

Social-Behavioral Sciences Credits: 3
PSY101 Introduction to Psychology (3) OR SOC101 Introduction to Sociology (3) 3

Natural Sciences Credits: 4
CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) 4

EARLY CHILDHOOD EDUCATION

Certificate of Completion: 5056

Early Childhood Education

36 credits

DESCRIPTION: 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. The AAS program includes additional early childhood electives and general education classes to broaden the student's base of knowledge.

PROGRAM NOTES: Currently not Title IV Federal Financial Aid eligible. Students must earn a grade of “C” or better in all courses required 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.

This program replaces:
CCL/5016 Early Childhood Education
CCL/5356 Early Childhood Education and Administration: Birth through Age Five
CCL/5358 Early Care Specialist
CCL/5374 Early Childhood Education

Required Courses:
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
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

EED225 Language and Literacy in the Context of Culture and Relationships 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

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

Restricted Electives: Credits: 2-7
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)

Associate of Applied Science: 3186

Early Childhood Education

60-71 Credits

Description: 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.

This program replaces:
AAS/3007 Early Childhood Education
AAS/3109 Early Childhood Administration and Management
AAS/3124 Early Learning and Development
AAS/3356 Early Childhood Education and Administration: Birth through Age Five
AAS/3836 Early Childhood Education

Program Prerequisites: None

Required Courses: Credits: 29-34

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

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

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 Credits: 19-25

General Education Core Credits: 12-18

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

Oral Communication Credits: 3
Any approved general education course from the Oral Communication area.

Note: COM225 is recommended for students who wish to transfer to the BAE at ASU.

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

Mathematics Credits: 3-6
Any approved general education course in the Mathematical Applications [MA] area (3-6) 3-6

General Education Distribution Credits: 7

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

Recommend: EDU/ENH291 Children`s Literature OR EDU/HUM/STO292 The Art of Storytelling

Social-Behavioral Sciences Credits: 0
Fulfilled by EDU222 or EED222 in Required Courses area.

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

Certificate of Completion: 5054

Foundations of Early Childhood Education

18-19 Credits

Description: 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. The program requirements meet the 18 hours of coursework required for the Child Development Associate (CDA). 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.

This program replaces:
CCL/5016 Early Childhood Education
CCL/5019N Early Childhood Classroom Management
CCL/5356 Early Childhood Education and Administration: Birth through Age Five
CCL/5358 Early Care Specialist
CCL/5374 Early Childhood Education
CCL/5710 Foundations of Early Childhood Education
CCL/5714 Family Child Care Management
CCL/5715 Infant and Toddler Development

Program Prerequisites: None

Required Course: Credits: 18-19
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

EDU222 Introduction to the Exceptional Learner (3) OR
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) 3

+EED260 Early Childhood Infant/Toddler Internship (1) OR
+EED261 Early Childhood Preschool Internship (1) 1

EMERGENCY MANAGEMENT, EMERGENCY MEDICAL TECHNOLOGY & PARAMEDICINE

Certificate of Completion: 5304

Emergency Management

18 Credits

Description: 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.

This program replaces: CCL/5774N Domestic Preparedness and Homeland Security

Program Prerequisites: None

Required Courses: Credits: 18
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

Certificate of Completion: 5003N

Critical Care Paramedicine

8 Credits

Description: 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: Credits: 8
PME292 Critical Care Paramedicine 8

Certificate of Completion: 5643N

Emergency Medical Technology

13 credits

Description: The Certificate of Completion (CCL) in Emergency Medical Technology 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 EMT104AB or program director-approved rotation.

Required Courses: Credits: 13 Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) AND
Credit By Evaluation (0.5) 0.5

+ EMT104AB Applied Practical Studies for Emergency Medical Technology 0.5
+ EMT104LL Emergency Medical Technology Practicum 2
+ EMT104 Emergency Medical Technology 10

Certificate of Completion: 5058

Emergency Medical Technology Comprehensive

16-17 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible. 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 EMT104AB or program director-approved rotation.

Program Prerequisites: None

Required Courses: Credits: 13
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

Certificate of Completion: 5418N

Driver Operator

8 Credits

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

Program Notes:
Students must earn a grade of C or better 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.

Required Courses: Credits: 8
FSC111 Emergency Vehicle Driver Operator 2 FSC117 Fire Apparatus 3
FSC118 Fire Hydraulics 3

+EMT104AB Applied Practical Studies for Emergency Medical Technology 0.5
+EMT104 Emergency Medical Technology 10
+EMT104LL Emergency Medical Technology Practicum 2

Restricted Electives:
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

Associate of Applied Science: 3889

Paramedicine

63-75 Credits

Description: The Associate in Applied Sciences (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, 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.

This program replaces:
AAS/3065 Advanced Emergency Medical Technology
AAS/3112 Emergency Response and Operations

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: Credits: 45-51
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

General Education Requirement Credits: 18-24

+ General Education Core Credits: 12-18

First-Year Composition Credits: 6
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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment

Mathematics Credits: 3-6
+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

General Education Distribution Credits: 6

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

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area.

Natural Sciences Credits: 0
Met by BIO160 in the Required Courses area.

Certificate of Completion: 5990

Paramedicine

45 Credits

Description: 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.

This program replaces: CCL/5513 Paramedicine

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: Credits: 45
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

Engineering

Associate of Science: 8607

Engineering Technology

60-79 credits

Description: The Associate in Science (AS), Emphasis in Engineering provides the majority of the first two years of a four-year curriculum for students who wish to transfer to a four-year institution to earn a bachelor`s degree in an engineering discipline. With a bachelor`s degree students may pursue a career as an engineer in a number of areas including but not limited to aerospace engineering, biomedical engineering, chemical engineering, civil engineering, computer systems engineering, electrical engineering, industrial engineering, and mechanical engineering.

Required Courses Credits: 23-28
+ECE102 Engineering Analysis Tools and Techniques 2
+ECE103 Engineering Problem Solving and Design 2

+MAT230 Calculus with Analytic Geometry II (5) OR
+MAT231 Calculus with Analytic Geometry II (4) 4-5

+MAT240 Calculus with Analytic Geometry III (5) OR
+MAT241 Calculus with Analytic Geometry III (4) 4-5

+MAT276 Modern Differential Equations (4) OR
+ MAT277 Modern Differential Equations (3) 3-4

+ PHY115 University Physics I (5) OR
+ PHY121 University Physics I: Mechanics (4) 4-5

+ PHY116 University Physics II (5) OR
+ PHY131 University Physics II: Electricity and Magnetism (4) 4-5

Transfer Plan 1: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Aerospace Engineering (Aeronautics) Credits: 21-23
+ ECE105 MATLAB Programming (1) OR
+ CSC110 Introduction to Computer Science (Java) (3) 1-3

+ ECE211 Engineering Mechanics-Statics 3
+ ECE212 Engineering Mechanics-Dynamics 3
+ ECE215 Mechanics of Materials 3
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5
+ MAT225 Elementary Linear Algebra 3

Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites
++ indicates any suffixed courses

Transfer Plan 2: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Aerospace Engineering (Astronautics) Credits: 21-23
+ ECE105 MATLAB Programming (1) OR
+ CSC110 Introduction to Computer Science (Java) (3) 1-3

+ ECE211 Engineering Mechanics-Statics 3
+ ECE212 Engineering Mechanics-Dynamics 3
+ ECE215 Mechanics of Materials 3
+ ECE216 Computer-Aided Engineering 2

+ECE216LL Computer-Aided Engineering Laboratory 1
+EEE202 Circuits and Devices 5
+MAT225 Elementary Linear Algebra 3

Transfer Plan 3: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Aerospace Engineering (Autonomous Vehicle Systems)
Credits: 21-23
+ECE105 MATLAB Programming (1) OR
+CSC110 Introduction to Computer Science (Java) (3) 1-3
+ECE211 Engineering Mechanics-Statics 3
+ECE212 Engineering Mechanics-Dynamics 3
+ECE215 Mechanics of Materials 3

+ECE216 Computer-Aided Engineering 2
+ECE216LL Computer-Aided Engineering Laboratory 1
+EEE202 Circuits and Devices 5
+MAT225 Elementary Linear Algebra 3
Transfer Plan 4: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Biomedical Engineering
Credits: 25-27
+BIO181 General Biology (Majors) I (4) OR
+BIO181XT General Biology (Majors) I (4) 4

+BIO182 General Biology (Majors) II 4

+CHM150 General Chemistry I (4) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM150AA General Chemistry I (5)
OR
+CHM151 General Chemistry I (3) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM151AA General Chemistry I (4) 4-5

+CHM152 General Chemistry II (3) AND
+CHM152LL General Chemistry II Laboratory (1) OR
+CHM152AA General Chemistry II (4) 4

+CSC110 Introduction to Computer Science (Java) (3) OR
+CSC110AA Introduction to Computer Science (Java) (3) OR
+CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ECE105 MATLAB Programming 1
+EEE202 Circuits and Devices 5

Transfer Plan 5: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Chemical Engineering
Credits: 21-23
+BIO181 General Biology (Majors) I (4) OR
+BIO181XT General Biology (Majors) I (4) OR
+BIO182 General Biology (Majors) II (4) OR

+BIO201 Human Anatomy and Physiology I (4) OR
+BIO201XT Human Anatomy and Physiology I (4) OR
+BIO205 Microbiology (4) OR
+BIO220 Biology of Microorganisms (4) OR
ECE111 Bioengineering Systems (3) 3-4
+CHM150 General Chemistry I (4) AND
+CHM151LL General Chemistry I Laboratory (1) OR
+CHM150AA General Chemistry I (5)
OR

+CHM151 General Chemistry I (3) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM151AA General Chemistry I (4) 4-5

+CHM152 General Chemistry II (3) AND
+CHM152LL General Chemistry II Laboratory (1) OR
+CHM152AA General Chemistry II (4) 4

+CHM235 General Organic Chemistry I 3
+CHM235LL General Organic Chemistry I Laboratory 1
+CHM236 General Organic Chemistry IIA 3
+MAT225 Elementary Linear Algebra 3

Transfer Plan 6: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Civil Engineering
Credits: 15-16
+ BIO181 General Biology (Majors) I (4) OR
+ BIO181XT General Biology (Majors) I (4) OR
+ BIO182 General Biology (Majors) II (4) OR
+ CHM230 Fundamental Organic Chemistry (3) OR
GLG101 Introduction to Geology I - Physical Lecture (3) 3-4

+ ECE211 Engineering Mechanics-Statics 3
+ ECE212 Engineering Mechanics-Dynamics 3
+ ECE215 Mechanics of Materials 3
+ MAT225 Elementary Linear Algebra 3
Transfer Plan 7: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Civil Engineering (Sustainable Engineering)
Credits: 15-16
+ BIO181 General Biology (Majors) I (4) OR
+ BIO181XT General Biology (Majors) I (4) OR
+ BIO182 General Biology (Majors) II (4) OR
+ CHM230 Fundamental Organic Chemistry (3) OR
GLG101 Introduction to Geology I - Physical Lecture (3) 3-4

+ ECE211 Engineering Mechanics-Statics 3
+ ECE212 Engineering Mechanics-Dynamics 3
+ ECE215 Mechanics of Materials 3
+ MAT225 Elementary Linear Algebra 3

Transfer Plan 8: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Computer Systems Engineering Credits: 25-27
+CSC110 Introduction to Computer Science (Java) (3) OR
+CSC110AA Introduction to Computer Science (Java) (3)
OR
+CSC110AB Introduction to Computer Science (Java) (4)
3-4

+CSC/EEE120 Digital Design Fundamentals 4
+CSC205 Object-Oriented Programming and Data Structures (3) OR
+CSC205AA Object-Oriented Programming and Data Structures
(3) OR
+CSC205AB Object-Oriented Programming and Data Structures (4) 3-4
+ CSC/EEE220 Programming for Computer Engineering 3
+ CSC/EEE230 Computer Organization and Assembly Language 4
+ EEE202 Circuits and Devices 5
+ MAT227 Discrete Mathematical Structures 3

Transfer Plan 9: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Computer Systems Engineering

(Cybersecurity) Credits: 25-27
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ CSC/EEE120 Digital Design Fundamentals 4

+ CSC205 Object-Oriented Programming and Data Structures (3) OR
+ CSC205AA Object-Oriented Programming and Data Structures
(3) OR
+ CSC205AB Object-Oriented Programming and Data Structures (4) 3-4
+ CSC/EEE220 Programming for Computer Engineering 3
+ CSC/EEE230 Computer Organization and Assembly Language 4
+ EEE202 Circuits and Devices 5
+ MAT227 Discrete Mathematical Structures 3

Transfer Plan 10: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Construction Engineering
Credits: 23-24
CON271 Construction Safety 3

ECE111 Bioengineering Systems (3) OR
GLG101 Introduction to Geology I - Physical Lecture (3) O
+BIO181 General Biology (Majors) I (4) OR
+BIO181XT General Biology (Majors) I (4) OR
+BIO182 General Biology (Majors) II (4) 3-4

+ECE211 Engineering Mechanics-Statics 3
+ ECE212 Engineering Mechanics-Dynamics 3
+ ECE215 Mechanics of Materials 3

+ EEE202 Circuits and Devices 5

+ MAT225 Elementary Linear Algebra 3

Transfer Plan 11: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Electrical Engineering
Credits: 20-21
+CSC100 Introduction to Computer Science (C++) (3) OR
+CSC100AA Introduction to Computer Science (C++) (3) OR
+CSC100AB Introduction to Computer Science (C++) (4) 3-4
+CSC/EEE120 Digital Design Fundamentals 4
+CSC/EEE230 Computer Organization and Assembly Language 4
+EEE202 Circuits and Devices 5
PHY241 University Physics III: Thermodynamics, Optics, and Wave Phenomena 4

Transfer Plan 12: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Electrical Engineering (Electric Power and Energy Systems)
Credits: 20-21
+CSC100 Introduction to Computer Science (C++) (3) OR
+CSC100AA Introduction to Computer Science (C++) (3) OR
+CSC100AB Introduction to Computer Science (C++) (4) 3-4
+CSC/EEE120 Digital Design Fundamentals 4
+CSC/EEE230 Computer Organization and Assembly Language 4
+EEE202 Circuits and Devices 5
+PHY241 University Physics III: Thermodynamics, Optics, and Wave Phenomena 4

+Transfer Plan 13: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Engineering
Credits: 15-23
CHM150 General Chemistry I (4) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM150AA General Chemistry I (5)
OR
+CHM151 General Chemistry I (3) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM151AA General Chemistry I (4) 4-5
+CSC100AB Introduction to Computer Science (C++) (4) OR
+CSC110 Introduction to Computer Science (Java) (3) OR
+CSC110AA Introduction to Computer Science (Java) (3) OR
+CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5

Transfer Plan 14: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Engineering (Automotive Systems) Credits: 15-23

+ CHM150 General Chemistry I (4) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM150AA General Chemistry I (5)
OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM151AA General Chemistry I (4) 4-5

+ CIS162AD C#: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5

Transfer Plan 15: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Engineering (Electrical Systems) Credits: 15-23

+CHM150 General Chemistry I (4) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM150AA General Chemistry I (5)
OR
+CHM151 General Chemistry I (3) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM151AA General Chemistry I (4) 4-5
+CIS162AD C#: Level I (3) OR
+CSC100 Introduction to Computer Science (C ++) (3) OR
+CSC100AA Introduction to Computer Science (C++) (3) OR
+CSC100AB Introduction to Computer Science (C++) (4) OR
+CSC110 Introduction to Computer Science (Java) (3) OR
+CSC110AA Introduction to Computer Science (Java) (3) OR
+CSC110AB Introduction to Computer Science (Java) (4) 3-4
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5

Transfer Plan 16: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Engineering (Mechanical Engineering Systems)
Credits: 15-23

+ CHM150 General Chemistry I (4) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM150AA General Chemistry I (5)
OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1)
OR
+ CHM151AA General Chemistry I (4) 4-5

+ CIS162AD C#: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5

Transfer Plan 17: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Engineering (Robotics)
Credits: 15-23

+CHM150 General Chemistry I (4) AND
+CHM151LL General Chemistry I Laboratory (1)
OR
+CHM150AA General Chemistry I (5)
OR
+CHM151 General Chemistry I (3) AND
CHM151LL General Chemistry I Laboratory (1) OR
+ CHM151AA General Chemistry I (4) 4-5
+ CIS162AD C#: Level I (3) OR
+ CSC100 Introduction to Computer Science (C++) (3) OR
+ CSC100AA Introduction to Computer Science (C++) (3) OR
+ CSC100AB Introduction to Computer Science (C++) (4) OR
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5

Transfer Plan 18: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Industrial Engineering Credits: 15-19
+ CSC110 Introduction to Computer Science (Java) (3) OR
+ CSC110AA Introduction to Computer Science (Java) (3) OR
+ CSC110AB Introduction to Computer Science (Java) (4) 3-4

+ CSC/EEE120 Digital Design Fundamentals (4) OR
+ CSC240 Introduction to Different Programming Languages

+ EEE202 Circuits and Devices (5) 3-5

+ CSC205 Object-Oriented Programming and Data Structures (3) OR
+ CSC205AA Object-Oriented Programming and Data Structures (3) OR
+CSC205AB Object-Oriented Programming and Data Structures (4) 3-4
+ECE211 Engineering Mechanics-Statics 3
+MAT225 Elementary Linear Algebra 3

Transfer Plan 19: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Materials Science and Engineering
Credits: 17-20
+CHM150 General Chemistry I (4) AND
+CHM151LL General Chemistry I Laboratory (1) OR
+CHM150AA General Chemistry I (5)
OR
+CHM151 General Chemistry I (3) AND
+CHM151LL General Chemistry I Laboratory (1) OR
+CHM151AA General Chemistry I (4) 4-5
+CHM152 General Chemistry II (3) AND
+CHM152LL General Chemistry II Laboratory (1) OR
+CHM152AA General Chemistry II (5) 4-5

+ ECE211 Engineering Mechanics-Statics (3) OR
+ ECE214 Engineering Mechanics (4) 3-4

+ ECE215 Mechanics of Materials 3
+ MAT225 Elementary Linear Algebra 3

Transfer Plan 20: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Mechanical Engineering Credits: 21-23
+ECE105 MATLAB Programming (1) OR
+CSC110 Introduction to Computer Science (Java) (3) 1-3
+ ECE211 Engineering Mechanics-Statics 3
+ ECE212 Engineering Mechanics-Dynamics 3
+ ECE215 Mechanics of Materials 3
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5
+ MAT225 Elementary Linear Algebra 3

Transfer Plan 21: Arizona State University (Ira A. Fulton Schools of Engineering), BSE, Mechanical Engineering (Computational Mechanics)
Credits: 21-23
+ECE105 MATLAB Programming (1) OR
+CSC110 Introduction to Computer Science (Java) (3) 1-3
+ECE211 Engineering Mechanics-Statics 3
+ECE212 Engineering Mechanics-Dynamics 3
+ECE215 Mechanics of Materials 3
+ ECE216 Computer-Aided Engineering 2
+ ECE216LL Computer-Aided Engineering Laboratory 1
+ EEE202 Circuits and Devices 5
+ MAT225 Elementary Linear Algebra 3

Exercise Science, Health and PE, Recreation and Wellness

Associate of Applied Science: 3059

Health, Fitness and Sports Performance

63-72.5 Credits

Description: The Associate in Applied Science (AAS) in Exercise Science: Health, Fitness and Sports Performance program prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine
(NASM) and the American Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in entry-level positions such as personal training within health and fitness clubs, wellness centers, and public and private

recreation facilities. This curriculum also provides good preparation for transfer to a four-year bachelor program.

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

Students can achieve the AGEC-A by completing the following:
An additional course with the Humanities, Arts and Design general studies designation 3
An additional course with the Natural Science general studies designation 4
Recommend 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

Program Prerequisites: None

Required Courses:` Credits: 44-49.5
EXS101 Introduction to Exercise Science 3
+EXS125 Introduction to Exercise Physiology 3
+EXS210 Assessment and Program Design: Muscular Fitness 2
+EXS211 Assessment and Program Design: Flexibility and Balance 2
+EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
+EXS213 Assessment and Program Design: Weight Management and Motivation 2
+EXS214 Instructional Competency: Flexibility and Mind Body Exercises 2
+EXS216 Instructional Competency: Muscular Strength and Conditioning 2

+EXS218 Instructional Competency: Cardiorespiratory Exercises and Activities 2
+EXS290 Introduction to Evidence Based Practice 3

+ EXS239 Practical Applications of Personal Training Skills and Techniques Internship (3) OR
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND
+ EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) 3

HES100 Healthful Living 3
HES210 Cultural Aspects of Health and Illness 3

HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR
Current Basic Life Support (BLS) Health Care Provider/ Professional Rescuer certification (0) 0-0.5

FON100 Introductory Nutrition (3) OR
FON241 Principles of Human Nutrition (3) 3

PSY101 Introduction to Psychology 3

+BIO181 General Biology (Majors) I (4) OR
1 year of high school biology 0-4
+BIO201 Human Anatomy and Physiology I 4

PED101ST Strength Training 1
PED101GF Group Fitness/Aerobics (1) OR
PED101KB Kickboxing (1) OR
PED101PS Pilates (1) OR
PED101TC Tai Chi (1) OR
PED101YH Hatha Yoga (1) OR
PED101YO Yoga (1) OR
PED101YP Power Yoga (1) OR
PED101YR Restorative Yoga (1) OR
PED101BS Body Sculpting (1) OR
PED101PC Physical Conditioning (1) OR
PED101BC Boot Camp (1) OR
PED101ZU Zumba Fitness (1) OR
PED101SR Stretch and Relaxation (1) OR
PED101CY Cycling - Indoor (1) OR
PED101YG Gentle Yoga (1) OR
PED101TX Suspension Training (1) 1

General Electives: Credits: 4
Students must choose four (4) additional credits of general elective courses.
(CHM130 AND CHM130LL), OR (CHM151 and CHM151LL) OR BIO202 are recommended for students who intend to transfer.

General Education Requirement Credits: 15-20

General Education Core Credits: 12-17

First-Year Composition Credits: 6
+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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-5
+MAT150 College Algebra/Functions (5) OR
+MAT151 College Algebra/Functions (4) OR
+MAT152 College Algebra/Functions (3) 3-5

General Education Distribution Credits: 3

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

Social-Behavioral Sciences Credits: 0
Met by HES100 in Required Courses.

Natural Sciences
Met by BIO201 in Required Courses. Credits: 0

Certificate of Completion: 5421

Personal Trainer

18-18.5 Credits

Description: The Certificate of Completion (CCL) in Personal Trainer is designed to provide students with the foundational skills needed to design and implement fitness routines appropriate to clients` goals and aligned with current industry best practices. The curriculum for this certificate fosters the development of critical thinking, leadership, and communication skills important for developing and implementing individualized exercise programs. A CCL in Personal Training: Advanced and an Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance are also available for students interested in continuing their studies in this field.

Program Notes:
Currently not Title IV Federal Financial Aid eligible.

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

Program Prerequisites: None

Required Courses: Credits: 18-18.5
EXS101 Introduction to Exercise Science 3
+EXS125 Introduction to Exercise Physiology 3
+EXS210 Assessment and Program Design: Muscular Fitness 2
+EXS211 Assessment and Program Design: Flexibility and Balance 2
+EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
+EXS213 Assessment and Program Design: Weight Management and Motivation 2
+EXS239AA Practical Applications of Personal Training Skills and Techniques Internship 1
FON241 Principles of Human Nutrition 3
HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current CPR/AED certification 0-0.5

Certificate of Completion: 5445

Personal Trainer Advanced

31-31.5

Description: The Certificate of Completion (CCL) in Personal Trainer: Advanced is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum includes the foundational courses required for the CCL in Personal Trainer coupled with some additional advanced and specialized courses.

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

Program Prerequisites: None

Required Courses: Credits: 31-31.5
EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR
HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current Basic Life Support (BLS) Health Care Provider/ Professional Rescuer certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3
+EXS125 Introduction to Exercise Physiology 3
+EXS210 Assessment and Program Design: Muscular Fitness 2
+EXS211 Assessment and Program Design: Flexibility and Balance 2
+EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
+EXS213 Assessment and Program Design: Weight Management and Motivation 2
+EXS214 Instructional Competency: Flexibility and Mind-Body Exercises 2
+EXS216 Instructional Competency: Muscular Strength and Conditioning 2
+EXS218 Instructional Competency: Cardiorespiratory Exercises and Activities 2

+EXS239 Practical Applications of Personal Training Skills and Techniques Internship (3) OR
+EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND
+EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) 3

FON100 Introductory Nutrition (3) OR
FON241 Principles of Human Nutrition (3) 3

HES100 Healthful Living 3

PED101ST Strength Training 1
PED101BC Boot Camp (1) OR
PED101BS Body Sculpting (1) OR PED101CY Cycling - Indoor (1) OR
PED101GF Group Fitness/Aerobics (1) OR
PED101KB Kickboxing (1) OR
PED101PC Physical Conditioning (1) OR
PED101PS Pilates (1) OR
PED101SR Stretch and Relaxation (1) OR
~PED101TC Tai Chi (1) OR
PED101TX Suspension Training (1) OR
PED101YG Gentle Yoga (1) OR
PED101YH Hatha Yoga (1) OR
PED101YO Yoga (1) OR
PED101YP Power Yoga (1) OR
PED101YR Restorative Yoga (1) OR
PED101ZU Zumba® Fitness (1) 1

Certificate of Completions: 5828

Sports Management

18-22 Credits

Description: The Certificate of Completion (CCL) in Sports Management program examines the expanding field of sports management. Includes management in professional sports, community sports, and non-profit sporting organizations, as well as related business practices such as accounting and marketing. Explores job opportunities in intercollegiate and interscholastic athletics, professional sports, sports marketing and sales, public relations, facility management, and sporting event management along with consideration of the educational requirements for each.

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 Prerequisites: None

Required Courses: Credits: 15-16
EXS150 Introduction to Sports Management 3
NMS160 Sports Media Careers 3
ACC111 Accounting Principles I 3
MKT271 Principles of Marketing 3

+EXS205 Introduction to Sports Law (3) OR
GBS205 Legal, Ethical and Regulatory Issues in Business (3) 3
+EXS270AA Sports and Athletics Internship (1) OR
+GBS270AA Business Internship (1) OR
Relevant workforce experience approved by program director 0-1

Restricted Electives:
ECN110 Economics of Sports 3
EXS175 Ethics of Sports 3
EXS241 History of Sports in the United States 3
EXS 260 Principles of Officiating (2) OR

EXS260++ Any sport-related Officiating course (2-3) 2-3

EXS265 Theory of Coaching (3) OR
EXS265++ Any sport-specific Theory of Coaching course (3) 3

HRM145 Events Management 3
SOC220 Sports and Society 3
GBS151 Introduction to Business 3

+JRN203 Writing for Online Media 3

+ENG101 First-Year Composition (3) OR
+ENG107 First-Year Composition for ESL (3)
AND
+JRN201 Newswriting (3) 6

+ENG101 First-Year Composition (3) OR
+ENG107 First-Year Composition for ESL (3)
AND
+JRN212 Broadcast Writing (3) 6

PSY101 Introduction to Psychology (3) AND
+PSY215 Introduction to Sport Psychology (3) 6

ARTS & FINE ARTS

Associate in Arts: 8105

ART

60–66 credits

The Associate in Arts, Fine Arts (AAFA), Emphasis in Art degree provides the first two years of a four-year curriculum for students who wish to specialize in fine arts, including painting, ceramics, textiles, jewelry, sculpture, metals, photography, and drawing. This degree offers an emphasis in creative problem-solving that is required in most career fields. With an associate degree, students may pursue a career as a practicing artist. With a bachelor or graduate degree in fine arts, students may also pursue a career in museums, galleries, community-based art organizations, or art instruction.

Required Courses
ART111 Drawing I 3
ART112 Two-Dimensional Design 3
ART113 Color 3
ART115 Three-Dimensional Design 3

ART255AB The Portfolio (1) OR
ART255 Art Marketing (3) 1-3
(ART255AB is a direct transfer, ART255 is an elective transfer recommended for marketing and professional development)

Complete all courses in the transfer option that best aligns with your academic and professional goals. If your intended transfer institution is not listed, then select a combination of courses from the transfer options listed in order to meet the minimum credits required in the Restricted Electives section. Consult with an academic, faculty, or program advisor to prevent exceeding your university transfer program`s maximum transferable credits (typically 64).

Choose any combination from the following list of courses totaling a minimum of twelve (12) credits of additional coursework. Courses that are required for a particular transfer pathway are noted in the transfer plans that follow. Courses cannot be shared with Required or other Restricted electives.

ART116 Life Drawing I 3
+ART122 Drawing and Composition II 3
+ART131 Photography I 3
+ART132 Photography II 3
ART151 Sculpture I 3
ART161 Ceramics I 3
+ART165 Watercolor Painting I 3
+ART167 Painting I 3
+ART250 Introduction to Printmaking 3
+ART277 Textiles I 3

Choose one of the following 2D Art courses:
ART116 Life Drawing I 3
+ART122 Drawing and Composition II 3
ART131 Photography I 3
+ART132 Photography II 3
+ART165 Watercolor Painting I 3
ART167 Painting I 3
ART250 Introduction to Printmaking 3Choose one of the following 3D Art courses:
ART151 Sculpture I 3
ART277 Textiles I 3

Choose one of the following 2D or 3D Art courses:
ART116 Life Drawing I 3
+ART122 Drawing and Composition II 3
+ ART131 Photography I 3
+ART132 Photography II 3

ART151 Sculpture I 3
+ART165 Watercolor Painting I 3
ART167 Painting I 3
ART250 Introduction to Printmaking 3
ART277 Textiles I 3

Transfer Plan 2: Arizona State University (Herberger Institute for Design and the Arts), Bachelor of Fine Arts, Art (Painting and Drawing)
ART116 Life Drawing I (3) OR
ART165 Watercolor Painting I (3) 3
ART167 Painting I 3

Choose one of the following 2D or 3D Art courses:
ART116 Life Drawing I 3
+ART122 Drawing and Composition II 3
ART131 Photography I 3
+ART132 Photography II 3
ART151 Sculpture I 3
ART161 Ceramics I 3
ART165 Watercolor Painting I 3
ART250 Introduction to Printmaking 3
ART277 Textiles I 3

Choose one of the following 3D Art courses:
ART151 Sculpture I 3
ART161 Ceramics I 3
ART277 Textiles I 3

Transfer Plan 3: Arizona State University (Herberger Institute for Design and the Arts), Bachelor of Fine Arts, Art (Photography)
ART131 Photography I 3
ART132 Photography II 3
ART234 Color Photography I 3

Choose one of the following 3D Art courses:
ART151 Sculpture I 3
ART161 Ceramics I 3
ART277 Textiles I 3

Transfer Plan 4: Arizona State University (Herberger Institute for Design and the Arts), Bachelor of Fine Arts, Art (Printmaking)
ART250 Introduction to Printmaking 3

Choose one of the following 2D Art courses: ART116 Life Drawing I 3
+ ART122 Drawing and Composition II 3 ART131 Photography I 3

Associate in Arts: 8103

DANCE

60–76 credits

The Associate in Arts, Fine Arts (AAFA), Emphasis in Dance provides the first two years of a four-year curriculum for students who intend to specialize in dance. With an associate degree, students may pursue a number of careers, including but not limited to, dance performance, choreography, dance studio instruction, and fitness instruction. Upon completion of a bachelor`s degree, students may pursue a career in several areas including a dance education at the secondary level, artistic direction, and stage management. Upon completion of a graduate degree, students may pursue a career in dance education at the post-secondary level.

Required Courses
Fine Arts Requirements - Dance
DAN150 Dance Performance I 1
DAN210 Dance Production I 3
DAN221 Rhythmic Awareness I 3
DAN264 Choreography I 3
+ DAN280 Dance Practicum 2

Select from the following options to complete a minimum of three (3) and a maximum of eight (8) semester credits. Students must attain Level III competency in Ballet (DAN231 or DAN231AA). Courses may be repeated for credit:
DAN131 Ballet I 1
+DAN134 Ballet II 1
+DAN231 Ballet III 1
+DAN231AA Ballet III: Intensive 2
+DAN234 Ballet IV 1
+DAN234AA Ballet IV: Intensive 2

Select from the following options to complete a minimum of three (3) and a maximum of eight (8) semester credits. Students must attain Level III competency in Modern (DAN232 or DAN232AA). Courses may be repeated for credit:
DAN132 Modern Dance I 1
+DAN135 Modern Dance II 1
+DAN232 Modern Dance III 1
+DAN232AA Modern Dance III: Intensive 2
+DAN235 Modern Dance IV 1
+DAN235AA Modern Dance IV: Intensive 2

Select from the following options to complete a minimum of one (1) and a maximum of six (6) semester credits. Courses may be repeated for credit:
DAN133 Jazz Dance I 1
+DAN136 Jazz Dance II 1
+DAN233 Jazz Dance III 1
+DAN233AA Jazz Dance III: Intensive 2
+DAN236 Jazz Dance IV 1
+DAN236AA Jazz Dance IV: Intensive 2

Restrictive Electives
Select a minimum of two (2) and a maximum of five (5) semester credits of coursework from the following:
+DAN102++ Any Hip Hop Course 1
+DAN104++ Any Ballroom Course 1
+DAN105++ Any Swing Course 1
+DAN106++ Any Latin Course 1
+DAN108++ Any Tango Course 1
+DAN120++ Any World Dance Course 1 DAN129
Musical Theatre Dance I 1
+DAN130 Musical Theatre Dance II 1
DAN131 Ballet I 1
DAN132 Modern Dance I 1
DAN133 Jazz Dance I 1
+DAN134 Ballet II 1
+DAN135 Modern Dance II 1
+DAN136 Jazz Dance II 1
DAN140 Tap Dance I 1
+DAN141 Dance Workshop 1
+DAN145 Tap Dance II 1
+DAN146 Tap Dance Ensemble 1
DAN150 Dance Performance I 1
+DAN155 Dance Performance II 1
DAN164 Improvisation 1
+DAN201++ Special Topics: Dance 1-3
+DAN202++ Any Hip Hip Course 1
+DAN204++ Any Ballroom Course 1
+DAN229 Musical Theatre Dance III 1
+DAN230 Musical Theatre Dance IV 1
+DAN231 Ballet III 1
+DAN231AA Ballet III: Intensive 2
DAN232 Modern Dance III 1

+DAN232AA Modern Dance III: Intensive 2
+DAN233 Jazz Dance III 1
+DAN233AA Jazz Dance III: Intensive 2
+DAN234 Ballet IV 1
+DAN234AA Ballet IV: Intensive 2
+DAN235 Modern Dance IV 1
+DAN235AA Modern Dance IV: Intensive 2
+DAN236 Jazz Dance IV 1
+ DAN236AA Jazz Dance IV: Intensive 2
+ DAN237 Ballet Pointe I 1

+ DAN240 Tap Dance III 1
+ DAN245 Tap Dance IV 1
+ DAN250 Dance Performance III 1
+ DAN255 Dance Performance IV 1
+ DAN290++ Dance Conservatory I 1-3
+ DAN291++ Dance Conservatory II 1-3
+ DAN292++ Dance Conservatory III 1-3
+ DAN298++ Special Projects 1-3

Dance Theory Electives
Consult with Residential Dance Faculty to select a minimum of six (6) and a maximum of nine (9) semester credits of coursework from the following except those courses used to fulfill a requirement in the Humanities, Arts and Design [HU] area.-0p
DAH100 Introduction to Dance 3
DAH110 Dance in Film 3
DAH190 Discovering Dance Careers 1
DAH201 World Dance Studies 3 DAH250
Dance in Popular Culture 3
DAH255 Hip Hop Arts, Aesthetic and Culture 3

+DAN170 Dance Kinesiology 3
+DAN201++ Special Topics: Dance 1-3
+DAN220 Dance Career Preparation 3

DAN222 Rhythmic Awareness II 3

+DAN265 Choreography II 3
+DAN272 Dance Technology 3
+DAN282++ Service-Learning Experience in Dance 1-3
+DAN293 Teaching Dance in Elementary Education 3
+DAN294 Teaching Dance in Secondary Education 3
+DAN295 Teaching and Management of Studio Dance 3

+DAN298++ Special Projects 1-3

Associate in Arts: 8104

MUSIC

60–80 credits

Description: The Associate in Arts, Fine Arts (AAFA), Emphasis in Music degree is designed for students planning to transfer to four-year colleges and universities

with majors in the Fine/Performing Arts. The degree is designed to prepare students to meet selective admission criteria for programs, such as the Bachelor of Music, which may require an audition. Embedded areas of emphasis include choral, instrumental, guitar and popular music performance.

Program Notes:

In most cases, courses used to satisfy the AAFA-Music will apply to general university graduation requirements of related majors; however, students need to be aware of any specific lower division requirements of their intended focus at the university to be sure they select courses that will meet those requirements.
Some courses may require permission of instructor and/or audition for placement.

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.

Required Courses Credits: 8
MTC105 Music Theory I 3
MTC106 Aural Perception I 1
+MTC155 Music Theory II 3
+MTC156 Aural Perception II 1

Restrictive Electives: Credits: 24-28
SPECIALIZATION 1: Classical Music Performance and Music Education
MUP102++ Private Instruction 2
+MUP152++ Private Instruction 2
+MUP202++ Private Instruction 2
+MTC205 Music Theory III 3
+MTC206 Aural Perception III 1
+MUP252++ Private Instruction 2
+MTC255 Music Theory IV 3
+MTC256 Aural Perception IV 1

Class Piano Credits: 0-4
MUP131 Class Piano I 1
+MUP132 Class Piano II 1
+MUP231 Class Piano III 1
+MUP232 Class Piano IV 1

(Student`s level and number of credits required for degree determined by piano instructor based on audition) 0-4 Large Music Ensembles Credits: 4

Choose any four (4) credits from the following list of Musical Ensemble courses based on area of emphasis. Any substitutions require official approval of program director.

MUP153 is recommended for Choral students (or, if unavailable, MUP150), MUP160 for Strings students (or, if unavailable, MUP159), MUP162 for Instrumental students (or, if unavailable, MUP161), MUP163 (limited to Jazz Big Bands) for Jazz students, MUP169 for students interested in transfer to Ottawa University for Guitar (or, if unavailable, any other approved ensemble), and MUP181 (limited to Piano Ensembles only) for Piano majors. Ensemble courses can be taken multiple times for credit.

MUP150 Community Chorus 1
MUP153 Concert Choir 1
MUP159 Community Orchestra 1
MUP160 Orchestra 1
MUP161 Community Band 1
MUP162 Band 1
MUP163 Jazz Ensemble 1 (Jazz Big Bands only)
MUP169 Guitar Ensemble 1
MUP181 Chamber Music Ensembles 1 (Piano Ensemble only)
MUP217 Music Theatre: Broadway Solos 1
MUP273 Musical Theater Production 1

Related Area Credits: 4
Students should choose four (4) credits from the following list of options that best align with their academic and professional goals. Courses should be selected in consultation with an academic, faculty, or program advisor. Any MUE course(s) listed are recommended for Guitar and Instrumental students.

MUP250++ Survey of Diction 1
MUE107 Woodwinds Methods I 1
+MUE207 Woodwinds Methods II 1
MUE108 Percussion Methods I 1
+MUE208 Percussion Methods II 1
MUE109 Brass Methods I 1
+MUE209 Brass Methods II 1
MUE110 Strings Methods I 1
+MUE210 Strings Methods II 1
MUE111 Guitar Methods 1
MTC+++ Any additional Music Theory course(s) not counted in Required Courses Area 3
MHL+++ Any additional Music Humanities course not counted in General Education courses area 3

SPECIALIZATION 2: Popular Performance Credits: 18

MUC109 Music Business: Content Creation and Copyright 3
MUC195 Studio Music Recording I (3) OR
MUC195AA Studio Music Recording I (3) OR
MUC197 Live Sound Reinforcement I (3) 3

MUP101++ Private Instruction (1) (Must be completed for credit twice.) OR
MUP102++ Private Instruction (2) 2

+MUP151++ Private Instruction (1) (Must be completed for credit twice.) OR
+MUP152++ Private Instruction (2) 2

+MUP201++ Private Instruction (1) (Must be completed for credit twice.) OR
+MUP202++ Private Instruction (2) 2

+MUP251++ Private Instructions (1) (Must be completed for credit twice.) OR
+MUP252++ Private Instruction (2) 2

Performance Ensemble Credits: 4
Choose any four (4) credits from the following list of Musical Ensemble courses. Ensemble courses can be taken multiple times for credit. Select courses in consultation with an academic, faculty, or program advisor.
MUP150 Community Chorus 1
MUP153 Concert Choir 1
MUP154AA Jazz Vocal Ensemble 1
MUP154AB Jazz Vocal Ensemble 2
MUP158 Rock Band 1
MUP159 Community Orchestra 1
MUP160 Orchestra 1
MUP161 Community Band 1
MUP162 Band 1
MUP163 Jazz Ensemble 1
MUP169 Guitar Ensemble 1
MUP181 Chamber Music Ensembles 1 (Jazz Combos)
MUP190 Percussion Ensemble 1

AGEC-A Credits: 35-44
A single course with an [HU], [SB], or [L] designation may also be used to satisfy the Oral Communication, Critical Reading, or Awareness Area ([C], [G] and/or [H]) requirement(s).

First-Year Composition [FYC] Credits: 6
+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

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

Mathematics [MA] Credits: 3-6
+MAT140 College Mathematics (5) OR
+MAT141 College Mathematics(4) OR
+MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR MAT146 College Mathematics with Review (6) OR Higher level mathematics [MA] course 3-6

Computer/Statistics/Quantitative Applications [CS] Credits: 3
SPECIALIZATION 1: Classical Music Performance and Music Education:
Any approved general education course in the Computer/ Statistics/Quantitative Applications [CS] area.(Recommended: MTC180 Computer Literacy for Musicians 3)

SPECIALIZATION 2: Popular Performance
MTC180 Computer Literacy for Musicians 3

Humanities, Arts and Design [HU] Credits: 6
+MHL194 Music and Culture (3) (Recommended for students transferring to ASU) OR
+MHL241 Music History and Literature to 1750 (3) (Recommended for students transferring to Ottawa/NAU) AND
Any additional MHL+++ Music: History/Literature course with [HU] designation (3) 6

Social-Behavioral Sciences [SB] Credits: 6
Any approved general education courses in the Social-Behavioral Sciences [SB] area.

Natural Sciences [SG]/[SQ] Credits: 8
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area (4) AND
Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area (4). 8

Awareness Areas Credits: 0-6
These requirements may be shared with Core Requirements.

Cultural Diversity in the US [C] Credits: 0-3
Any approved general education course in the Cultural Diversity in the U.S. [C] area.

Historical/Global Awareness [H]/[G] Credits: 0-3
Any approved general education course in the Global Awareness [G] or Historical Awareness [H] area.

MCCCD Additional Requirements Credits: 0-6
Courses in this area may also be applied to the AGEC Core Requirements. To minimize total credits required for degree and maximize transferable credits, it is recommended that courses be selected that meet more than one requirement wherever possible.

Oral Communication (COM) Credits: 0-3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 0-3

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

General Electives: Select courses 100-level or higher to complete a minimum of 61 semester credits. Consult with an Academic Advisor.

Associate in Arts: 8127

MUSICAL THEATRE

60–80 credits

The Associate in Arts, Fine Arts, (AAFA) Emphasis in Musical Theatre degree provides a foundation in performance and production practices in music, theatre, and dance. The degree is designed to prepare students to meet selective admission criteria for programs, such as the Bachelor of Musical Theatre, which may require an audition.

Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites
Some courses may require permission of instructor and/or audition for placement. For enrollment in private instruction for voice, consult the college music department. Because transfer requirements vary by program and institution, 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.

Required Courses Credits: 3-4
Music Theory
MTC101 Introduction to Music Theory 3 OR
+MTC105 Music Theory I (3) AND
+MTC106 Aural Perception I (1) OR
+MTC155 Music Theory II (3) AND
+MTC156 Aural Perception II (1) OR
+MTC205 Music Theory III (3) AND
+MTC206 Aural Perception III (1) OR
+MTC255 Music Theory IV (3) AND
+MTC256 Aural Perception IV (1) 3-4

Private Voice Instruction Credits: 6-8
MUP101AA Private Instruction: Voice (1) OR
MUP102AA Private Instruction: Voice (2) 1-2

+MUP151AA Private Instruction: Voice (1) OR
+MUP152AA Private Instruction: Voice (2)
+MUP202AA Private Instruction: Voice 2
+MUP252AA Private Instruction: Voice 2

Class Piano Credits: 1
MUP131 Class Piano I (1) OR
+MUP132 Class Piano II (1) OR
+MUP231 Class Piano III (1) OR
+MUP232 Class Piano IV (1) 1

Music Theatre Workshop and Production Credits: 2-3

Students must complete at least one credit of MUP/THP273. MUP/THP273 Music Theatre Workshop Production 1 (may be completed for credit twice)
MUP/THP270 Musical Theatre Workshop (2) OR
MUP/THP270AA Musical Theatre Workshop (1) (may be completed for credit twice) 1-2

Acting Credits: 6
THP112 Acting I 3
THP212 Acting II 3

Technical Theatre Credits: 3-4
THP213 Introduction to Technical Theatre (3) OR
DAN210 Dance Production I (3) AND
THP201AA Theatre Production I (1) OR
THP202AA Theatre Production I Scene Shop (1) 3-4

Movement and Voice Credits: 3
COM/THP271 Voice and Diction (3) OR
THP131 Stage Movement(3) 3

Dance Credits: 5
Select a total of five credits from the following list. No

more than two courses can be selected from each of the following areas.
Music Theatre
DAN129 Musical Theatre Dance I 1
+DAN130 Musical Theatre Dance II 1
+DAN229 Musical Theatre Dance III 1
+DAN230 Musical Theatre Dance IV 1

Ballroom
DAN104++ Any Ballroom Course 1
+ DAN204++ Any Ballroom Course 1
DAN106AA Latin I 1
DAN106AB Latin II 1
DAN206AA Latin III 1
DAN206AB Latin IV 1

Jazz
DAN133 Jazz Dance I 1
+DAN136 Jazz Dance II 1
+DAN233 Jazz Dance III 1
+DAN233AA Jazz Dance III: Intensive 2
+DAN236 Jazz Dance IV 1
+DAN236AA Jazz Dance IV: Intensive 2

Ballet
DAN131 Ballet I 1
+DAN134 Ballet II 1
+DAN231 Ballet III 1
+DAN231AA Ballet III: Intensive 2
+DAN234 Ballet IV 1
+DAN234AA Ballet IV: Intensive 2

Modern
DAN132 Modern Dance I 1
+DAN135 Modern Dance II 1
+DAN232 Modern Dance III 1
+DAN232AA Modern Dance III: Intensive 2
+DAN235 Modern Dance IV 1
+DAN235AA Modern Dance IV: Intensive 2

Tap
DAN140 Tap Dance I 1
+DAN145 Tap Dance II 1
+DAN240 Tap Dance III 1
+DAN245 Tap Dance IV 1

Hip Hop
DAN102++ Any Hip Hop Course 1
+DAN202++ Any Hip Hop Course 1

Restrictive Electives
Select an elective course within the area of Dance, Music and Theatre in consultation with that Faculty Program advisor and/or the Visual and Performing Arts student success analyst. Courses cannot be used to satisfy

Required Courses.

DAN+++++Any Dance Course
MUP+++++Any Music Course
THP+++++ Any Theatre Course

FIRE SCIENCE TECHNOLOGY

Certificate of Completion: 5418N

Driver Operator

8 credits

DESCRIPTION: The Certificate of Completion (CCL) in Driver Operator program is designed for students who need (1) advanced training a 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:
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: Acceptance into the program and permission of Program Director is required.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: Credits: 8
FSC111 Emergency Vehicle Driver Operator 2
FSC117 Fire Apparatus 3
FSC118 Fire Hydraulics 3

Certificate of Completion: 5557

Firefighter Operations

16-32 Credits

Description: 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: Credits: 16-32
+ 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/First Responder (3)
OR Permission of Program Director (0) 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

Associate of Applied Science: 3205

Fire Science

60-88 Credits

Description: 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.

This program replaces: AAS/3112 Emergency Response and Operations

Admission Criteria:
Admission to program is required. See Program Director for details.

Program Prerequisites: None

Required Courses: Credits: 37-57
+ 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/First Responder (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: Credits: 1-3
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 Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking 3 OR
Equivalent as indicated by assessment. 0-3

Mathematics Credits: 3-6
+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

General Education Distribution Credits: 10

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

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

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

Certificate of Completion: 5420

Fire Service Management

21 credits

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

This program replaces: CCL/5514 Fire Service Professional

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

Required Courses: Credits: 21
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

Associate of Applied Science: 3207

Fire Service Management

60 Credits

Description: 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.

This program replaces: AAS/3064 Fire Service Professional

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: Credits: 29
+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: Credits: 3-9
Students should select 3-9 credit hours from the following courses in consultation with a Program Director.

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

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3
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 Credits: 0-3
CRE101 College Critical Reading and Critical Thinking 3 OR
Equivalent as indicated by assessment. 0-3

Mathematics Credits: 3-6
+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

General Education Distribution Credits: 10

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

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

SOC101 is recommended.

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences [SG/SQ] area.
BIO100, or BIO160, or (CHM130 AND CHM130LL) is recommended.

Certificate of Completion: 5486

Non-Sworn Fire Service Professional

18 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 18
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

INTEGRATED PUBLIC HEALTH

Associate of Science: 3175

Integrated Public Health

61-69 Credits

Description: The Associate in Applied Science (AAS) in Integrated Public Health degree program is designed to prepare individuals for the broadly defined public health workforce as a generalist. Students study general education and health care principles and skills needed for employment as public health professionals and apply their learning in supervised field work experiences.

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.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.
Students intending to transfer to a four-year institution to earn a bachelor`s degree can achieve the AGEC-A by completing BIO105 to fulfill the Natural Sciences requirements and by completing FON241LL and any approved general education course in the [HU] area (except HCR210).

Admission Criteria:
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Able to meet background check drug screening, health and immunization requirements.

Program Prerequisites: None

Required Courses: Credits : 39-42
ASB100 Introduction to Global Health 3
CIS105 Survey of Computer Information Systems (3) OR Permission of the Department/Instructor to enroll in HTM150 0-3

COM270 Health Communication 3
FON241 Principles of Human Nutrition 3

HES210 Cultural Aspects of Health and Illness (3) OR HCR230 Culture and Health (3) 3

+ HTM150 Introduction to Healthcare IT and Systems 3
IPH101 Introduction to Public Health 3

IPH105 Introduction to Patient Navigation 3
IPH110 Principles of Health and Behavior Change 3
IPH115 Introduction to Health Administration and the U.S. Health System 3

+IPH201 Introduction to Epidemiology 3
+IPH275 Patient Navigator Practicum (3) OR
+IPH280 Health Education Practicum (3) OR
+IPH285 Health Administration Practicum (3) 3

+MAT206 Elements of Statistics (3) OR
+PSY230 Introduction to Statistics (3) 3

SPA117 Health Care Spanish I 3

General Education Requirement Credits: 22-27

General Education Core Credits: 12-17

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

Oral Communication Credits: 3
+ COM225 Public Speaking 3

Critical Reading Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR equivalent by assessment 0-3

Mathematics Credits: 3-5
MAT142 College Mathematics (3) OR
Satisfactory completion of higher level mathematics course 3-5

Humanities, Arts and Design Credits: 3
+ HCR210 Clinical Health Care Ethics 3

Social-Behavioral Sciences Credits: 3
PSY101 Introduction to Psychology 3

Natural Sciences Credits: 4
BIO105 Environmental Biology (4) OR
BIO160 Introduction to Human Anatomy and Physiology (4) 4

Certificate of Completion: 5900

Integrated Public Health: Health Administration

24-27credits

DESCRIPTION: The Certificate of Completion (CCL) in Integrated Public Health: Health Administration program is designed to prepare individuals for the broadly defined public health workforce with a special focus on entry-level employment as a health administrator or manager. Students study principles and skills needed for employment as health administration professionals who manage, lead, and direct health care programming in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies that serve the community.

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.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.

Admission Criteria
Formal application and acceptance into the program.
Able to meet background check drug screening, health and immunization requirements.

Prerequisites: None

Required Course: Credits: 24-27
CIS105 Survey of Computer Information Systems (3) OR
Permission of the Department/Instructor to enroll in HTM150 0-3

COM270 Health Communication 3

HES210 Cultural Aspects of Health and Illness (3) OR
HCR230 Culture and Health (3) 3

HSM222 Health Services Management 3

+HTM150 Introduction to Healthcare IT and Systems 3
IPH101 Introduction to Public Health 3
IPH115 Introduction to Health Administration and the U.S. Health System 3
+IPH285 Health Administration Practicum 3

SPA117 Health Care Spanish I 3

Certificate of Completion: 5898

Integrated PublicHealth: Health Education

24 credits

Description: The Certificate of Completion (CCL) in Integrated Public Health: Health Education program is designed to prepare individuals for the public health workforce with a special focus on entry-level employment as a health educator. It is designed to prepare students for employment in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies. Students will be exposed to the principles and skills necessary to assess needs, identify factors that influence health behaviors, assess current health disparities and emerging issues influencing health, and empower individuals and communities to sustain positive changes to obtain optimal health. Upon completion, individuals will be prepared to serve the community as health education professionals who work in health behavior change venues.

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.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.

Admission Criteria
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required. Able to meet background check drug screening, health and immunization requirements.

Required Courses: Credits: 24
COM270 Health Communication 3
FON241 Principles of Human Nutrition 3

HES210 Cultural Aspects of Health and Illness (3) OR
HCR230 Culture and Health (3) 3

IPH101 Introduction to Public Health 3
IPH110 Principles of Health and Behavior Change 3 IPH112 Community-Based Health Education in Health and Illness 3
+ IPH280 Health Education Practicum 3
SPA117 Health Care Spanish I 3

Certificate of Completion: 5896

Integrated Public Health: Health Navigation

23 credits

Description: The Certificate of Completion (CCL) in Integrated Public Health: Health Navigation program is designed to prepare individuals for entry-level employment as health navigators or community health workers. It is designed to prepare students for employment in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies that serve the community. Students will be exposed to how to identify appropriate health resources and services for clients and to communicate with diverse populations. In addition, students will study in depth a variety of insurance coverage and government programs to help their clients optimize the benefits and resources available to them.

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.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.

Admission Criteria
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Able to meet background check drug screening, health and immunization requirements.

Required Courses: Credits: 23
COM270 Health Communication 3
FON241 Principles of Human Nutrition 3
HCC146 Common Medical Terminology for Health Care Professionals 2

HES210 Cultural Aspects of Health and Illness (3) OR
HCR230 Culture and Health (3) 3

IPH101 Introduction to Public Health 3
IPH105 Introduction to Patient Navigation 3
+ IPH275 Patient Navigator Practicum 3
SPA117 Health Care Spanish I 3

Certificate of Completion: 5902

Integrated Public Health: Mobile Integrated Health

24-27 credits

Description: The Certificate of Completion (CCL) in Integrated Public Health: Mobile Integrated Health program is designed for licensed health care providers such as nursing assistants, nurses, advanced practice nurses, emergency medical technicians, paramedics, dieticians, and other allied health professionals. It enhances their previous training in direct patient care, preparing them for this newly expanded role in public health to serve the community as advocates, facilitators, educators, liaisons, and resource coordinators.

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.
One or more of the prerequisite courses for a Required Course may be waived by Program Director depending on student experience and/or prior skills.

Admission Criteria
Previous licensure in a health or allied health program.
Formal application and acceptance into the program.
Arizona Department of Public Safety Level one fingerprint clearance card required.
Able to meet background check, drug screening, health and immunization requirements.

Program Prerequisites: None

Required Courses: Credits: 24-27
CIS105 Survey of Computer Information Systems (3) OR
Permission of Instructor to enroll in HTM150 0-3

COM270 Health Communication 3
FON241 Principles of Human Nutrition 3

HCR230 Culture and Health (3) OR
HES210 Cultural Aspects of Health and Illness (3)

+HTM150 Introduction to Healthcare IT and Systems 3
IPH101 Introduction to Public Health 3
IPH220 Introduction to Mobile Integrated Health Care 3

+IPH290 Mobile Integrated Health Practicum 3 SPA117 Health Care Spanish I 3

MUSIC: AUDIO PRODUCTION & BUSINESS

Certificate of Completion: 5334

Audio Production Technologies

36-40 credits

Description: 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.

This program replaces: CCL/5686 Sound Design

Program Prerequisites: None

Required Course: Course: 30-31
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: Credits: 9
Students must select one (1) of two (2)

Specializations: Credits: 9
+ Specialization I: Audio Engineering

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 Credits: 9
MUC122 Sound Design I 3

+MUC222 Sound Design II 3
+ MUC292 Sound Design III 3

Associate of Applied Science: 3024

Audio Production Technologies

61-68 Credits

Description: 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.

Program Prerequisites: None

Required Course: Credits: 30-31
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: Credits: 9
Students must select one (1) of two (2) Specializations:

Specialization I: Audio Engineering Credits: 9
+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 Credits: 9
MUC122 Sound Design I 3
MUC222 Sound Design II 3
+ MUC292 Sound Design III 3

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3
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 Credits: 0-3
CRE101 College Critical Reading and Critical Thinking (3) OR
equivalent as indicated by assessment.

Mathematics Credits: 3-6
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

General Education Distribution Credits: 10

Humanities, Arts and Design Credits: 3
Any approved general education courses from the Humanities, Arts and Design area.

MHL140 or MHL145 or MHL153 are recommended.

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area.

PSY101 is recommended.

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

Certificate of Completion: 5106

Music Business I

16 Credits

Description: 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:
Currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better for all courses required within the program.
+ indicates course has prerequisite and/or corequisites.

Program Prerequisites: None

Required Courses: Credits: 16
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

Certificate of Completion: 5258

Music Business II

35-37credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 25-26 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: Credits: 10-11
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

Associate of Applied Science: 3017

Music Industries: Music Business

60-63 credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 25-26
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: Credits: 12-13
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
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: Credits: 0-1

General Education Requirement Credits: 22-28

General Education Core Credits: 12-18

First-Year Composition Credits: 6
+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 Credits: 3
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 Credits: 0-3
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment 0-3

Mathematics Credits: 3-6

+ 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

General Education Distribution Credits: 10

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

Social-Behavioral Sciences Credits: 3
Any approved general education course from the Social-Behavioral Sciences area

Natural Sciences Credits: 4
Any approved general education course from the Natural Sciences area

NURSING

Maricopa Community Colleges Allied Health Or Nursing Program

Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program
In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All allied health or nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various allied health or nursing program pathways will meet the community's demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways. For further information, https://asa.maricopa.edu/departments/healthcare-education-at-the-maricopa-community/ is a comprehensive information source.

Allied Health or Nursing Assumption of Risk/Release of Liability Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in

patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information
Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Allied Health or Nursing Program College Attendance
As the allied health or nursing programs are integrated across the Maricopa Community Colleges, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all Maricopa Community Colleges and Skills Centers.

MCCCD Required Background Checks
Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The 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
   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 misdemeanor conviction within the 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 stud .

Certificate of Completion: 5963N

Nurse Assisting

2-6 credits

Description: The Certificate of Completion (CCL) in Nurse Assisting prepares students for employment as a nurse assistant. The program combines classroom instruction with clinical laboratory practice and long-term care and/or acute care experiences. Students who complete the program are eligible to take a written and practical certification examination if desired to meet employment requirements to be a nurse assistant. Certification/licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCCD Nurse Assisting program is approved by the Arizona State Board of Nursing.

Waiver of Licensure/Certification Guarantee:
Admission or completion from the MCCCD Nurse Assisting program does not guarantee obtaining a license or certificate to practice as a nurse assistant. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college of school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification,

contact the nursing education consultant at the Arizona State Board of Nursing (602-899-5150).

Health Declaration:
It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients` lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health and Safety Requirements for MCCCD Nurse Assisting Program:

1. Students must meet and maintain health and safety requirements throughout the program.
2. Admission to a Maricopa County Community College District health program requires that students be in compliance with the MCCCD Supplemental Background Check Policy. Evidence of a current Arizona Department of Public Safety Level One Fingerprint Clearance Card is required for program application.
3. Negative urine drug screen.

Grade Requirements:
Student must obtain a C grade or better in all courses.

University Transfer Students:
For students planning a university program:
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

THE NURSE ASSISTING PATHWAY
The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant certification/licensure through the Arizona State Board of Nursing to practice in a health care agency as a nurse assistant. Completion of the Nurse Assistant program of study provides job ready skills as a nurse assistant.

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.

Admission Criteria: Application and acceptance into the program, high school graduate or GED, and meet current health and safety course requirements.
Program Prerequisites: None

Required Courses: Credits: 2-6
+ NUR158 Nurse Assisting (6) OR
Advanced Placement course:
+ NCE150 Advanced Placement: Nurse Assisting (2) 2-6

Associate of Applied Science: 3812

Nursing

62–75 credits

Description: 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), 3343 Peachtree Road NE, Suite 850, 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 fi e or more years before submitting this application. If you cannot prove that the absolute discharge date is fi e or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/ Nursing Advisor. If there is any question about eligibility for licensure or certification contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Health Declaration:
It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients` lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the Maricopa Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current 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.

Maricopa Nursing 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.
Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was 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 as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair

reserves the right to restrict the student`s participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

PROGRAM PREREQUISITES: Credits: 10–20
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: Credits: 36
+ NUR152 Nursing Theory and Science I 9
+ NUR172 Nursing Theory and Science II 9
+ NUR252 Nursing Theory and Science III 9
+ NUR283 Nursing Theory and Science IV 9

General Education Requirement Credits: 16-19

General Education Core Credits: 3-6

First-Year Composition Credits: 3
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)

General Education Requirement Credits: 16-19

General Education Core Credits: 3-6

First-Year Composition Credits: 3
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)

Oral Communication Credits: 0
Waived

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

Mathematics Credits: 0
Met by MAT140 OR MAT141 OR MAT142 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area.

General Education Distribution Credits: 13

Humanities, Arts and Design Credits: 2
Any approved general education course in the Humanities, Arts and Design area.

Social-Behavioral Sciences Credits: 3
PSY101 Introduction to Psychology 3

Natural Sciences Credits: 8
+BIO202 Human Anatomy and Physiology II (4) AND
+BIO205 Microbiology (4)

VISUAL AND PERFORMING ARTS

Certificate of Completion: 5077N

Technical Theatre: Audio

11-12 Credits

Description: 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.

Program Prerequisites: None

Required Courses:

+ 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) OR 1-2

THP251 Safety Practices in Theatre and Film Production 1

Certificate of Completion: 5090N

Technical Theatre: Costuming

8-9 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 5-6
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: Credits: 3
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

Certificate of Completion: 5095N

Technical Theatre: Lighting

12-13 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 12-13
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

Certificate of Completion: 5098N

Technical Theatre: Properties

12-14 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 12-14
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

Certificate of Completion: 5148N

Technical Puppetry

15-16 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 15-16
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

Certificate of Completion: 5099N

Technical Theatre: Stage Crew Technician

6-7 Credits

Description: 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.

Program Prerequisites: None

Required Courses: Credits: 6-7
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

Course Prefix Chart

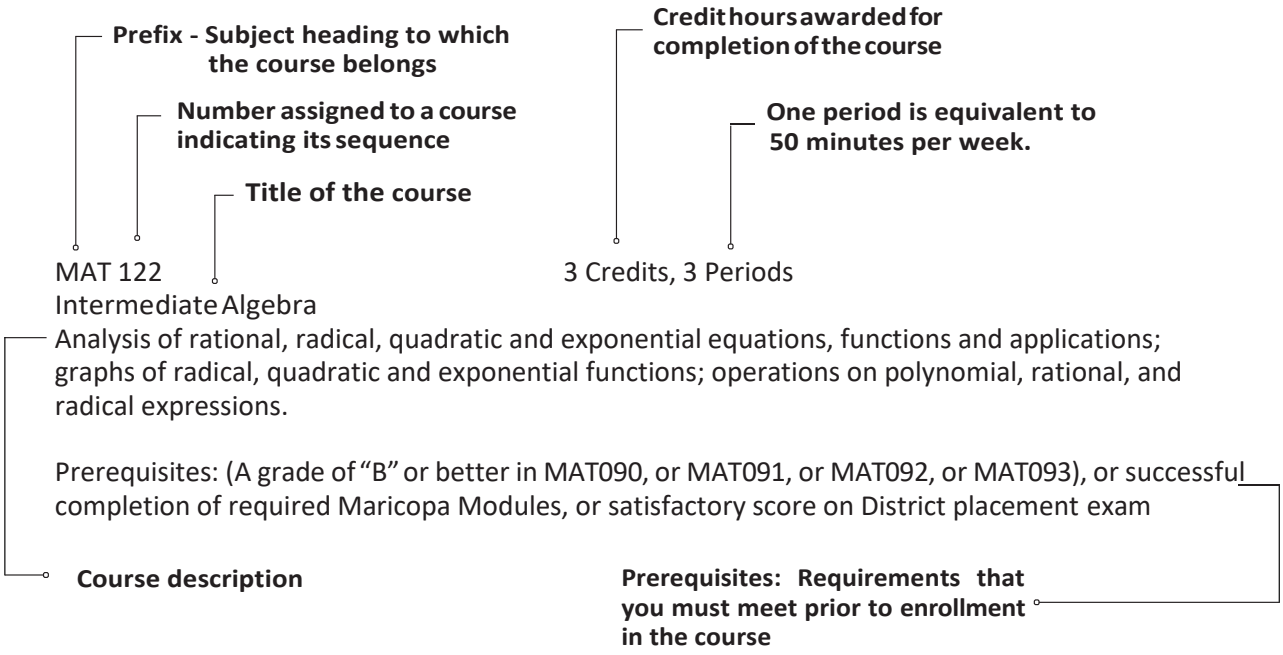
The prefix areas are listed in alphabetical order

Accounting	ACC
Administration of Justice Studies	AJS
Advancing Academic Achievement	AAA
Aerospace Studies	AES
Anthropology	ASB, ASM
Art	ART
Art Humanities	ARH
Astronomy	AST
Biology	BIO
Business: General	GBS
Business: Small Business Management	SBS
Business & Personal Computers	BPC
Career Work Experience	CWE
Chemistry	CHM
Child & Family Studies	CFS
Communication	COM
Computer Information Systems	CIS
Computer Science	CSC
Computing: PC & Macintosh	BPC
Counseling & Personal Development	CPD
Creative Writing	CRW
Critical & Evaluative Reading (see Reading)	CRE
Dance	DAN
Dance Humanities	DAH
Early Childhood Education	ECH
Early Education	EED
Economics	ECN
Education	EDU
Emergency Medical Technology	EMT
Engineering	ECE
English	ENG
English as a Second Language	ESL
English Humanities	ENH
Exercise Science	EXS
Fire Science	FSC
Food & Nutrition	FON
Forensic Science	FOR
General Business (see Business)	GBS
Geography: Cultural	GCU
Geography: Physical	GPH
Geology	GLG
German	GER
	GST
Game study	HCC
	HCR
Health Care Core	HES
Health Care Related	HTM
Health Science	HIS
Health Technology Management	
History	
Honors	HON
Humanities	HUM
Information Studies	IFS
Integrated Public Health	IPH
International Business	IBS
Japanese	JPN
Leadership	LDR
Management	MGT
Marketing	MKT
Mass Communication	MCO
Mathematics	MAT
Microsoft Technology	MST
Music: Commercial	MUC
Music: History & Literature	MHL
Music: Performance	MUP
Music: Theory & Composition	MTC
Nursing	NUR
Nursing: Continuing Education	NCE
Office Automation Systems	OAS
Philosophy	PHI
Physical Education	PED
Physics	PHY
Political Science	POS
Psychology	PSY
Reading	RDG, CRE
Real Estate	REA
Recreation	REC
Religion Studies	REL
Sign Language	SLG
Small Business (see Business)	SBS
Society & Business	SBU
Sociology	SOC
Social Work	SWU
Spanish	SPA
Spanish Humanities	SPH
Storytelling	STO
Sustainability/Social Sciences and Humanities	SSH
Sustainability/Natural Sciences	SUS
Theatre	THE
Theatre and Film	THF
Theatre Performance	THP
Wellness	WED

Official Course Descriptions

The following course descriptions which are offered at PVCC are those officially approved by the Maricopa County Community College District for use by Chandler-Gilbert Community College, Estrella Mountain Community College, Gateway Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College. For descriptions not included in this catalog, visit the district website: www.maricopa.edu/academic/ccta/

All courses have six common course elements which include prefix, number , title, description, credits, and prerequisites.



Prefix -The three letter prefix designates the subject under which the course is offered.

Number-The number assigned to a course provides information about its sequence. Numbers range from 001-299. Numbers below 100 are not considered for transfer to four-year institutions and are not applicable to degrees awarded by the Maricopa Community Colleges. First year courses are generally identified with 100-le el numbers. Second year courses are generally identified with 200-levels. Courses at 200-level generally require prerequisites.

Title-The title identifies the course. It may also indicate the level of the course, i.e., Intermediate Algebra, or Beginning Spanish.

Credit hours-Credit hours are awarded for the satisfactory completion of a course. The semester hours of credit for all courses are indicated immediately after course titles. Tuition rates are assessed on a per credit hour basis and vary depending on the student's residency classification. Check with the Admissions and Records Office for information on tuition rates and residency requirements.

Course Description -Below each course number and title a brief description of the course is given. You should read the course description carefully to be sure that the course meets the requirements of your program of study. Instructors give supplemental course information (i.e. class outline, syllabus etc.), during the first eek of classes so that you will know specific course procedures, grading criteria, and course objectives.

SUN The SUN System is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of course credits. http://www.aztransfer.com/sun/ A list of PVCC SUN courses can also be found at the end of the course listing.

Detailed information on degrees, transfer programs, course equivalency information, general education requirements, assessment, success seminars, and career information is available in the Advisement Center. We recommend that you consult with an advisor prior to registration.

Accounting

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

ACC111 3 Credits, 3 Periods
Accounting Principles I
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 3 Credits, 3 Periods
Accounting Principles II
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 2 Credits, 3 Periods
Computerized Accounting
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll Prerequisites: ACC107 or ACC111 or ACC211 or ACC230, or permission of Instructor.

ACC212 3 Credits, 3 Periods
Managerial Accounting
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).

ACC219 3 Credits, 3 Periods
Intermediate Accounting I
Theory and practice applicable to determination of asset values, liabilities, and related problems of income determination. Prerequisites: ACC212 or ACC240 with a grade of "C" or better, or permission of Department/Division.

ACC221 3 Credits, 3 Periods
Tax Accounting
Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures. Prerequisites: ACC111 or ACC211 or permission of department/ division.

ACC222 3 Credits, 3 Periods
Payroll Accounting
Payroll records for businesses required by federal and state laws. Prerequisites: ACC111 or ACC211 or permission of Department or Division.

ACC296WA 1 Credit, 5 Periods
ACC296WB 2 Credits, 5 Periods
ACC296WC 3 Credits, 15 Periods
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

Administration of Justice

Division: Behavioral Science
Chair Michelle Williams
Phone: 602.787.6957

AJS101 3 Credits, 3 Periods
Introduction To Criminal Justice
An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

AJS109 3 Credits, 3 Periods
Substantive Criminal Law
Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS123 3 Credits, 3 Periods
Ethics and the Administration of Justice
Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system situations . Prerequisites: None.

AJS192 3 Credits, 3 Periods
Serial Killers and Mass Murderers
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. Requisites: None

AJS195 3 Credits, 3 Periods
International and Domestic Terrorism
An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Requisites: None

AJS200 3 Credits, 3 Periods
Current Issues In Criminal Justice
Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

AJS212 3 Credits, 3 Periods
Juvenile Justice Procedures
Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

AJS216 3 Credits, 3 Periods
Criminalistics: Biological Evidence
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fiber, and topics of special interest in criminalistics. Prerequisites: None.

AJS225 3 Credits, 3 Periods
Criminology
Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

AJS230 3 Credits, 3 Periods
The Police Function
Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

AJS240 3 Credits, 3 Periods
The Correction Function
Examines the history and development of correctional theories and institutions. Prerequisites: None.

AJS258 3 Credits, 3 Periods
Victimology and Crisis Management
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 3 Credits, 3 Periods
Procedural Criminal Law
Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

AJS275 3 Credits, 3 Periods
Criminal Investigation I
Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

Advancing Academic Achievement

Division: Counseling & Personal Development
Chair: Dr. Jim Rubin
Phone: 602.787.6541

AAA115 1 Credit, 1 Period
Creating College Success
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None.

Aerospace Studies

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.6689
Note: AES courses are taught on the ASU Main campus.

AES101 Lecture: 2 Credits, 1 Period
Air Force Today I Lab: 0 Credits, 1 Period
Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps (AFROTC). Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Emphasizes common Air Force customs and courtesies, drill and ceremonies, health and physical fitness through group participation. Prerequisites: None.

AES103 Lecture: 2 Credits, 1 Period
Air Force Today II Lab: 0 Credits, 1 Period
Introduce students to the United States Air Force and encourage participation in Air Force Reserve Officer Training Corps (AFROTC). Featured topics include: introduction to leadership, Air Force

American Sign Language

see Sign Language, American

Anthropology

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.6689

ASB100 3 Credits, 3 Periods
The study of human health patterns at an international and local scale. Focus on pressing global health challenges that the world faces today are examined from a broad social, ecological, and cultural context.
Prerequisites: None

ASB102 3 Credits, 3 Periods
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.

ASM104 4 Credits, 5 Periods
Bones, Stones, and Human Evolution
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.

ASB202 3 Credits, 3 Periods
Ethnic Relations in the United States
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 3 Credits, 3 Periods
Women in Other Cultures
Cross-cultural analysis of the economic, social, political, and religious factors that affect women`s status in traditional and modern societies. Prerequisites: None

ASB214 3 Credits, 3 Periods
Magic, Witchcraft Healing: An Introduction to Comparative Religion
Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None

ASB222 3 Credits, 3 Periods
Buried Cities and Lost Tribes: Old World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None

ASB223 3 Credits, 3 Periods
Buried Cities and Lost Tribes: New World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North America, Central America, and South America. Prerequisites: None

ASB235 3 Credits, 3 Periods Southwest Archaeology
Anthropological perspective and comparative study of the cultures of prehistoric native peoples of the North American southwest. Prerequisites: None.

ASM275 4 Credits, 5 Periods
Forensic Anthropology
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

ASM298AA 1 Credit, 1 Period
Special Projects
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 Program Director or instructor.

Art

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

Ceramics

ART161 3 Credits, 6 Periods
Ceramics I
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

ART162 3 Credits, 6 Periods
Ceramics II
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

ART261 3 Credits, 6 Periods
Ceramics III
Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

ART262 3 Credits, 6 Periods
Ceramics IV
Experimental work in clays and glazes. Prerequisites: ART261.
ART295GA 1 Credit, 2 Periods Art Workshop/Seminar: Ceramics
Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair

Computer Art

ART100 1 Credit, 2 Periods
Introduction to Computer Graphic Art Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

ART150 3 Credits, 6 Periods
Digital Storytelling
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

ART 184 3 Credits, 6 Periods
Digital Animation I
The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing, and surface rendering. Screening and discussion of selected animated short films and videos. Prerequisites: ART100 or ART111 or ART116 or permission of Instructor.

ART185 3 Credits, 6 Periods
3-D Modeling for Animation I
Basic concepts of 3-D modeling. Anatomy of computer geometry; basic elements that make computer models-curves, surfaces, nurbs, and polygons. 3-D translation, shading, materials, and rendering. Prerequisites: A grade of C or better in ADA/ART/MMT184 or ART184AC or permission of Instructor.

ART200 3 Credits, 6 Periods
Animation and Interactivity
Animation and object-oriented programming concepts and techniques using industry standard authoring tools applied by the creative industry to animation productions, and interactive media. Introduction to animation and object- oriented programming concepts and techniques using industry standard authorizing tools. Includes tools used by the creative industry for animation productions and interactive media

Drawing, Design & Color

ART111 3 Credits, 6 Periods
Drawing I
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 3 Credits, 6 Periods
Two-Dimensional Design
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 3 Credits, 6 Periods
Color
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: None.

ART115 3 Credits, 6 Periods
Three-Dimensional Design
Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART290BC 3 Credits, 6 Periods
Studio Art: Drawing
Studio course for art majors allowing continuation in a subject field. Prerequisites: A grade of C or better in ART111 or permission of Instructor.

ART290DC 3 Credits, 6 Periods
Studio Art: Life Drawing
Studio course for art majors allowing continuation in a subject field. Prerequisites: A grade of C or better in ART117 or permission of Instructor. ART290DC may be repeated for credit.

ART122 3 Credits, 6 Periods
Drawing and Composition II
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

ART211 3 Credits, 6 Periods
Drawing and Composition III
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

ART222 3 Credits, 6 Periods
Drawing and Composition IV
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART277 3 Credits, 6 Periods
Textiles I
Introduction to exploration of textile media. Prerequisites: ADA/ ART112 or permission of Instructor.

Life Drawing

ART116 3 Credits, 6 Periods
Life Drawing, I
Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

ART117 3 Credits, 6 Periods
Life Drawing II
Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

ART216 3 Credits, 6 Periods Life Drawing III
Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of instructor.

ART217 3 Credits, 6 Periods
Life Drawing IV
Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: ART216 or permission of instructor.

Marketing & Gallery

ART255AB 1 Credit, 1 Period
The Portfolio
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: None.

Painting

ART110 1 Credits, 2 Periods
Experimental Chinese Painting 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. Requisites: None. Course Notes: ART110 may be repeated for credit.

ART167 3 Credits, 6 Periods
Painting I
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

ART168 3 Credits, 6 Periods
Painting II
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

ART267 3 Credits, 6 Periods
Painting III
Development of materials and techniques of painting. Individual problem-solving. Prerequisites: ART168 or permission of instructor.

ART268 3 Credits, 6 Periods
Painting IV
Advanced problem in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of instructor.

ART290PC 3 Credits, 6 Periods
Studio Art: Painting
Studio course for art majors allowing continuation in a subject field. Prerequisites: A grade of C or better in ART168 or permission of Instructor. ART290PC may be repeated for credit.

Photography

ART131 3 Credits, 6 Periods
Photography I
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography`s role in society. Prerequisites: None.

ART140
Portrait Photography 3 Credits, 6 Periods
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. Requisites: Prerequisites: A grade of C or better in ART131, or ART142, or permission of Instructor. Course Notes: Digital camera with manual settings required.

ART142 3 Credits, 6 Periods
Introduction to Digital Photography
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Course Note: Digital camera required.

ART143 3 Credits, 6 Periods
Intermediate Digital Photography
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor. Course Note: Semi-adjustable, high-resolution digital camera is required.

ART234 3 Credits, 6 Periods
Color Photography I
Basic principles of color theory, camera and input and output techniques using slide film or digital photography. Prerequisites: ART131 or ART142 or permission of Instructor.

ART236 3 Credits, 6 Periods
Photography Location Shooting
Practical application of camera techniques, use of lighting, and on-location shooting for post-production printing. Prerequisites: ART131 OR ART142) OR permission of Instructor.

ART290MC 3 Credits, 6 Periods Studio course for art majors allowing continuation in a subject field. Prerequisites: A grade of C or better in ART143 or permission of Instructor. ART290MC may be repeated for credit.

Watercolor

ART165 Lec+Lab 3 Credits, 6 Periods
Watercolor Painting I
Transparent and Gouache watercolor painting. Prerequisites: A grade of C or better in (ART111 and ART112) or permission of Instructor.

ART166 3 Credits, 6 Periods
Watercolor Painting II
Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: A grade of C or better in ART165.

ART265 3 Credits, 6 Periods
Watercolor Painting III
Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.

ART266 3 Credits, 6 Periods
Watercolor Painting IV
Advanced problems directed toward more personal expression. Prerequisites: ART265.

ART290HC 3 Credits, 6 Periods
Studio Art: Watercolor
Studio course for art majors allowing continuation in a subject field. Prerequisites: A grade of C or better in ART166 or permission of Instructor. ART290HC may be repeated for credit.

Art Humanities

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

ARH100 3 Credits, 3 Periods
Introduction to Art
Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

ARH101 3 Credits, 3 Periods
Prehistoric Through Gothic Art
History of art from prehistoric through medieval period. Prerequisites: None.

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

ARH112 3 Credits, 3 Periods
History of Modern Art
Development and significant aspects of modern art, including comparisons of relationships in expressionism, abstractions, fantasy, and art since mid-century. Prerequisites: None.

ARH115 3 Credits, 3 Periods
History of Photography
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.

ARH201 3 Credits, 3 Periods
Art of Asia
Introduction to the origins and historic development of art in Asia, with emphasis on China, Japan, and India. Prerequisites: None.

Astronomy

Division: Science
Department: Physical Sciences
Chair: Dr. Scott Massey
Phone: 602.787.6644

AST101 4 Credits, 3 Periods
Survey of Astronomy
Survey of astronomy for the nontechnical student. The history, content, 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 1 Credit, 3 Periods Survey of Astronomy Laboratory
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101.

AST111 4 Credits, 3 Periods
Introduction to Solar System Astronomy
Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory district placement.

AST112 4 Credits, 3 Periods
Introduction to Stars, Galaxies, and Cosmology
Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory district placement.

AST113 1 Credit, 3 Periods
Introduction to Solar System Astronomy Laboratory
Astronomical observations and exercises to supplement Prerequisites or Corequisites: AST111.

AST114 1 Credit, 3 Periods
Introduction to Stars, Galaxies, and Cosmology Laboratory
Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

AST294AB 1 Credit, 1 Period
Special Topics in Astronomy
Conceptual, experimental, and computational aspects of a special topic in astronomy. Prerequisites: Permission of Department or Division.

Biology

Division: Science
Department: Life Sciences
Chair: Mr. Jeff Lace
Phone: 602.787.7913

BIO100 Lecture: 4 Credits, 3 Periods
Biology Concepts Lab: 0 Credits, 3 Periods
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.

BIO105 Lecture: 4 Credits, 3 Periods
Environmental Biology Lab: 0 Credits, 3 Periods
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO108 Lecture 4 Credits, 3, Periods
Plants and Society Lab 0 Credits, 3 Periods
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 Lecture: 4 Credits, 3 Periods Marine Biology
Lab: 0 Credits, 3 Periods A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO156 Lecture: 4 Credits, 3 Periods
Introductory Lab: 0 Credits, 3 Periods
Biology for Allied Health
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: A grade of "C" or better in RDG091 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one-semester of college level chemistry is strongly recommended.

BIO160 Lecture: 4 Credits, 3 Periods
Introduction to Lab: 0 Credits, 3 Periods
Human Anatomy and Physiology
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO181 Lecture: 4 Credits, 3 Periods
General Biology (Majors) I Lab: 0 Credits, 3 Periods
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: A grade of "C" or better in RDG091 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 Lecture: 4 Credits, 3 Periods
General Biology (Majors) II Lab: 0 Credits, 3 Periods
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.

BIO201 Lecture: 4 Credits, 3 Periods
Human Anatomy and Lab: 0 Credits, 3 Periods
Physiology I
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (A grade of "C" or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of "C" or better in RDG091 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required.

BIO202 Lecture: 4 Credits, 3 Periods
Human Anatomy and Physiology II
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of C or better in BIO201 or BIO201XT.

BIO205 Lecture: 4 Credits, 3 Periods
Microbiology Lab: 0 Credits, 3 Periods Study of microorganisms and their relationship to health, ecology, and related field . Prerequisites: (A grade of "C" or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of "C" or better in RDG091 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required.

BIO240 Lecture: 4 credits, 4 Periods
General Genetics
Intensive introduction to the field of genetics including historical perspective, Mendelian insights and patterns of inheritance, exceptions to expected Mendelian ratios, quantitative genetics, non-Mendelian inheritance, pedigree analysis, molecular levels of gene expression, genetic control of metabolic pathways, analytic dissection of molecular mechanisms behind DNA replication, transcription, translation, and gene regulation in both prokaryotes and eukaryotes, population genetics, genetics of behavior, and genetics of evolution and speciation. Prerequisites: BIO181

BIO296WA, WB, WC Lab: 1, 2, 3 Credits
Cooperative Education 5, 10, 15 Periods
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.

Business: General

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

For additional Business courses, see International Business (IBS), Management (MGT), and Marketing (MKT) areas.

GBS151 3 Credits, 3 Periods
Introduction to Business
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS205 3 Credits, 3 Periods
Legal, Ethical, and Regulatory Issues in Business
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None..

GBS220 3 Credits, 3 Periods Quantitative Methods
In Business applications of quantitative optimization methods in operations management decisions. Prerequisite: (Grade of "C" or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

GBS221 3 Credits, 3 Periods
Business Statistics
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of C or better in GBS220 or MAT217.

GBS233 3 Credits, 3 Periods
Business Communication
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of Department or Division.

Business: Small Business

Division: Business/Information Technology
Chair: Sean Petty
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SBS213 1 Credit, 1 Period
Hiring and Managing Employees
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefit , a n d developing future staffing needs assessment. Prerequisites: None.

SBS214 1 Credit, 1 Period
Small Business Customer Relations
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

SBS215 1 Credit, 1
Period Managing Stress in Small Business Explores the common causes of stress related to the operation of a small business. Includes discussion of the physiological and psychological effects of stress, and specific methods for dealing with the small business owner or manager stresses in business and personal life. Prerequisites: None.

SBS220 2 Credits, 2 Periods
Internet Marketing for Small Business
Focuses on e-Commerce-doing business on the Internet and planning a web site. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None

SBS230 2 Credits, 2 Periods Financial and Tax Management for Small Business
An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. Prerequisites: None.

Business & Personal Computers

Division: Business/Information Technology
Chair: Sean Petty 602.787.6728 &
Phone: 602.787.6658

BPC101 3 Credits, 4 Periods
Introduction to Computers
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.

BPC104AD 0.5 Credits, 0.5 Periods
Using Excel: Level I
Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

BPC110 3 Credits, 4 Periods
Computer Usage And Applications
Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

BPC125 1 Credit, 1 Period
Microcomputer Set Up And Maintenance
How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.).Troubleshoot (identify and repair or have repaired) microcomputer problems. Prerequisites: None.

BPC170 3 Credits, 4 Periods
A+ Exam Prep: Computer Hardware Configuration and Support
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: CIS105 or permission of Instructor.

BPC270 3 Credits, 4 Periods
A+ Exam Prep: Operating System Configuration and Support
Explore advanced technical aspects of maintaining and servicing computers. Prerequisites: CIS105 or permission of Instructor.

BPC270 3 Credits, 4
Periods A+ Exam Prep: Operating System Configuration and Support 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: CIS105 or permission of Instructor.

Career Work Experience

Division: Counseling & Personal Development
Chair: Dr. Jim Rubin
Phone: 602.787.6540

CWE198AA, AB, AC 1,2,3,Credits
Career/Work Experience 1, 2, 3 Periods
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.

CWE298AA, AB,AC 1,2,3,Credits 1,2,3 Periods
Special Projects
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 Program Director or instructor.

Chemistry

Division: Science
Department: Physical Sciences
Chair: Dr. Scott Massey
Phone: 602.787.6644

CHM130 3 Credits, 3 Periods
Fundamental Chemistry
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: A grade of "C" or better in [CHM090 or MAT090 or MAT091 or MAT092 or MAT093 or (MAT103AA and MAT103AB) or higher or satisfactory score on math placement exam] and [RDG091 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score].

CHM130
Fundamental Chemistry Laboratory
Laboratory experience in support of CHM130. Prerequisites or Corequisites: A grade of “C” or better in CHM130.

CHM151
General Chemistry I
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 fi e years] and (MAT151 or higher level mathematics course). Completion of all prerequisites within the last two years is recommended.

CHM151LL
General Chemistry I Laboratory
Laboratory experience in support of CHM150 or CHM151. Prerequisites or Corequisites: A grade of “C” or better in CHM150 or CHM151.

CHM152
General Chemistry II
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. Completion of prerequisites within the last two years recommended.

CHM152LL
General Chemistry II Laboratory
Laboratory experience in support of CHM152. Prerequisites or Corequisites: A grade of “C” or better in CHM152.

CHM230
Fundamental Organic Chemistry
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL), or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended.

CHM230LL
Fundamental Organic Chemistry Laboratory
Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

CHM235
General Organic Chemistry I
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).Completion of prerequisites within the last two years recommended.

CHM235LL
General Organic Chemistry I Laboratory
Laboratory experience in support of CHM235. Prerequisites or Corequisites: A grade of “C” or better in CHM235. Completion of prerequisites within the last two years recommended.

CHM236 3 Credits, 3 Periods
General Organic Chemistry IIA
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: A grade of “C” or better in CHM235 and CHM235LL. Completion of prerequisites within the last two years recommended.

CHM236LL 1 Credit, 4 Periods
General Organic Chemistry IIA Laboratory
Laboratory experience in support of CHM236. Prerequisites or Corequisites: A grade of “C” or better in CHM236. Completion of prerequisites within the last two years recommended.

CHM260 3 Credits, 3 Periods
Fundamental Biochemistry
Structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates and lipids; the utilization and synthesis of these materials by living systems and the relationship of the processes to energy production and utilization. Designed for students in agriculture, dental hygiene, home economics, nursing, and physical therapy. Prerequisites: A grade of “C” or better in (CHM230 and CHM230LL) or (CHM235 and CHM235LL). Completion of prerequisites within the last two years recommended.

CHM260LL 1 Credit, 3 Periods
Fundamental Biochemistry Laboratory
Laboratory experience in support of CHM260. Prerequisites or Corerequisites: A grade of “C” or better in CHM260. Completion of prerequisites within the last two years recommended.

CHM296WA, WB, WC 1, 2, 3 Credits
Cooperative Education 5, 10, 15 Periods 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.

Child & Family Studies

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.7291

CFS101AH 1 Credit, 1 Period
Art Activities For The Young Child
The creative use of art media and techniques at appropriate developmental levels. Prerequisites: None.

CFS123 1 Credit, 1 Period
Health And Nutrition In Early Childhood Settings
Creating and maintaining healthy environments and practices in programs serving young children. Emphasis on assessing the child's health status, nutrition and food service, communicable disease recognition, transmission, and prevention, infection control, regulations and regulatory agencies, current topics, resources, and innovative practices. Prerequisites: None.

CFS125 1 Credit, 1 Period
Safety In Early Childhood Settings 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.

CFS157 3 Credits, 3 Periods
Marriage And Family Life
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.

CFS176 3 Credits, 3 Periods
Child Development
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None.

CFS177 3 Credits, 3 Periods
Parent-Child Interaction
Positive methods to strengthen relationships and resolve conflicts with children. Focus on effective interpersonal skills and guidance techniques. Prerequisites: None.

CFS209 3 Credits, 3 Periods
Child and Family Organizations: Project Management
Focuses on concepts and strategies associated with effective project management in community-based child and family organizations. Emphasis on planning, evaluation and project management model. Prerequisites: None.

CFS235 3 Credits, 3 Periods
Developing Child: Theory into Practice, Prenatal Age 8
Understanding and working with young children, birth through age 8. Analysis of young children's physical, social, emotional, cognitive and linguistic development within their home, school, and cultural contexts. Typical and atypical development. Implications for teachers and parents. Emphasis on observations and planning curriculum based on theories, research, and child specific data. Prerequisites: None.

CFS282 1 Credit, 1 Period
Mainstreaming The Young Child With a Disability
An exploration of the educational, social, and behavioral issues and concerns involved in the successful integration of children with disabilities into typical preschool classes. Includes discussion of practical concerns such as adaptation of environment and accessing existing resources in the community. Prerequisites: None.

CFS285AA 1 Credit, 1 Period
Family School Interaction: Preschool
Interaction among parents, teachers and the preschool. Emphasis on methods used cooperatively by parents and preschool teachers to provide for education and developmental needs. Prerequisites: CFS/ECH176 or CFS278 or permission of Instructor.

Communication

Division: Communication, Humanities and Language
Chair: Dr. David Rubi
Phone: 602.787.6578

COM100 3 Credits, 3 Periods
Introduction to Human Communication
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None..

COM110 3 Credits, 3 Periods
Interpersonal Communication
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

COM207 3 Credits, 3 Periods
Introduction to Communication
Inquiry Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of Instructor

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COM225 3 Credits, 3 Periods
Public Speaking
Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101, or ENG107, or equivalent.

COM230 3 Credits, 3 Periods
Small Group Communication
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: None.

COM263 3 Credits, 3 Periods
Elements of Intercultural Communication
Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

COM271 3 Credits, 3 Periods
Voice and Diction
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None

Computer Information Systems

Division: Business/Information Technology
Chair: Sean Petty 602.787.6728 &
Phone: 602.787.6658

CIS100 0.5 Credits, 0.5 Periods
Internet: A Tool for Learning
Use of the Internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102 1 Credit, 1 Period
Interpersonal And Customer Service
Skills For It Professionals Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105 3 Credits, 4 Periods
Survey of Computer Information Systems
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None.

CIS107 Lec+Lab 3 Credits, 4 Periods
The Electronic Game Industry
Introduction to the electronic game industry, including history, market, distribution and publishing channels, business models, team roles, and career landscape. Technical topics covered include software engineering, artificial intelligence, game physics, computer graphics, and networking. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS113DE 3 Credits, 4 Periods
Microsoft Word: Word Processing
Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. Prerequisites: None.

CIS114AE 1 Credit, 2 Periods
Excel: Level I
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114DE 3 Credits, 5 Periods
Excel Spreadsheet
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

CIS117DM 3 Credits, 4 Periods
Microsoft Access: Database Management
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None..

CIS120DC
Adobe Animate: Digital Animation
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. Helps students prepare for the Adobe certifications related to Adobe Animate. Prerequisites: None.

CIS120DF 3.0 Credits, 4 Periods
Adobe Photoshop Level I: Digital Imaging
Focuses on entry-level skill expectations for digital imaging using Adobe Photoshop. Helps students prepare for the Adobe Certifications related to Photoshop. Prerequisites: None.

CIS121AB 1 Credit, 2 Periods
Microsoft Command Line Operations
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE 1 Credit, 2 Periods
Windows Operating System Level I
Specific topics include 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 finetuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None.

CIS126DL 3 Credits, 4 Periods
Linux Operating System
Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry level industry certification covered. Prerequisites: None.

CIS131AA 1 Credit, 1 Period
Doing Business on the Internet
Overview of different ways businesses are taking advantage of and using the Internet. Includes how companies are selling items and services over the Internet; techniques used to expand customer contacts; marketing strategies; availability of government and financial information; future potential and disadvantages; using the Internet for customer service; establishing a World Wide Web site. Some previous computer experience preferred. Prerequisites: None.

CIS133DA 3 Credits, 4 Periods
Internet/Web Development Level I
Overview of the Internet/WWW and its resources. Hands on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None.

CIS166AA 3 Credits, 4 Periods
Introduction to JavaScript
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.

CIS150AB 3 Credits, 4 Periods
Object Oriented Programming Fundamentals
Structured and Object Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language. Prerequisites: CIS105 or permission of Instructor. Prerequisites: A grade of C or better in CIS126DL or CIS126RH or permission of Instructor.

CIS151 3 Credits, 4 Periods
Computer Game Development -Level I
Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools. Prerequisites: CIS105 or permission of Instructor.

CIS159 3 Credits, 4 Period
Visual Basic Programming I
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105 or permission of instructor.

CIS162AC 3 Credits, 4 Period
Visual C++: Level I
Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

CIS162AD 3 Credits, 4 Periods
C#: Level I
Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object oriented programming. Prerequisites: CIS105 or permission of Instructor.

CIS163AA 3 Credits, 4 Periods
Java Programming: Level I
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object oriented programming. Prerequisites: CIS105 or permission of Instructor.

CIS166 3 Credits, 4 Periods
Web Scripting/Programming
Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS190 3 Credits, 4 Periods
Introduction To Local Area Networks
Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105 or permission of Instructor.

CIS190 3 Credits, 4 Periods
Introduction To Local Area Networks Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105 or permission of Instructor.

CIS224 3 Credits, 4 Periods
Project Management Microsoft Project for Windows
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

CIS233DA 3 Credits, 4 Periods
Internet/Web Development Level II
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of the Instructor.

CIS234 3 Credits, 4 Period
XML Application Development
The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML file . Prerequisites: BPC/ CIS133CA or BPC/CIS133DA or permission of Instructor.

CIS235 3 Credits, 4 Periods
e-Commerce
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS250 3 Credits, 4 Periods
Management Of Information Systems
The study of business information systems and its management, communication, e business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS262AC 3 Credits, 4 Periods
Visual C++: Level II
Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162AC, or permission of instructor.

CIS262AD 3 Credits, 4 Periods
C# Level II 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 3 Credits, 4 Periods
Java Programming: Level ll
Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of Instructor.

CIS270 3 Credits, 4 Periods Essentials of Network and Information Security
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 film ware 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: CNT150 or any MST150 course or permission of Instructor.

CIS276DB Lec+Lab 3 credits, 4 Periods
SQL Server Database
A broad overview of the Microsoft Structured Query Language (SQL) Server database. Includes SQL instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, 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 1 Credit, 6 Periods
CIS290AB 2 Credits, 12 Periods
CIS290AC 3 Credits, 18 Periods
Computer Information Systems Internship
Work experience in business or industry. Prerequisites: Permission of Instructor.

CIS296WA 1 Credit, 5 Periods
CIS296WB 2 Credits, 10 Periods
CIS296WC 3 Credits, 15 Periods
CIS296WD 4 Credits, 20 Periods
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

CIS298AA 1 Credits, 1 Periods
CIS298AB 2 Credits, 2 Periods
Special Projects
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 Program Director or Instructor.

Computer Science

Division: Business and Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

CSC110AA 3 Credits, 4 Periods
Introduction to Computer Science (Java
Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: A grade of C or better in MAT120, or MAT121, or MAT122.

CSC110AB 4 Credits, 4 Periods
Introduction to Computer Science (Java
Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: A grade of C or better in MAT120 or MAT121 or MAT122.

CSC120 Lec+Lab 4 Credits, 6 Periods
Digital Design Fundamentals
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, Read Only Memory (ROMs), Programmable Logic Device (PLDs), synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits.

CIS205AB Lec+Lab 4 Credits, 4 Periods
Object Oriented Programming and Data Structure
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: A grade of C or better in CSC110, or permission of Instructor.

Counseling & Personal Development

Division: Counseling & Personal Development
Chair: Dr. James Rubin
Phone: 602.787.6540

CPD102AB 2 Credits, 2 Periods
Career Exploration
Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan. Prerequisites: None.

CPD102AD 2 Credits, 2 Periods
Eliminating Self Defeating Behavior Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative, and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AH 2 Credits, 2 Periods
Stress Management
Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AU 3 Credit 3Periods
Introduction to Meditation: Vipassana Practice
Introduction to the practice of Vipassana (Insight Meditation. Focus on the history, benefits and methodology of Vipassana meditation. Special emphasis on establishing a formal and informal meditation practice. Prerequisites: None.

CPD103BA 2 Credits, 2 Periods
Women in transition
Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self potential, increasing self confidence, managing life change, and exploring education/career/ life options in terms of the realities of roles for women today. Prerequisites: None.

CPD104 3 Credits, 3 Periods 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.

CPD150 3 Credits, 3 Periods
Strategies For College Success
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

CPD150AB 1 Credit, 1 Period
Study Skills Development
Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None

CPD150AC 1 Credit, 1 Period
Educational and Career Planning Emphasis on increasing student success through educational and career planning. Prerequisites: None.

CPD160 3 Credits, 3 Periods
Introduction to Multiculturalism
Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. Prerequisites: ENG101, or ~~ENG107, or permission of Instructor.~~

CPD250 3 Credits, 4 Periods
Peer Mentor Training Development and application of beginning skills and knowledge required to establish and maintain effective peer helping relationships in a college setting. Focus on the role, function, and responsibilities of the peer mentor; verbal and nonverbal communication skills; problem solving; and strategies and resources for firs -year student success. Includes on-campus service-learning component. Prerequisites: Completion of 24 credit hours (100-level or above) with a "B" grade point average or better, and permission of instructor.

Creative Writing

Division: English
Chair: Sheila Beeler
Phone: 602.787.6949

CRW150 3 Credits, 3 Periods
Introduction to Creative Writing Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

CRW160 3 Credits, 3 Periods
Introduction to Writing Poetry

Prewriting (invention and discovery; writing; analyzing and evaluating (in workshop; and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems. Prerequisites: None. CRW150 recommended but not required.

CRW170 3 Credits, 3 Periods
Introduction to Writing Fiction
Practice inwriting 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.

CRW176 3 Credits, 3 Periods
Provides an introduction to narrative theory as it relates to video game production. Delivers a variety of video game storylines, narrative theories, and processes for narrative development in video games. Terminology and video game industry standards are covered. Offers discussion of team building and the role of video games in society.

CRW190 3 Credits, 3 Periods
Introduction to Screenwriting
Overview of screenwriting elements; introduction to screenwriting techniques CRW150 recommended but not required. Requisites: None. CRW150 recommended but not required.

CRW200 1 Credit, 1 Period
Readings for Writers
Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre inwhich they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor. Prerequisites: CRW150, or permission of Instructor.

CRW201 1 Credit, 1 Period
Portfolio
Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student's own literary work in a portfolio. Students meet individually with instructor to choose, prepare, and compile their work. Prerequisites: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director.

CRW260 3 Credits, 3 Periods Intermediate Poetry Writing
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 workshops. Prerequisites: A grade of C or better in CRW160 or permission of Instructor.

CRW270 3 Credits, 3 Periods
Intermediate Fiction Writing
Writing original short stories; analysis of works of fiction; concentration on revising students` fiction through intensive workshopping. Prerequisites: CRW170.

CRW273 3 Credits, 3 Periods
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

CRW298AC 3 Credits, 3 Periods
Special Projects
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.

Critical and Evaluative Reading

CRE101
College Critical Reading and Critical Thinking
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.

Dance

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

DAN104AA 1 Credit, 3 Periods
Ballroom I
Theory and practice of Ballroom dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN104AB 1 Credit, 3 Periods
Ballroom II
Theory and practice of Ballroom dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN104AA or permission of Instructor.

DAN105AA 1 Credit, 3 Periods
Swing I
Theory and practice of Swing dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN106AA 1 Credit, 3 Periods
Latin I
Theory and practice of Latin dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN106AB 1 Credit, 3 Periods
Latin II
Theory and practice of Latin dance at the advanced beginning level. Development of movement quality and performance 185skills. Prerequisites: DAN106AA or permission of Instructor.

DAN108AA 1 Credit, 3 Periods
Tango I
Theory and practice of Tango dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN131 1 Credit, 3 Periods
Ballet I
Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN132 1 Credit, 3 Periods
Modern Dance I
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN133 1 Credit, 3 Periods
Jazz Dance I
I Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DAN134 1 Credit, 3 Periods
Ballet II
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN131 or permission of Instructor.

DAN135 1 Credit, 3 Periods
Modern Dance II
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of Instructor.

DAN136 1 Credit, 3 Periods
Jazz Dance II
Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills.. Prerequisites: DAN133 or permission of instructor.

DAN150 1 Credit, 3 Periods
Dance Performance I
An introduction to the process and practice of dance performance. Prerequisites: None. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.

DAN155 1 Credit, 3 Periods
Dance Performance II
Continued study of the process and practice of dance performance at advanced beginning level. Prerequisites: DAN150 or permission of Instructor. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.

DAN164 1 Credit, 3 Periods
Improvisation
An introduction to and an exploration of basic improvisational dance skills. Prerequisites: None.

DAN210 3 Credits, 3 Periods
Dance Production I
Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

DAN221 3 Credits, 3 Periods
Rhythmic Awareness I
Exploration of rhythm in dance performance, choreography and pedagogy. Emphasis on the basic understanding of rhythm and cultivating awareness of rhythm in everyday life. Prerequisites: None.

DAN231 1 Credit, 3 Periods
Ballet III
Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN134 or permission of Instructor.

DAN232 1 Credit, 3 Periods
Modern Dance III
Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of instructor.

DAN233 1 Credit, 3 Periods
Jazz Dance III
Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN136 or permission of instructor.

DAN234 1 Credit, 3 Periods
Ballet IV
Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN231 or permission of Instructor.

DAN235 1 Credit, 3 Periods
Modern Dance IV
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232 or permission of Instructor.

DAN236 1 Credit, 3 Periods
Jazz Dance IV
Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233 or permission of Instructor.

DAN264 3 Credits, 3 Periods
Choreography I
Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prerequisites: None.

DAN265 3 Credits, 3 Periods
Choreography II
Exploration of the craft of choreography at the intermediate level. Experimentation with the various approaches to contemporary choreography as established by 20th century artists. Prerequisites: DAN264 or permission of instructor.

DAN280 2 Credits, 6 Periods
Dance Practicum
A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of Instructor.

DAN298AA 1 Credit, 1 Period
DAN298AC 3 Credit, 3 Period
Special Projects
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 Program Director or Instructor.

Dance Humanities

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

DAH100 3 Credits, 3 Periods
Introduction to Dance
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

DAH255 3 Credits, 3 Periods
Hip Hop: Arts, Aesthetic and Culture
Selective survey and historico-cultural analysis of hip hop arts, aesthetics and culture organized around the founding elements of DJing, MCing, B-boy and B-girling, graffiti arts and knowledge. Prerequisites: A grade of C or better in ENG101 or EN~~G107.~~

Early Childhood Education

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.7291

ECH140 1 Credit, 1 Period
Learning Made Visible Through Documentation
The study of documentation in early childhood environments including strategies to reflect on children`s thinking, hypothesis development, and the multiple relationships essential in the learning environments. Prerequisites: None

ECH141 1 Credit, 1 Period
Explore the Fundamentals of the Reggio Emilia Approach
Investigation and critically examination of the integral elements of the organization and philosophy of the Reggio Emilia approach to early childhood education. Prerequisites: None.

ECH269 1 Credit 1 Period
Child Care Seminar
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. May be repeated for a total of three (3) credit hours. Prerequisites: Departmental approval.

ECH270 1 Credit, 1 Period Observing Young Children Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH271
Arranging the Environment
Exploration of the influenc e of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None.

ECH273
Math For The Young Child
Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH275
Literacy Development And The Young Child
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.

ECH279
Early Childhood Curriculum Development
An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities. May be repeated for a total of four (4) credits. Prerequisites: None.

ECH281
Movement/Music For The Young Child
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.

ECH282
Discipline/Guidance Of Child Groups Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.

ECH284AB
Early Childhood Teaching Internship
Work experience in child care centers. 80 hours of designated workpercredit.Maximumof6creditsallowed.Prerequisites:CFS/ ECH176 and permission of Department or Division. Corequisites: CFS/ECH269.

ECH287 1 Credit, 1 Period
Professional Development in Early Childhood Education 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.

ECH298AA 1 Credit, 1 Period
Special Projects
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 Program Director or Instructor.

Early Education

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.7291

EED200 3 Credits, 3 Periods
Foundations of Early Childhood Education
Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Prerequisites: None.

EED222 3 Credits, 3 Periods
Introduction to the Exceptional Young Child: Birth to Age 8.
Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None

EED 225 Language & Literacy 3 Credits, 3 Periods
Introduces children`s language acquisition and literacy development. Exploration of the relationships among language, literacy, family, culture, and community. Study of educational practices and advocacy opportunities that support language acquisition, literacy development and the preservation of heritage languages. Prerequisites: None

EED260 1 Credit, 1 Period
Early Childhood Infant/Toddler Internship
Work experience with infants and toddlers in early care and education settings. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division.

EED261 1 Credit, 1 Period
Early Childhood Preschool Internship
Work experience with preschoolers in early care and education settings. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division.

Engineering

Division: Science
Department: Physical Sciences
Chair: Dr. Scott Massey
Phone: 602.787.6644

ECE105 1 Credit, 2 Periods MATLAB Programming
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.

ECE211 3 Credits, 2 Periods
Engineering Mechanics-Statics
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 3 Credits, 3 Periods
Engineering Mechanics-Dynamics
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. 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.

ECE216 2 Credits, 2 Periods
Introduction to engineering graphics, including tolerancing and fasteners, as well as creation and use of engineering drawings. Prerequisites: A grade of C or better in ECE103, or ECE103EP, or permission of Instructor or Division or Department Chair. Corequisites: ECE216LL.

ECE216LL 2 Credits, 2 Periods
Computer-Aided Engineering Laboratory
Laboratory experience in support of ECE216. Prerequisites: A grade of C or better in ECE103, or ECE103EP, or permission of Instructor. Corequisites: ECE216

Economics

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

It is recommended that students enroll in either ECN211 or ECN212 after completing the math course(s) required by the student's major (if any). If you are only taking one economics class, it is recommended that you take ECN211 Macroeconomic Principles.

ECN211 3 Credits, 2 Periods
Macroeconomic Principles
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

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

Education

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 603.787.7291

EDU220 3 Credits, 3 Periods
Introduction to Serving English Language Learners
(ELL) Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual/Dual Language Immersion(DLI). Includes SEI, ESL, and bilingual/DLI strategies. Prerequisites: None. 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 3 Credits, 3 Periods
Introduction To Education
Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. Notes: EDU221 requires a minimum of 30 hours of field experience in elementary or secondary classroom environments.

EDU222 3 Credits, 3 Periods
Introduction To The Exceptional Learner
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.

EDU230 3 Credits, 3 Periods
Cultural Diversity In Education
Examination of the relationship of cultural values to the formation of self concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or in-service to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU250 3 Credits, 3 Periods Teaching and Learning in the Community College
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.

EDU230 3 Credits, 3 Periods
Cultural Diversity In Education
Examination of the relationship of cultural values to the formation of self concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU250 3 Credits, 3 Periods
Teaching and Learning in the Community College
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.

EDU291 3 Credits, 3 Periods
Children's Literature
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

EDU292 3 Credits, 3 Periods
The Art of Storytelling
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.

EDU294 3 Credits, 3 Periods
Multicultural Folktales
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None.

EDU298AA 1 Credit, 1 Period
Special Projects
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 Program Director or Instructor.

Emergency Medical Technology

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

EMT101 0.5 Credits, 0.45 Periods
Basic Life Support/ Cardiopulmonary Resuscitation (CPR) for Health Care Providers
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.

EMT104 9.0 Credits, 11.4 Periods
Emergency Medical Technology
Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations, IV monitoring, patient-assisted medication administration, automated external defibrillators (AEDs), and blood-glucose monitoring. Prerequisites: EMT101 or a current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer and (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).

EMT104AB 0.5 Credits, 0.5 Periods
Applied Practical Studies for Emergency Medical Technology
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 function in outside, scenario based environment. Prerequisites: None. Corequisites: EMT/FSC104, or EMT200, or (EMT272AA, EMT272AB, and EMT272LL), or EMT273, or certified EMT Basic, IEMT, or Paramedic in the State of Arizona, or permission of Instructor.

EMT200 2 Credits, 2.7 Periods
Refresher Course for Certified Emergency Medical Technicians
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.

EMT235 3 Credits, 3 Periods Basic ECG
Rhythm Analysis and Interpretation in the Emergency Setting
Designed to provide the allied healthcare provider with basic skills in analysis and interpretation of sinus, atrial, junctional and ventricular rhythms from electrocardiographs (ECG) in the emergency setting. Also addresses heart block and electronically paced rhythms. Prerequisites: Current basic life support (BLS) healthcare provider/professional rescuer card and (EMT/FSC104 or permission of Instructor).

EMT236 3 Credits, 3 Periods
Pharmacology in an Emergency Setting
Designed for the allied healthcare provider to integrate knowledge of pharmacology and pharmacologic agents to formulate a management plan in the emergency setting. Includes principles of pharmacology, pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating medication dosages, and medication profile . Requisites: Prerequisites: Current basic life support (BLS) healthcare provider/professional rescuer card and (EMT/FSC104 or permission of Instructor). MAT082 or higher suggested but not required. MAT082 or equivalency suggested but not required.

EMT240 Lec/Lab: 2 Credits, 4 Periods
Advanced Cardiac Life Support (ACLS)
Designed for the allied healthcare provider who initiates, directs, or participates in the management of cardiopulmonary arrest and other cardiovascular emergencies. Provides the allied healthcare provider with the knowledge and skills to recognize and manage cardiopulmonary arrest, acute arrhythmia, stroke, acute arrhythmia, stroke, and Acute Coronary Syndromes (ACS) according to current advanced Emergency Cardiovascular Care (ECC) guidelines. Requires prior knowledge of basic electrocardiograph rhythm interpretation, pharmacologic agents, and other interventions used in Advanced Cardiac Life Support (ACLS). Prerequisites: Current Basic Life Support (BLS) healthcare provider/professional rescuer card and (EMT235 and EMT236, or permission of Instructor).

EMT242 1 Credit, 2 Periods
Pediatric Advanced Life Support (PALS)
Designed for the allied healthcare provider who initiates, directs, or participates in the management of an infant or child in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current CPR and Emergency Cardiovascular Care (ECC) guidelines. Requires prior knowledge of basic electrocardiograph rhythm interpretation, pharmacologic agents, and other interventions used in Pediatric Advanced Life Support (PALS). Prerequisites: Current Basic Life Support (BLS) healthcare provider/professional rescuer card and (EMT235 and EMT236, or permission of Instructor).

EMT245 Lec/Lab: 2 Credits, 3.5 Periods Trauma Management I
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.

EMT255AE 1 Credit, 1 Period
Basic and Advanced Level Skills for the Emergency Medical Services Instructor/Examiner Designed to provide an overview of the roles and responsibilities of the Emergency Medical Services (EMS) instructor and examiner in basic and advanced level

psychomotor skills instruction and evaluation. Includes instructional strategies and methodologies, benchmarks for psychomotor skill evaluation, and management of basic and advanced level psychomotor skills settings. Prerequisites: (Arizona Department of Health Services [A-DHS] certification as an EMT or Paramedic, or Arizona registered nurse, physician, or physician assistant), or permission of Instructor.

EMT258 3 Credits, 3 Periods
Victimology and Crisis Management
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.

EMT272AA 12.5 Credits, 17.37 Periods
Advanced Emergency Medical Technology
Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: [Valid Arizona EMT certification and (MAT090 or higher, or a satisfactory score on the ASSET, or COMPASS, or Accuplacer placement exam), (ENG101 or ENG107), EMT235, and EMT236], or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AA prerequisite courses.

EMT272AB 12.5 Credits, 17.38 Periods
Advanced Emergency Medical Technology
Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: Valid Arizona EMT certification and EMT272AA. Comprehensive written, oral and practical evaluation on EMT272AA.

EMT272LL LAB: 7.5 Credits, 37.5 Periods
Advanced Emergency Medical Technology Practicum
Clinical and vehicular practicum using diagnostic and advanced emergency medical treatment skills learned in the classroom. Emphasis on hands-on application of skills to real-life scenarios involving acute illness and serious injuries. Prerequisites or Corequisites: EMT272AA and EMT272AB.

Paramedicine Continuing Education & Professional Development Courses

PME211 0.5 Credits, 1 Period
Advanced Cardiac Life Support Refresher
Designed to meet Advanced Cardiac Life Support (ACLS refresher requirements for the healthcare provider who initiates, directs, or participates in the management of cardiopulmonary arrest and other cardiovascular emergencies according to current cardiopulmonary resuscitation and emergency cardiovascular care guidelines. Provides the healthcare provider with 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: None.

PME212 Lec+Lab 0.5 Credit 1 Period
Pediatric Advanced Life Support Refresher
Designed to meet Pediatric Advanced Life Support (PALS) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies. Prerequisites: None.

PME213 Lec+Lab
Pediatric Emergencies for Prehospital Professionals Refresher
Designed to meet Pediatric Emergencies for Prehospital Professions (PEPP) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current PEPP and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies. Prerequisites: None.

PME215 Lec+Lab 0.5 Credit, 1 Periods
Advanced medical Life Support Refresher
Designed to meet the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) refresher requirements for the healthcare provider who performs assessment and management of the most common medical crises in patients. Skills are sequenced and synthesized into simulations.

PME216 Lec+Lab 0.5 Credit, 1 Period
International trauma Life Support/Pre-Hospital Trauma Life Support Refresher
Designed to meet International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS) refresher requirements for the healthcare provider who performs assessment and management of various trauma conditions and environmental injuries. Skills are sequenced and synthesized into simulations. Prerequisites: None.

PME221 2 Credits, 2 Periods
Basic level and Advanced Level Skills Course for the EMS Instructor
Designed to provide an overview of the roles and responsibilities of basic level and advanced level instructors and examiners. Includes instructional strategies and methodologies, methods of evaluation, documentation of skill competency, and management strategies of emergency medical services (EMS) programmatic, state, and national scope of practice basic level and advanced level skills stations. Prerequisites: None.

PME222 2 Credits, 2 Periods
Advanced cardiac Life Support Instructor Preparation
Designed to prepare Advanced Cardiac Life Support (ACLS) instructor candidates to deliver American Heart Association (AHA) instructor-led and blended learning courses. Provides an overview of the roles and responsibilities of the ACLS instructor. Includes instructional considerations, methods of evaluation, documentation of ACLS student skill competency, and ACLS Course management according to AHA guidelines.
Prerequisites: None.

PME223 2 Credits, 2 Periods
Pediatric Advanced Life Support Instructor Preparation
Designed to prepare Pediatric Advanced Life Support (PALS) instructor candidates to deliver American Heart Association (AHA) instructor-led and blended learning courses. Provides an overview of the roles and responsibilities of the PALS instructor. Includes instructional considerations, methods of evaluation, documentation of PALS student skill competency, and PALS

Course management according to AHA guidelines.
Prerequisites: None.

PME290 Lec+Lab 1 Credit , 1 Period
Advanced Life Support Refresher
Designed to provide a refresher of Advanced Life Support (ALS) to meet national and Arizona Department of Health Services Bureau of Emergency Services and Trauma System (AzDHS/ BEMSTS) requirements for Paramedicine recertification.
Prerequisites: None.

PME293 Lec+Lab 2.5 Credits, 2.5 Periods Tactical Emergency Casualty Care
Designed to provide strategies, skills, and simulations to decrease preventable death in the prehospital unstable environment according to National Association of EMTs (NAEMT) and Tactical Emergency Casualty Care (TECC) guidelines. Strategies include integration of rapid patient assessment with trauma patient management in tactical and hazardous environments. Promotes a common approach for the transition of rescue to patient care while limiting the risk of further casualties. Examines the impact of tactical and environmental factors on trauma patient management.

PME298AA Lab 1 Credit, 1Period
PME298AB
PME298AC
Special Projects
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 Program Director or Instructor.

Engineering Science

Division: Science
Department: Physical Science
Chair: Dr. Scott Massey
Phone: 602.787.6644

ECE102 2 Credits, 4 Periods
Engineering Analysis Tools and Techniques
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or permission of Department or Division. Corequisites: MAT151 or MAT182 or MAT187.

ECE103 2 Credits, 4 Periods
Engineering Problem Solving and Design
Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: (ECE102 or ECE102AA) and (high school physics or PHY111 or PHY111AA).

English

Division: English
Chair: Sheila Beeler
Phone: 202.787.6949

ALT100 4 Credits, 4 Periods
Academic Literacy Through Integrated Reading and Writing
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.

ENG100AC 1 Credit, 1 Period The Mechanics of Written English
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.

ENG101 3 Credits, 3 Periods
First-Year Composition
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097 or WAC101, or a grade of B or better in ALT100, or (a grade of C in ALT100 AND Corequisites: ENG101LL or ENG107LL OR WAC101 OR ENG100A+).

ENG102 3 Credits, 3 Periods
First-Year Composition
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101.

ENG107 3 Credits, 3 Periods
First-Year Composition for ESL
Description: Equivalent of ENG 101 for students of English as a Second Language (ESL. Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097 or WAC101, or a grade of B or better in ALT100, or (a grade of C in ALT100 AND Corequisites: ENG101LL or ENG107LL OR WAC101 OR ENG100A+).

ENG108 3 Credits, 3 Periods
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107.

ENG111 3 Credits, 3 Periods
Technical and Professional Writing
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.

CRW176 3 Credits, 3 Periods
Writing Narrative for Video Games
Provides an introduction to narrative theory as it relates to video game production. Delivers a variety of video game storylines, narrative theories, and processes for narrative development in video games. Terminology and video game industry standards are covered. Offers discussion of team building and the role of video games in society. Prerequisites: None.

CRW273 3 Credits, 3 Periods
Writing the Novel
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

JRN203 3 Credits, 3 Periods
Writing for Online Media
Writing using the modes and resources available on the Internet. Use of information and resources available on the internet in writing, as well as writing for the Internet itself. Prerequisites: Eligibility for ENG101 or ENG107 or permission of Instructor.

CRE101 3 Credits, 3 Periods
College Critical Reading and Critical Thinking
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.

English as a Second Language

Division: English
Chair: Sheila Beeler
Phone: 202-787-6949

ESL 020 3 credits, 3 periods
English as a Second Language II: Grammar Second level of English as a Second Language (ESL). Continued emphasis on conversational skills,pronunciation, vocabulary building and grammar with some reading and sentence level writing. Requisites: 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 total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL 020 3 credits, 3 periods
English as a Second Language II: Grammar
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Requisites: 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 total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL 021 3 credits, 3 periods
English as a Second Language II: Listening and Speaking
Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. Requisites: Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL010 or ESL011 or ESL012 or RDG010. Course Notes: ESL021 may be repeated for a total of six (6) credit hours

ESL 022 3 credits, 3 periods
ESL II: Writing with Oral Practice
Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. Requisites: Appropriate ESL course placement score or a grade of C or better in ESL012 or permission of Instructor Course Notes: ESL022 may be repeated for a total of six (6 credit hours

ESL030 3 credits, 3 periods English as a Second Language III: Grammar
Third level of English as a Second Language (ESL. Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Requisites: 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 total of six (6)credit hours. Credit (P or no credit Z). Standard grading available according to procedures outlined in catalog.

ESL031 3 credits, 3 periods English as a Second Language III: Listening and Speaking Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. Requisites: Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL020 or ESL021 or ESL022 or RDG020.Course Notes: ESL031 may be repeated for a total of six (6credit hours

ESL032 3 credits, 3 periods
ESL III: Writing with Oral Practice
Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. Requisites: Appropriate ESL course placement score or a grade of C or better in ESL022 or permission of Instructor Course Notes: ESL032 may be repeated for a total of six (6 credit hours

ESL040 3 credits, 3 Periods
English as a Second Language IV: Grammar
Fourth-level of English as a Second Language (ESL. Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Requisites: 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 total of six (6credit hours. Credit
(P or no credit (Z. Standard grading available according to procedures outlined in catalog.

ESL041 3 credits, 3 Periods
English as a Second Language IV: Listening and Speaking
Emphasis on academic skills. Listening to lectures, note-taking, peer interaction, accessing and using media resources, formal oral presentations. Requisites: Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL030 or ESL031 or ESL032 or RDG030.Course Notes: ESL041 may be repeated for a total of six (6 credit hours)

ESL042 3 credits, 3 Periods
ESL IV: Writing with Oral Practice
Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. Requisites: Appropriate ESL course placement score or a grade of C or better in ESL032 or permission of Instructor

ENG107 3 Credits, 3 Periods
First-Year Composition for ESL
Description: Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108 3 Credits, 3 Periods
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107.

English Humanities

Division: English

Chair: Sheila Beeler
Phone: 202-787-6949

ENH110
Introduction to Literature
Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

ENH111
Literature and the American Experience Introduction to the foundations and diversity of American culture through a survey of its literature, including minority and women writers. Exploration of various facets of American culture including frontier, regional, rural, and urban life; ethnic ,racial, and immigrant experience; and political and social philosophies. Requisites: None

ENH140AA 3 Credits, 3 Periods
Sports In Literature and Film
Explores how sports are and have been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how field of human endeavor are perceived. Focus on analysis of narratives` form and content, and the construction of meaning. Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score

ENH235 3 Credits, 3 Periods
J.R.R. Tolkien and C.S. Lewis: Battling Modernism
Focuses on the writings, language, themes, influences and vision of J.R.R. Tolkien and C.S. Lewis in contrast to the ideas and literature of the Modernist movement. Prerequisites: None.

ENH251 3 Credits, 3 Periods
Mythology
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those
myths with myths from other cultures. Prerequisites: None.

ENH254 3 Credits, 3 Periods
Literature and Film
Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101, or ENG107, or equivalent.

ENH280 3 Credits, 3 Periods
Topics in American Literature
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: (ENG101 or ENG107 or permission of Instructor.

ENH285 3 Credits, 3 Periods
Contemporary Women Writers
Explores twentieth century literature (short stories, essays, plays, and poetry written by women and about women. Focus on themes relevant to women`s lives regardless of age, creed, or ethnic background. Requisites: None.

ENH294 3 Credits, 3 Periods
Multicultural Folktales
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications Prerequisites: None

ENH295 3 Credits, 3 Periods
Banned Books and Censorship
History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults. Prerequisites: None.

Entrepreneurial Studies

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

EPS150 3 Credits, 3 Periods 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 2 Credits, 2 Periods New Venture Creation
Process of starting a new venture including evaluating specific business opportunities identifying financing alternatives, and defining start-up issues. Prerequisites: None.
EPS195 2 Credits, 2 Periods Business Start-Up and Planning
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.

Exercise Science: Health, Fitness and Sports Performance

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

EXS101
Introduction to Exercise Science
Introductory course that will provide the student with a general overview of the disciplines, professions and research areas associated with the field of Exercise Science. Basic history, philosophy, theory, educational pathways and career options will be examined. Prerequisites: None.

EXS125 3 Credits, 3 Periods Introduction to Exercise Physiology
Principles of exercise science applied to teaching fitness/ aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

EXS210
Principles of muscular fitness training including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations. Prerequisites: A grade of C or better in EXS125

EXS211
Principles of flexibility and balance including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations. Prerequisites: A grade of C or better in EXS125.

EXS212 2 Credits, 3 Periods Principles of cardiorespiratory fitness training including evaluation of client needs and health, selection and interpretation of safe and effective assessment techniques and evidence-based program design for healthy and special populations. Prerequisites: A grade of C or better in EXS125.

EXS213 2 Credits, 3 Periods Principles of weight management including evidence-based program design and interpretation of assessments for various populations as well as explanation of theories of motivation and behavior modification. Prerequisites: A grade of C or better in EXS125.

EXS214 2 Credits, 3 Periods Instructional Competency: Flexibility and Mind-Body Exercises Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. A grade of C or better required in all Prerequisites. Prerequisites: RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113, or satisfactory District reading placement and (EXS125 and HES100) or permission of Instructor.

EXS216 2 Credits, 3 Periods
Instructional Competency: Muscular Strength and Conditioning
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. A grade of C or better required in all Prerequisites. Prerequisites: RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113 or satisfactory District reading placement and MAT120 or satisfactory District math placement and (EXS125 and HES100) or permission of Instructor.

EXS218 2 Credits, 3 Periods
Instructional Competency:
Cardiorespiratory Exercises and Activities
Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. A grade of C or better required in all Prerequisites.
Prerequisites: RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113 or satisfactory District reading placement and MAT120 or satisfactory District math placement and (EXS125 and HES100) or permission of Instructor.

EXS239 3 Credits, 5.4 Periods
Practical Applications of Personal Training Skills and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80 hours of designated work per credit. Prerequisites: Completion of nine (9 credits of EXS courses required for the
(AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer, current CPR card, and permission of Department or Division.

EXS239AA 1 Credit, 1.8 Periods
EXS239AB 2 Credits, 3.6 Periods
Practical Applications of Personal Training Skills
and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80 hours of designated work per credit. Prerequisites: Completion of nine (9 credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer,
current CPR card, and permission of Department or Division.

EXS290 3 Credits, 3 Periods
Introduction to Evidence-Based Practice
Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science. Prerequisites: A grade of C or better in [(RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113 or satisfactory District reading placement) and (MAT090, or MAT091, or MAT092, or satisfactory District math placement) and (ENG101 or ENG107)] or permission of Instructor. EXS101 recommended.

Fire Science

Division: Health & Exercise Science
Chair: Ms. Lori Anonson
Phone: 602.787.7295

FSC101 Lec+Lab 4 Credits, 5 Periods
Intro to Fire Service Selection
Overview of the application and selection processes used by various fire departments and fire service organizations. Elements of fire service culture and their effects on personal growth and interpersonal relationships. Major components of written application processes, requirements, preparation of resumes and their effect on employment prospects. Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process. Preparation for on site experiences at a fire station. General components of the selection process, the importance of general education, and components of lifelong learning in career choices. Prerequisites: None.

FSC102 11 Credits, 19.6 Periods
Fire Department Operations
Introductory fire science course primarily designed for the fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing.
Prerequisites: (EMT/FSC104, FSC105, and FSC130), and permission of Instructor. Corequisites: FSC134.

FSC105 3 Credits, 3 Periods
Hazardous Materials/First Responder
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency. Prerequisites: None.

FSC106 3 Credits, 3 Periods
Introduction to Fire Protection
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 3Credits, 3Periods
Fundamentals of Fire Prevention
Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies.
Field trips and lectures from industry also included. Prerequisites: None.

FSC110 3 Credits, 3 Periods
Wildland Firefighter
Basic level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

FSC111 2 Credits, 2 Periods
Emergency Vehicle Driver Operator
Emergency vehicle operators training including the problems facing operators; the personal qualities of emergency vehicle operator candidates; legal responsibilities of operators; and physical forces involved in driving an emergency vehicle. Includes hands-on training in an emergency response vehicle. Prerequisites: None.

FSC113 3 Credits, 3 Periods
Introduction to Fire Suppression
Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic firefighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

FSC117 3 Credits, 3 Periods
Fire Apparatus
Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

FSC118 3 Credits, 3 Periods
Fire Hydraulics
Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

FSC119 3 Credits, 3 Periods
Introduction Fire Service Ethics
Ethical issues, standards, and philosophical consideration of moral problems encountered in fire service. Ethical responsibility of fire service personnel and those they serve. Prerequisites: None.

FSC130 1 Credit, 1.50 Periods
Fitness for Fighters/CPAT
Skills and abilities required for entry level position in the fire service including physical ability, and stamina. Opportunity to take the International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course. Prerequisites: None.

FSC131 3 Credits, 3 Periods
Introduction To Urban Technical Rescue
Practical application of safe rescue practices for urban technical rescue. Includes ropes and rope systems, trench rescue, confined space rescue, swift water rescue, and rescue from collapsed structures. Prerequisites: None.

FSC134 3 Credits, 4.60 Periods
Fitness And Conditioning For Firefighters
Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

FSC139 3 Credits, 3 Periods
Emergency Response to Terrorism
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None.

FSC147 3 Credits, 3 Periods
Emergency Preparedness
Emergency preparedness related to natural and man-made disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries. Requisites: None.

FSC148 3 Credits, 3 Periods
Fundamentals of Emergency Management
Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. Requisites: None.

FSC202 3 Credits, 3 Periods
Supervisory Training for Firefighters
Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fi e service planning, and relationships with other city departments. Prerequisites: None.

FSC204 3 Credits, 3 Periods
Firefighting Tactics and Strategy
Methods of coordinating personnel, equipment, and apparatus on the fire ground. Practical methods of controlling and extinguishing structural and other types of fires Includes simulation exercises. Prerequisites: FSC113, or permission of Instructor, or equivalent.

FSC208 3 Credits, 3 Periods
Firefighter Safety and Building Construction
Actions necessary to provide for the safety of firefighters operating on the fire ground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113, or permission of Instructor, or equivalent.

FSC238 2 Credits, 2 Periods
Vehicular Extrication and Patient Stabilization
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 an EMT-Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of instructor.

FSC258 3 Credits, 3 Periods
Victimology and Crisis Management
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.

FSC260 3 Credits, 3.6 Periods
Technical Rope Rescue (RR) 1, 2, 3
Concepts, techniques, and skills needed to support technical rope rescue. Meets Arizona Fire Marshal Office requirements for RR1, RR2, RR3 and National Fire Protection Association (NFPA) 1670 Operational Rope Rescue. Prerequisites: FSC131 or permission of Instructor.

FSC261 3 Credits, 3.6 Periods
National Fire Protection Agency Rope Technician
Advanced anchor construction, use of elevated anchor points on difficult edges, horizontal rope systems, and study of force multipliers commonly experienced during high angle rope rescue. Meets the certification requirements for the NFPA (National Fire Protection Agency) 1670 for Operational Rope Rescue and NFPA 1006 for Technical Rescue Rope Technician. Prerequisites: FSC260 or (the Office of the Arizona State Fire Marshal's Ropes 1, 2, and 3 class), or permission of Instructor.

FSC282AC 3 Credits, 3 Periods
Volunteerism For Fire Science: A Service Learning Experience
Service learning field experience within human service organization/agency. May be repeated for a total of six (6) FSC282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

FSC296WC 3 Credits, 15 Periods
Cooperative Education
Work college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completed at least 12 credits, min 2.6 GPA & able to obtain a position related to student's academic/career goals or permission of Instructor. Coreq: Enrolled in at least 1 class related to major/career interest or permission of Instructor.

FSC298AA 1 Credit, 1 Period
FSC298AB 2 Credits, 2 Periods
FSC298AC 3 Credits, 3 Periods
Special Projects
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 Program Director or Instructor.

Food & Nutrition

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

FON100 3 Credits, 3 Periods
Introductory Nutrition
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON104 1 Credit, 1 Period
Certification in Food Service, Safety & Sanitation
Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, food borne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. Prerequisites: None.

FON125 1 Credit, 1 Period
Introduction to Professions in Nutrition and Dietetics
Overview and discussion of career opportunities in the fields of food, nutrition, and dietetics. Includes information about history, ethics, standards of practice, communication and counseling skills. Emphasis on how to become a Registered Dietitian Nutritionist or a Dietetic Technician Registered. Prerequisites: None.

FON135 3 Credits, 4 Periods
Sustainable Cooking
Basic cooking techniques for healthful and enjoyable eating. Emphasis on strategies for maximizing the use of whole, local, and nutrient-dense food while focusing on applying the dietary recommendations for optimal health to food choices. Opportunities to learn about sustainable food living and identifying resources that enable people to be more in control of their food supply. Prerequisites: None. Course Notes: Laboratory component involves hands-on experience in the college teaching or commercial kitchen and garden (or similar teaching or commercial food operation).

FON142AB 3 Credits, 5 Periods
Applied Food Principles
Exploration and applications of scientific principles involved in food preparation; experiences with basic cooking methods; emphasis on the rationale of cooking techniques. Prerequisites: None.

FON143 3 Credits, 3 Periods
Food and Culture
Understanding diet in the context of culture. Historical, religious, and sociocultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various ethnic groups. Traditional

and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures. Prerequisites: None.

FON207 3 Credits, 3 Periods
Introduction to Nutrition Services Management
Principles, knowledge, and techniques required for effective nutrition services management. Includes nutrition service issues in relation to health care trends, leadership skills, management theories and styles, food service manager responsibilities, and laws which pertain to nutrition service operations. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

FON210 3 Credits, 3 Periods
Sports Nutrition and Supplements for Physical Activity Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pre-game meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market. Prerequisites: FON100AA, or FON100, or equivalent, or permission of instructor.

FON225 3 Credits, 3 Periods
Research in Complementary & Alternative Nutrition Therapies
Introduction to basic research methods and statistics as applied to complementary and alternative nutrition therapies. Emphasis on the analysis and interpretation of health-related research. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

FON241 3 Credits, 3 Periods
Principles of Human Nutrition
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 1 Credit, 3 Periods
Principles of Human Nutrition Laboratory
Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: FON241.

FON242 3 Credits, 3 Periods
Introduction to Medical Nutrition Therapy
Introduction to fundamental principles of medical nutrition therapy. Emphasis on development and analysis of diets that fit an individual's personal and therapeutic needs. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population. Prerequisites: FON241.

FON244AA 2 Credits, 2 Periods
Practicum I: Food Service Management Lecture
Classroom preparation and training, under the instruction and supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing. Prerequisites: FON104, FON125, FON142AB, FON207 and FON242. Corequisite: FON244AB.

FON244AB Lab: 2.5 credits, 10 periods
Practicum I: Food Service Management Lab
Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing. Prerequisites: FON104, FON125, FON142AB, FON207 and FON242. Corequisite: FON244AA. Course Notes: Competencies in the lecture (FON244AA) met prior to their application in supervised practice settings during the practicum lab (FON244AB).

FON245AA 2 Credits, 2 Periods
Practicum II: Medical Nutrition Therapy
Classroom preparation and training, under the instruction and supervision of a registered dietitian. Understanding of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Comprehension of nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Prerequisites: FON125, FON242, HCC145AA, and MAT092 or equivalent, or satisfactory score on district placement exam. Corequisites: FON245AB.

FON245AB Lab: 2.5 credits, 10 periods
Practicum II: Medical Nutrition Therapy Lab
Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Perform nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Prerequisites: FON125, FON242, HCC145AA, and MAT092 or equivalent, or satisfactory score on district placement exam. Corequisite: FON245AA.

FON246AA Lecture: 2 Credits, 2 Periods
Practicum III: Community Nutrition Lecture
Classroom preparation and training, under the instruction of a registered dietitian. Understanding of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes knowledge and understanding of nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds. Prerequisites: FON125 and FON242. Co-requisites: FON246AB.

FON246AB Lab: 2 Credits, 10 Periods
Practicum III: Community Nutrition Lab
Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds. Prerequisites: FON125 and FON242. Co-requisites: FON246AA. Competencies in the lecture (FON246AA) met prior to their application in supervised practice settings during the practicum lab (FON246AB).

FON247 3 Credits, 3 Periods
Weight Management Science
The comprehensive study of obesity as a disease of modern society due to multiple determinants. Use of evidence-based data and methods to assess and manage weight in various settings. Use of client-centered counseling strategies, including behavior change theories. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of Instructor.

Forensic Science

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.6689

FOR105 Lec: 4 Credits, 3 Periods
Forensic Science: Physical Evidence Lab: 0 Credits, 3 Periods
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 Lec: 4 Credits, 3 Periods
Forensic Science: Biological Evidence Lab: 0 Credits, 3 Periods
Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluid 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.

FOR275 4 Credits, 5 Periods
Forensic Anthropology
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.

Geography: Cultural

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.7291

GCU102 3 Credits, 3 Periods
Introduction to Human Geography
Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments. Prerequisites: None.

GCU121 3 Credits, 3 Periods
World Geography I: Eastern Hemisphere
Description and analysis of areal variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.

GCU122 3 Credits, 3 Periods
World Geography I: Western Hemisphere
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 3 Credits, 3 Periods
Arizona Geography
The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. Prerequisites: None.

Geography: Physical

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.6689

GPH111 Lecture: 3 credits, 3 periods
Introduction to Physical Geography Lecture
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH112 Lecture: 3 credits, 3 periods
Introduction to Physical Geography Lab
Laboratory experience in support of GPH111. Prerequisites or Corequisites: GPH111.

GPH113 Lecture: 3 Credits, 3 Periods
Introduction to Physical Geography Lab: 0 Credits, 3 Periods
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

GPH212 Lecture: 3 Credits, 3 Periods
Introduction to Meteorology I
Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

GPH213 Lecture: 3 Credits, 3 Periods
Climate and Weather
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 1 Credit, 3 Periods
Introduction to Meteorology Laboratory I
Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

GPH215 1 Credit, 3 Periods
Climate and Weather Laboratory
A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Corequisites: GPH213

GPH298AA 1 Credit, 1 Period
Special Projects
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 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.

Geology

Division: Science
Department: Physical Sciences
Chair: Dr. Scott Massey
Phone: 602.787.6644

GLG101 3 Credits, 3 Periods
Introduction To Geology I - Physical Lecture
A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102 3 Credits, 3 Periods
Introduction to Geology II - Historical Lecture
Outlines the origin and history of the Earth with emphasis on North America--its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103 1 Credit, 3 Periods
Introduction To Geology I - Physical Lab
May accompany GLG101. Study of common rock forming minerals, rocks, and maps. Prerequisites: None.

GLG104 1 Credit, 3 Periods
Intro to Geology II - Historical Lab
May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

GLG110 3 Credits, 3 Periods
Geologic Disasters and the Environment
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources. Prerequisites: None.

GLG111 1 Credits, 3 Periods
Geological Disasters and the Environment Lab
May accompany GLG110. Basic geological processes and concepts. Emphasis on geology related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

German

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

GER101 4 Credits, 4 Periods
Elementary German I
Basic grammar, pronunciation and vocabulary of the German language. Includes the study of German culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

GER102 4 Credits, 4 Periods
Elementary German II
Continued study of grammar and vocabulary of the German language along with the study of German culture. Emphasis on German language skills. Prerequisites: GER101, or GER101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

Health Care Core

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

HCC109 0.5 Credit, 0.5 Period
CPR for Health Care Provider
Current American Heart Association standards for one and two rescuers cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillator and resuscitation equipment. Prerequisites: None.

HCC130 3 Credits, 3 Periods
Fundamentals in Health Care Delivery
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 3 Credits, 3 Periods
Medical Terminology for Health Care Professionals I
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 1 Credit, 1 Period
Medical Terminology for Health Care Professionals I Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions and 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 2 Credits, 2 Periods
Common Medical Terminology for Health Care Professionals
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.

Health Care Related

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

HCR210 3 Credits, 3 Periods
Clinical Health Care Ethics
An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts Prerequisites: ENG102 or ENG108 or permission of Instructor.

HCR220 3 Credits, 3 Periods
Introduction to Nursing and Health Care Systems
Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. Prerequisites: A grade of "C" or better in ENG102 or ENG108 or permission of Instructor.

HCR240 4 Credits, 4 Periods
Human Pathophysiology
Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent.

Health Science

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

HES100 3 Credits, 3 Periods
Healthful Living
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.

HES201 3 Credits, 3 Periods
Substance Abuse and Behavior
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 3 Credits, 3 Periods
Cultural Aspects of Health and Illness
Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S.

History

Division: Social Science

Chair: Dr. Stephanie Bjork
Phone: 602.787.6689

HIS100 3 Credits, 3 Periods
History of Western Civilization to Middle Ages 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 3 Credits, 3 Periods
History of Western Civilization: Middle Ages to 1789
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102 3 Credits, 3 Periods
History of Western Civilization 1789 to Present
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103 3 Credits, 3 Periods
UnitedStatesHistoryto1865 The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None.

HIS104 3 Credits, 3 Periods
United States History 1865 to Present
The political, economic, and social development of United States from 1865 to the present time. Prerequisites: None.

HIS110 3 Credits, 3 Periods
World History to 1500
Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

HIS111 3 Credits, 3 Periods
World History 1500 to the Present
Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

HIS113 3 Credits, 3 Periods
History of Eastern Civilizations to 1850
An examination of the characteristics and development of civilizations, religions and philosophies of the Middle East, India, Far East, and Southeast Asia. From ancient times to the mid-nineteenth century. Prerequisites: None.

HIS114 3 Credits, 3 Periods
History of Eastern Civilizations 1850 to Present
Examination of characteristics and development of civilizations of Middle East, India, Far East, and Southeast Asia, from mid-nineteenth century to present. Prerequisites: None.

Health Care Technology Management

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

HTM150 3 Credits, 3 Periods
Introduction to Healthcare IT and Systems
Introduction to current and emerging Healthcare IT systems with particular emphasis on healthcare information and data, governance, information systems and technologies, and industry challenges in a value-added healthcare environment. Prerequisites: CIS105 or permission of Instructor.

HTM200 3 Credits, 4 Periods
Healthcare IT Software Infrastructure: Interoperability, Security and mHealth
Application of industry-specific IT skills to entry-level Healthcare IT software development projects, with particular skills emphasis on high-growth areas such as interoperability, security and Mobile Health (mHealth). Prerequisites: [(CIS133AA and CIS133BA and CIS133CA) or CIS133DA] and CIS150AB and HTM150 and permission of Program Director.

HTM250 3 Credits, 4 Periods
Healthcare IT Systems Development Life Cycle
Introduction to the Systems Development Life Cycle (SDLC) methodologies and tools currently used on healthcare Information Technology (IT) projects, with particular emphasis on software development. Experience with application development and testing tools in a project-based lab setting. Prerequisites or Corequisites: CIS224 and HTM200.

HTM270 3 Credits, 3 Periods
Healthcare IT Systems Capstone
Culminating application of the skills, knowledge, communication and critical thinking skills from the Healthcare Technology Systems program to address industry-specific challenges. Includes investigation and application of current and emerging healthcare technologies. Prerequisites: HTM250.

Honors

Division: English
Chair: Sheila Beeler
Phone: 202-787-6949

HON190 3 Credits, 3 Periods
The Honors Experience
Interdisciplinary studies of selected issues confronting the individual and society and overall human experience. Critical inquiry of specific themes from a wide variety of academic viewpoints. Comprehensive and interdisciplinary review of global, historical, and cultural trends, supplemented by readings and discussion. Varied content due to changing honors forum themes and issues. Prerequisites: Admission to the college honors program or permission of Instructor.

HON201 3 Credits, 3 Periods
Leadership Development:
Historical and Contemporary Perspectives
Interdisciplinary study of leadership focusing on development of leadership skills. Prerequisites: Admission to the college honors program or permission of Instructor.

Humanities

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

HUM205 3 Credits, 3 Periods
Introduction to Cinema
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM209 3 Credits, 3 Periods
Women and Films
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

HUM210 3 Credits, 3 Periods
Contemporary Cinema
A study of contemporary film, directors and critics with emphasis on evaluating film as an a t form. Prerequisites: None.

HUM250 3 Credits, 3 Periods
Ideas and Values in the Humanities
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101.

HUM251 3 Credits, 3 Periods
Ideas and Values in the Humanities
A historical analysis of the interrelationships of art, architecture, literature, music and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101

Humanities: Spanish

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

SPH245 3 Credits, 3 Periods
Hispanic Heritage in the Southwest
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.

Information Studies

Division: Library
Chair: Ms. Paula Crossman
Phone: 602.787.7203

IFS201 3 Credits, 3 Periods
Information in a Post-Truth World
Development of critical thinking skills in using information. Exploration of how information can be used as a tool or a weapon. Explanation of the role of information as a consumer and creator. Recognition of the impact of culture and worldview on how information is understood, created, and disseminated. Prerequisites: A grade of "C" or better in ENG101 or ENG107.

IFS210 3 Credits, 3 Periods
Information Without Borders: Research in a Global Society
A comparative study focused on access to digital information in a global environment. Explore the global culture developing around the Internet and the impact of local, national and global cultures as well as economic and social factors related to the flow of information in a global society. Examine emerging technologies to produce and distribute information across cultures in a global society in an ethical manner. Prerequisites: None.

Integrated Public Health

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

IPH101 3 Credits, 3 Periods
Introduction to Public Health
Introduction to Public Health introduces students to the broad discipline of public health and how it influences community and individual health status. Includes sciences of public health, historical context of public health, role of various public health agencies, core functions, methods of measurement and evaluation, major public health issues in the United States, public policy, and factors that contribute to individual and community health. Requisites: Prerequisites: None.

IPH1115 3 Credits, 3 Periods
Intro to Health Administration and the U.S. Health System
Introduction to the U.S. health care delivery system including knowledge and skills needed to navigate health care within a health care organization. Prerequisites: None.

International Business

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

IBS101 3 Credits, 3 Periods
Introduction to International Business
A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

IBS109 3 Credits, 3 Periods
Cultural Dimension for International Trade
The importance of cultural sensitivity in international business relations investigated by studying the impact of geography, history, religion, politics, customs and cross-cultural communications on society. Prerequisites: None.

Japanese

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

JPN101 5 Credits, 6 Periods
Japanese Elementary I
Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

JPN102 5 Credits, 6 Periods
Japanese Elementary II
Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

Journalism

JRN203 3 Credits, 3 Periods
Writing using the modes and resources available on the Internet. Use of information and resources available on the internet in writing, as well as writing for the Internet itself

Leadership

Division: Counseling & Personal Development
Chair: Dr. James Rubin
Phone: 602.787.6546

LDR101 2 Credits, 2 Periods
Emerging Leaders I
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.

LDR201 2 Credits, 2 Periods
Leadership Facilitation I
Designed to provide skills and practice for group facilitation of leadership activities in diverse settings Focus on development of organizational skills to promote effective group functioning. Prerequisites: LDR102, or permission of instructor

Management

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

MGT109 3 Credits, 3 Periods
Development Of Professional Skills And Standards Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management, and human relations. Prerequisites: None.

MGT126 3 Credits, 3 Periods
Customer Service Skills and Strategies
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.

MGT175 3 Credits, 3 Periods
Business Organization and Management
Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. Prerequisites: None.

MGT229 3 Credits, 3 Periods
Management And Leadership I
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

MGT251 3 Credits, 3 Periods
Human Relations In Business
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested, but not required.

MGT253 3 Credits, 3 Periods
Owning And Operating A Small Business
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

MGT276 3 Credits, 3 Periods
Personnel/Human Resources Management
Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

Marketing

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

MKT101 3 Credits, 3 Periods
Introduction To Public Relations
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT110 3 Credits, 3 Periods
Marketing and Social Networking
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 a social media campaigns. Prerequisites: None.

MKT263 3 Credits, 3 Periods
Advertising Principles
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required.

MKT267 3 Credits, 3 Periods
Principles of Salesmanship
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

MKT271 3 Credits, 3 Periods
Principles of Marketing
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

Mass Communication

Division: English

Chair: Sheila Beeler
Phone: 202-787-6949

MCO120 3 Credits, 3 Periods
Media and Society
Study of historical and contemporary roles of media and its pervasiveness in society as it related to politics, education and culture. Prerequisites: ENG101 or ENG107.

Mathematics

Division: Mathematics
Chair: Mr. Gary Kellgren
Phone: 602.787.7132

MAT103 3 Credits, 3 Periods
College Mathematics Prep
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. 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.

MAT114 4 Credits, 5 Periods
College Algebra
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.

MAT115 5 Credits, 5 Periods
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

MAT121 4 Credits, 4 Periods
Intermediate Algebra
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: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057).

MAT122 3 Credits, 3 Periods
Intermediate Algebra
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: An appropriate mathematics placement score, OR a grade of "B" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "B" or better in each of the following courses: MAT055, MAT056, and MAT057).

MAT141 4 Credits, 4 Periods
College Mathematics
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057), or a grade of "C" or better in MAT120, or MAT121, or MAT122.

MAT142 3 Credits, 3 Periods
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 mathematics placement score, OR a grade of "B" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "B" or better in each of the following courses: MAT055, MAT056, and MAT057), or a grade of "C" or better in MAT120, or MAT121, or MAT122.

MAT150 5 Credits, 5 Periods
College Algebra/Functions
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 MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam.

MAT151 4 Credits, 4 Periods
College Algebra/Functions
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: Grade of "C" or better in MAT120, or MAT121,or MAT122,orequivalent,orsatisfactoryscore
On District placement exam. Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT155 5 Credits, 5 Periods
College Algebra/Functions with Review Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, modeling and solving real world problems, and defining and illustrating sequences and series. Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT12+, OR an appropriate district placementforMAT15+,OR permission of Department or Division Chair.

MAT182
Plane Trigonometry 3 Credits, 3 Periods
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.
151, May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT or MAT152, or equivalent, or concurrent registration in MAT150,or MAT151, MAT152, or satisfactory score on District placement exam.

MAT187 5 Credits, 5 Periods
Precalculus
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of B or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Course Note: Strongly recommended that students have some knowledge of trigonometry. Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT206 3 Credits, 3 Periods
Elements of Statistics
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 an appropriate District placement, or permission of Department/Division Chair.

MAT212 3 Credits, 3 Periods
Brief Calculus
Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement.

MAT213 4 Credits, 4 Periods
Brief Calculus
Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences.
Prerequisites: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement.

MAT218 4 Credits, 4 Periods
Mathematical Analysis for Business
An introduction to the mathematics required for the study of business. Includes multi-variable 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.

MAT220 5 Credits, 5 Periods
Calculus with Analytic Geometry I
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. Prerequisites: A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement.

MAT227 3 Credits, 3 Periods
Discrete Mathematical Structures
Introduction to lattices, graphs, Boolean algebras, and groups. Emphasis on topics relevant to computer science. Prerequisites: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221, or permission of Department/Division Chair.

MAT230 5 Credits, 5 Periods
Calculus with Analytic Geometry II
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of C or better in MAT220, or MAT221, or equivalent. Course Note: Student may receive credit for only one of the following: MAT230 or MAT231.

MAT241 4 Credits, 4 Periods
Calculus with Analytic Geometry III
Multivariate calculus including vectors, vector- valued functions, partial differentiation, multiple integration and an introduction to vector field . 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 4 Credits, 4 Periods
Investigating Quantity: Number, Operations and Numeration Systems
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: Prerequisites: A grade of C or better in (MAT15+ or higher), or (MAT12+ and MAT14+), or (MAT14+ and an appropriate District placement to permit enrollment in MAT150 or MAT151 or MAT152), or permission of Department or Division Chair.

MAT257 4 Credits, 4 Periods
Investigating Geometry, Probability and Statistics
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.

MAT276 4 Credits, 4 Periods
Modern Differential Equations
Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. Course Notes: Students may receive credit for only one of the following: MAT276 or MAT277.

Microsoft® Technology

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

Note: Under the terms and conditions specified in the legal agreement between Microsoft® Corporation and each AATP campus in the Maricopa Community College District, Microsoft requires that "all instructors of Microsoft Official Curriculum and Microsoft Approved Study Guides pass the Microsoft® Certified Professional exam in the product area of the courseware being delivered."

MST140 3 Credits, 4 Periods
Microsoft Networking Essentials
Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. (BPC110 or CIS105, and BPC121AB) suggested but not required. Note: MST140 is a foundation course for all MST courses and will also prepare students for the COMPTIA Network+ Exam.

MST150SV 3 Credits, 4 Periods Microsoft Windows 7 Configuration
Knowledge and skills necessary to perform installation and day-to-day support of the Microsoft Windows 7 operating system. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required. Course Notes: Preparation for Microsoft certification examination 70-680.

MST155DA 4 Credits, 5 Periods Windows Server Network Infrastructure Configuration Information and skills necessary to design a Microsoft Windows networking services infrastructure design.Includes network foundation design, Internet and private networks connectivity, in addition to functionality security and performance features of networking services. Prerequisites: MST150, or any MST150++ course, or permission of Instructor.

MST158DA 4 Credits, 5 Periods
Windows Server Administration
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Prerequisites: MST155DA, MST156DA, and MST157DA. Course Notes: MST158DA is a preparation for Microsoft 70-646 certification examination.

MST244 3 Credits, 4 Periods
Microsoft® SQL Server Administration
Knowledge and skills required to install, configure and administer Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course, or MST170, or permission of instructor.

Music: Commercial

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

MUC109 3 Credits, 3 Periods
Music Business: Content Creation and Copyright
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 3 Credits, 3 Periods
Music Business: Marketing and Monetization
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 3 Credits, 3 Periods
Digital Audio Workstation I (DAW I)
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: A grade of C or better in MUC195, or MUC195AA, or FMP105, or permission of Instructor.

MUC112 3 Credits, 5 Periods
Digital Audio Workstation II (DAW II)
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC111.

MUC122 Lec+Lab 3 Credits, 5 Periods
Sound Design I
Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambiance, 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.

MUC180 Lec+Lab 3 Credits, 3 Periods
Computer Literacy for the Music Business
Basic computer literacy, including business applications used in the Music Industry, with hands-on experience. Prerequisites: A grade of C or better in MUC109, or permission of Instructor or Department or Division Chair.

MUC194 3 Credits, 3 Periods
Introduction to Audio
Mixing Techniques
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 3 Credits, 5 Periods
Studio Music Recording I
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multi-track recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC196 3 Credits, 5 Periods
Studio Music Recording II
Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: A grade of C or better in MUC195 or MUC195AA.

MUC197 3 Credits, 4 Periods
Live Sound Reinforcement I
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 3 Credits, 4 Periods
Live Sound Reinforcement II
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.

MUC222 Lec+Lab 3 Credits, 5 Periods
Sound Design ll
Intermediate level Sound Design and Audio Post-Production for Multimedia. A grade of C or better required in all Prerequisites. Prerequisites: MUC122. Prerequisites or Corequisites: MTC191, or MUC111, or permission of Instructor

MUC290AA 1 Credit, 1 Period
Music Business Internship
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.

MUC295 3 Credits, 6 Periods
Studio Music Recording III
Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix. Prerequisites: MUC196 and (MUC111 or permission of Instructor).

MUC293 1 Credit, 1 Period
Self Promotion for Music
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.

MUC297AA 1 Credit, 1 Period
Audio Production Internship
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: Permission of department.

MUC297AB 2 Credits, 2 Periods
Audio Production Internship
Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: MUC110.

MUC297AC Lec+Lab 3 Credits, 3 Periods
Audio Production Internship
Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division.

MUC298AC 3 Credits, 3 Periods
Special Projects
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 Program Director or Instructor.

Music: Humanities & Literature

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

MHL143 3 Credits, 3 Periods
Music in World Cultures
Non European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

MHL145 3 Credits, 3 Periods
American Jazz and Popular Music
The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800`s to present. Prerequisites: None.

MHL153 3 Credits, 3 Periods
Rock Music and Culture
History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

MHL155 3 Credits, 3 Periods
Survey of American Music
History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None.

MHL204 3 Credits, 3 Periods
Hip-Hop Music and Culture
A history of Hip-Hop`s musical and artistic elements and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: ENG101, or ENG107, or permission of Instructor.

Music: Performance

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

MUP101 2 Credit, 0.6 Periods
Private Instruction (see Music Performance modules)
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

MUP102 2 Credits, 1.2 Periods
Private Instruction (see Music Performance modules
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. May be repeated for credit. Prerequisites: None.

MUP151 1 Credit, 0.6 Periods
Private Instruction (see Music Performance modules
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: MUP101 (appropriate module.

MUP152 2 Credits, 1.2 Periods
Private Instruction (see Music Performance modules
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: MUP102 (appropriate module.

MUP201 1 Credit, 0.6 Periods
Private Instruction (see Music Performance modules
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, harp and percussion. May be repeated for credit. Prerequisites: MUP151 (appropriate module).

MUP202 2 Credits, 1.2 Periods
Private Instruction (see Music Performance modules)
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: MUP152 (appropriate module).

MUP251 1 Credit, 0.6 Periods
Private Instruction (see Music Performance modules) Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: MUP201 (appropriate module).

MUP252 2 Credits, 1.2 Periods Private Instruction (see Music Performance modules)
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: MUP202 (appropriate module).

MUSIC PERFORMANCE (MUP MODULES:

101, 102, 151, 152, 201, 202, 251, 252 AA	Voice
101, 102, 151, 152, 201, 202, 251, 252 AD	Piano
101, 102, 151, 152, 201, 202, 251, 252 AM	Guitar
101, 102, 151, 152, 201, 202, 251, 252 AP	Trumpet
101, 102, 151, 152, 201, 202, 251, 252 AS	French Horn
101, 102, 151, 152, 201, 202, 251, 252 AV	Trombone
101, 102, 151, 152, 201, 202, 251, 252 BB	Tuba
101, 102, 151, 152, 201, 202, 251, 252 BE	Oboe
101, 102, 151, 152, 201, 202, 251, 252 BH	Flute
101, 102, 151, 152, 201, 202, 251, 252 BK	Bassoon
101, 102, 151, 152, 201, 202, 251, 252 BN	Clarinet
101, 102, 151, 152, 201, 202, 251, 252 BQ	Saxophone
101, 102, 151, 152, 201, 202, 251, 252 BT	Violin
101, 102, 151, 152, 201, 202, 251, 252 BW	Viola
101, 102, 151, 152, 201, 202, 251, 252 BZ	Violoncello
101, 102, 151, 152, 201, 202, 251, 252 CC	Contrabass
101, 102, 151, 152, 201, 202, 251, 252 CF	Bass Guitar
101, 102, 151, 152, 201, 202, 251, 252 CI	Percussion

Class & Group Instruction

MUP131 2 Credits, 3 Periods
Class Piano I
Developmentofbeginningpiano techniques andthe fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonization including the I, IV, V7 chords. Prerequisites: None.

MUP132 2 Credits, 3 Periods
Class Piano II
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP161 1 Credits, 3 Periods
Community Band
Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. Prerequisites: None.

MUP232
Class Piano IV 2 Credits, 3 Periods
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature.
Prerequisites: MUP231 or permission of instructor.

MUP233 2 Credits, 3 Periods
Class Voice III
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications.
Prerequisites: MUP134.

Choir, Ensemble, Orchestra

MUP150 1 Credit, 3 Periods
Community Chorus
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP153 2 Credits,5 Periods
Concert Choir
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Prerequisites: None.

MUP158 1 Credit, 3 Periods Rock Band
Emphasizes instrumental and vocal techniques and the preparation of all styles of rock band literature. Introduces music business. Requires participation in public and private performances throughout the semester. Prerequisites: Auditions are required.

MUP160
Orchestra Lec+Lab 1 Credit , 5 Periods
A class designed to emphasize orchestral ensemble techniques and the preparation of all styles of orchestral literature. Public performances are scheduled during the year. Prerequisites: None.

MUP163 1 Credit, 3Periods
Jazz Ensemble
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

MUP164 Lec+Lab 2 Credits, 3 Periods Jazz Improvisation l
Theoretical and performance skills in many styles of jazz improvisation. Prerequisites: None. MUP164 may be repeated for a total of six (6) credit hours.

MUP165 Lec+Lab 2 Credits, 3 Periods Jazz Improvisation ll
Intermediate theoretical and performance skills in many styles of jazz improvisation. Prerequisites: A grade of C or better in MUP164 or permission of Instructor. MUP165 may be repeated for a total of six (6) credit hours.

MUP181 1 Credit, 2 Periods
Chamber Music Ensembles
Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.
MUP181 Chamber Music Ensemble: Flute 1
MUP181 Chamber Music Ensemble: Advanced Flute
MUP181 Chamber Music Ensemble: Cello 1
MUP181 Chamber Music Ensemble: Jazz Combo 1
MUP181 Chamber Music Ensemble: Multi Media 1
MUP181 Chamber Music Ensemble: Open Score 1
MUP181 Chamber Music Ensemble: Piano - Classical 1
MUP181 Chamber Music Ensemble: String 1
MUP181 Chamber Music Ensemble: Union Jazz Institute 1
MUP181 Chamber Music Ensemble: Guitar
MUP181 Chamber Music Ensemble: Latin Jazz

MUP185 1 Credit, 3 Periods
Flute Choir
Ensemble of the entire flute family that may include piccolo, E flute, C flutes, alto flutes, and bass flute. Literature will include commissioned works, original works for standard flute choir, and transcriptions from various musical periods.
Prerequisites: Audition or permission of Instructor.

MUP190 Lec+Lab 1 Credit, 3 Periods
Percussion Ensemble
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.

MUP217 Lec+Lab 1 Credit 3 Periods
Music theatre: Broadway Solos
Study and in-class performance of scenes and solos from Broadway musical literature. Prerequisites: None
MUP217 may be repeated for credit.

MUP270 2 Credits, 5 Periods Musical
Theatre Workshop
Workshop in the study a
repertoire. Including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

Music: Theory & Composition

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

MTC101 3 Credits, 3 Periods
Introduction to Music Theory
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC105 3 Credits, 3 Periods
Music Theory I
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100, or MTC101, or permission of instructor. Corequisites: MTC106.

MTC106 1 Credit, 2 Periods
Aural Perception I
The development of listening and performing skills through dictation, sight singing and keyboard harmony.
Prerequisites: None.

MTC112 1 Credit, 1 Period
Song and Melody Forms 1
Introduction to basic song forms and components, including introduction, verse, chorus, bridge, interlude or break. Prerequisites: None

MTC113 1 Credit, 1 Period
Songwriting Techniques
Introduction to pop melody writing and harmonic settings. Development of short ideas into complete songs with the use of contrast, variation, and repetition. Consideration of the pros and cons of writing songs with a partner or small group. Prerequisites: None.

MTC130 2 Credits, 2 Periods
Jazz Theory
Develop written and aural theory skills necessary in the jazz idiom. Prerequisites: A grade of C or better in (MTC101 and MTC103), or permission of Instructor.

MTC 140 3 Credits, 3 Periods
Songwriting
An introduction to the art and craft of songwriting through the study and analysis of diverse songwriters and musical styles, and creation of original songs. Prerequisites: A grade of C or better in MTC101, or MTC105, or permission of

MTC155 3 Credits, 3 Periods
Music Theory II
A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105.
Corequisites: MTC156.

MTC180 3 Credits, 4 Periods
Computer Literacy for Musicians
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.

MTC190 3 Credits, 4 Periods
Computer-Aided Music Notation
Introduction to computer-aided music notation, culminating in editing and producing publication-quality music scores. Ability to read music notation required. Permission of Instructor

MTC191 3 Credits, 4 Periods
Electronic Music I
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.

MTC92 3 Credits, 4 Periods
Electronic Music II
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: MTC191.

MTC156 1 Credit, 2 Periods Aural Perception II
A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC205 3 Credits, 3 Periods
Music Theory III
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

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

MTC240 3 Credits, 0.6 Periods
Composition
Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. May be repeated for total of twelve (12) credit hours. Prerequisites: (MTC105 and MTC106, or equivalent), and permission of instructor.

MTC255 3 Credits, 3 Periods
Music Theory IV
A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

MTC256 2 Credits, 2 Periods
Aural Perception IV
A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255.

MTC291 3 Credits, 4 Periods
Electronic Music III 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.

NURSING

Division: Health & Exercise Science
Department: Nursing
Director: Mr. Nick DeFalco
Phone: 602.787.7192

NUR101 1 Credit, 1 Periods
Student Success in Nursing
Individual self-awareness and self management strategies for success with nursing study, clinical reasoning and testing success. Emphasis on the development of prioritizing and delegation skills for the nursing student. Prerequisites: Permission of Instructor.

NUR104AB 1 Credit, 1 Period
Structured Nursing Review
Structured nursing tutorial assistance and nursing study skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. Course Note: Course offered as Credit (P) No credit (Z) basis. NUR104AB may be repeated for a total of eight (8) credits.

NUR106 Lec: 9.0 Credits, 5.5 Periods
Nursing Theory and Science Lab: 0 Credits, 0 Periods
Transition (Paramedic Bridge)
Introduction and 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. Basic care concepts and nursing process are utilized to meet the needs of adult and older adult patients. Prerequisites: (Arizona or National Paramedic Registry Certificate), acceptance into the Maricopa Nursing advanced placement, NUR187, and (one year current work experience utilizing Paramedic scope of practice or permission of Nursing Department Chairperson).

NUR152 9 Credits, 4 Periods
Nursing Theory and Science I 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.

NUR158 Lecture: 6 Credits, 4 Periods
Nurse Assisting Lab: 0 Credits, 6 Periods Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients. Prerequisites: (A grade of "C" or better in RDG091 or higher RDG

reading course or eligibility for CRE101 as indicated by appropriate reading placement test score, or HESI-A2 exam English Composite score of 75% or higher) AND (a grade of "C" or better in MAT082, or eligibility for MAT090 or higher as indicated by appropriate math placement test score, or HESI-A2 exam Math score of 75% or higher). Must provide current Level One DPS Fingerprint Clearance Card, meet pass status on MCCD Background Check, and submit required health and safety documentation.

NUR172 Lecture: 9.0 Credits, 5.5 Periods
Nursing Theory And Science II Lab: 0 Credit, 10.5 Periods
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: (BIO202 and NUR152) or permission of Nursing Department Chair.

NUR252 Lec: 9.0 Credits, 5.5 Periods
Nursing Theory and Science III Lab: 0 Credits, 10.5 Periods
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: (CRE101 and NUR172 and PSY101) or permission of Nursing Department Chair.

NUR283 Lec: 9.0 Credits, 5.5 Periods
Nursing Theory and Science IV Lab: 0 Credits, 10.5 Periods
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: (BIO205 and NUR252) or permission of Nursing Department Chair.

Nursing: Continuing Education

Division: Health & Exercise Science
Department: Nursing
Director: Mr. Nick DeFalco
Phone: 602.787.7192

NEC221 3 Credits, 2.5 Periods
Patient Care Technician Skills
Patient care technician skills and techniques which include: drawing blood, performing a variety of specimen collections, observing and reporting patient status, assisting in patient preparation and electrode placement for electrocardiograms, suctioning patients, performing urinary catheterizations, documentation and reporting of skill completion, maintaining patient confidentiality, and recognizing legal and ethical commitments related to patient care technician skills. Prerequisites: Certified Nurse Assistant (CNA), Nurse Assistant course or equivalent within the past year, and permission of Continuing Education Program Director and/or Instructor.

NCE224 3 Credits, 3 Periods
Nursing Case Management
Case management and managed care responsibilities, insurance strategies, utilization management, legal and ethical issues, quality improvement and discharge planning. Prerequisites: Registered Nurse (RN) Licensed Practical Nurse (LPN) social worker or permission of Instructor.

NCE298AA 2 Credits, 2 Periods
NCE298AB 3 Credits, 3 Periods
NCE298AC
Special Projects
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. COMMON COMPETENCY COURSE. Prerequisites: Permission of Program Director or Instructor.

Office Automation Systems

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

OAS101 3 Credits, 5 Periods
Computer Typing I: Keyboarding/Formatting
Keyboard mastery; letters, tables, and reports; office production; and manuscripts. Prerequisites: None.

OAS102 3 Credits, 5 Periods
Computer Typing II: Document Production
Arrangement of letters, memos, manuscripts, and tabulation; speed/accuracy improvement. Prerequisites: OAS101 or permission of department/division.

OAS107 1 Credit, 1 Period
Professional Telephone Techniques
Proper telephone techniques and professional business manners. Prerequisites: None.

OAS108 3 Credits, 3 Periods
Business English
Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.
OAS181 3 Credits, 3 Periods Medical Office: Vocabulary
Basic medical vocabulary with emphasis on pronunciation, spelling, and definition. Prerequisites: None.

OAS218 3 Credits, 3 Periods
Law Office Procedures
Law office procedures for general and specialty areas of law, including civil, estate planning and probate, business organizations, real estate, and litigation. Coverage of law office personnel, timekeeping, billing, filing, docket control, research, office equipment, legal forms, ethics, and professional associations. Prerequisites: (LAS101 OAS201 and OAS225) or permission of program director or department chair.

Philosophy

Division: Communication, Language & Humanities
Chair: Dr. David Rubi
Phone: 602.787.6578

PHI101 3 Credits, 3 Periods
Introduction to Philosophy
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI103 3 Credits, 3 Periods
Introduction to Logic
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101, or ENG107, or equivalent.

PHI105 3 Credits, 3 Periods
Introduction to Ethics
Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHI201 3 Credits, 3 Periods
History of Ancient Philosophy
Historical survey of the intellectual history of the Greco-Roman world, focusing on the philosophical tradition and social/historical context. Prerequisites: None.

PHI213 3 Credits, 3 Periods
Medical and Bio-Ethics
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient's rights and biological experimentation. Prerequisites: None.

PHI244 3 Credits, 3 Periods
Philosophy of Religion
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None

Physical Education & Activities

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

PED101BE 1 Credit, 2 Periods
Belly Dance
Practice and demonstration of basic belly dance skills and movements. Basic posture and muscularity, primary upper and lower body isolations, footwork, simple combination movements. Rhythms broken down, and at least one prop demonstrated. Basic routine, improvisation, and current styles and trends in belly dance. Belly dance etiquette and attire. Prerequisites: None.

PED101BP 1 Credit, 2 Periods
Backpacking
Covers basic skills and techniques of backpacking and the application of these to wilderness travel. Prerequisites: None.

PED101BS 1 Credit, 2 Periods
Body Sculpting
Stretch and strengthen. Emphasizes increasing fitness muscle tone, and body flexibility. Great for reducing stress. Prerequisites: None.

PED101DF 1 Credit, 2 Periods
Self Defense
Basic self-defense skills, ground-fighting skills, and stand-up fig ting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence Prerequisites: None.

PED101FL 1 Credit, 2 Periods
Fitness For Life
Learn the basics of designing and implementing a personalized fitness program to meet your needs in the areas of Cardiovascular Fitness, Weight Control, Muscular Strength and Flexibility. Prerequisites: None.

PED101GF 1 Credit, 2 Periods
Group Fitness/Aerobics
Group exercise incorporating a variety of equipment to increase respiration, heart rates, strength, and flexibility. Prerequisites: None.

PED101GO 1 Credit, 2 Periods
Golf
Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on t e course. Prerequisites: None.

PED101HH 1 Credit, 2 Periods
Hip Hop
Basic skills of hip hop with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None.

PED101HK 1 Credit, 2 Periods
Hiking
Develop safe and effective hiking skills. Essentials and requirements for safe hiking; proper hiking clothing and attire; impact of hiking on t e environment. Prerequisites: None.

PED101KB 1 Credit, 2 Periods
Kickboxing
Techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self-confidence. Jabs, kicks, and blocks will be used in this martial arts based workout. Prerequisites: None.

PED101KF 1 Credit, 2 Periods
Kung Fu
Techniques of one of the most comprehensive martial arts in China. Prerequisites: None.

PED101PC 1 Credit, 2 Periods
Physical Conditioning
Exercise program with access to free weights, strength machines and cardio equipment. Prerequisites: None.

PED101PS 1 Credit, 2 Periods
Pilates
Mat based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment. Prerequisites: None.

PED101QG 1 Credit, 2 Periods
Qi Gong
Ancient Chinese Qi Gong breathing exercises for healing and opening channels of energy. Includes Power of Positive thought along with relaxation and meditation techniques. Prerequisites: None.

PED101SO 1 Credit, 2 Periods
Soccer
Basic skills and game strategy of soccer. Class emphasis on competition and drills.
Prerequisites: None.

PED101ST 1 Credit, 2 Periods
Strength Training Introduction to techniques of basic weight training, concentrating on incorporating an exercise regimen for increased strength. Prerequisites: None.

PED101SU 1.5 Credits, 2.5 Periods
SCUBA Diving
Introduction to the theory and practice of SCUBA diving. Course includes lectures, pool dives, open water dives, and SCUBA Certification. Prerequisites: None.

PED101TC 1 Credit, 2 Periods
Tai Chi
Fundamentals of Tai Chi including moves, breathing and meditation. Prerequisites: None.

PED101TE 1 Credit, 2 Periods
Tennis
Basic skills and game strategy of tennis. Class emphasis on competition and drills. Prerequisites: None.

PED101TF 1 Credit, 2 Periods
Track and Field
Instruction and practice in track and field events, running, throwing and jumping. Prerequisites: None.

PED101WT 1 Credit, 2 Periods
Weight Training
Access to Olympic and Free Weights with a qualified instructor. Prerequisites: None.

PED101YG 1 Credit, 2 Periods
Gentle Yoga
A gentle body work class of floor exercises done on a soft foam mat, with some standing postures taught after a few weeks of class. Learn how to release tension through diaphragmatic breathing and relaxing stretching. Prerequisites: None.

PED101YO 1 Credit, 2 Periods
Yoga
Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques. Prerequisites: None.

PED101ZU 1 Credit, 2 Periods
Zumba Fitness
Zumba® dynamic fitness program. Fuses hypnotic Latin rhythms and easy to follow moves. Interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt while burning fat. Prerequisites: None.

PED102GO 1 Credit, 2 Periods
Golf Intermediate
Improving techniques of putting, chipping, the full swing, rules and scoring will be covered in this class. Prerequisites: None. Prior experience recommended.

PED102HH 1 Credit, 2 Periods
Hip Hop Intermediate
Intermediate level dance instruction and practice in the skills of hip hop. Emphasis on performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None. Prior experience recommended.

PED102PC 1 Credit, 2 Periods
Physical Conditioning - Intermediate
Intermediate level exercise program with access to free weights, strength machines and cardio equipment. Not recommended for the beginner. Prerequisites: None. Prior experience recommended.

PED102TC 1 Credit, 2 Periods
Tai Chi - Intermediate
Intermediate level techniques of Tai Chi including moves, breathing and meditation. Prerequisites: None. Prior experience recommended.

PED102TE 1 Credit, 2 Periods
Tennis Intermediate
Improve upon basic skills and game strategy of tennis at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended.

PED102TF 1 Credit, 2 Periods
Track and Field
Intermediate To improve upon basic track and field event skills at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended.

PED103BS 0.50 Credit, 1 Period
Body Sculpting
Stretch and strengthen. Emphasizes increasing fitness, muscle tone, and body flexibility. Great for reducing stress. Prerequisites: None.

PED103KF 0.50 Credit, 1 Period
Kung Fu
Techniques of one of the most comprehensive martial arts in China. Prerequisites: None.

PED103 QG 0.5 Credit, 1 Period
Qi Gong
Ancient Chinese Qi Gong breathing exercises for healing and opening channels of energy. Includes Power of Positive thought along with relaxation and meditation techniques.
Prerequisites: None.

PED103YR 0.50 Credit, 1 Period
Restorative Yoga
Gentle form of Yoga utilizing props to create fully supported postures and yogic breathing techniques. Also utilizes technique adapted from the ancient tantric practice of nyasa.
Slow internal class; focus on stillness and restoration. Prerequisites: None.

PED103ZU 0.50 Credit, 1 Period
Zumba Fitness
Zumba Fitness fuses Latin rhythms and easy to follow choreographed moves. Applies interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt while burning fat. Prerequisites: None.

PED114 1.5 Credits, 3 Periods
Fitness
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None.

PED115 2 Credits, 4 Periods
Lifetime Fitness
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None.

PED116 2 Credits, 4 Periods
Cardiovascular Fitness
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.

PED117 2 Credits, 4 Periods
Weight Training for Wellness
Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness. Prerequisites: None.

PED201TC 1 Credit, 2 Periods
Tai Chi - Advanced
Advanced level techniques of Tai Chi including moves, breathing and meditation. Prerequisites: None. Prior experience at competitive level recommended

Physics

Division: Science

Department: Physical Sciences

Chair: Dr. Scott Massey
Phone: 602.787.6644

PHY101 Lecture: 4 Credits, 3 Periods
Introduction to Physics Lab: 0 Credit, 3 Periods
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam. Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.

PHY111 Lecture: 4 Credits, 3 Periods
General Physics I Lab: 0 Credit, 3 Periods
Includes motion, energy, and properties of matter. Prerequisites: MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement test score or one year high school Trigonometry with a grade of "C" or better or permission of Department or Division.

PHY112 Lecture: 4 Credits, 3 Periods
General Physics II Lab: 0 Credit, 3 Periods
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY121 Lecture: 4 Credits, 3 Periods
University Physics I: Mechanics Lab: 0 Credit, 3 Periods
Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

PHY131 Lecture: 4 Credits, 3 Periods
University Physics II: Lab: 0 Credit, 3 Periods
Electricity and Magnetism
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230, or MAT231, or permission of Department or Division, and PHY121. Corequisites: MAT241 or permission of Department or Division.

PHY294 3 credits, 3 periods
Special Topics in Physics
Conceptual, experimental, and computational aspects of a special topic in physics. Permission of Department or Division. Note: PHY294 may be repeated for credit.

Political Science

Division: Social Science
Chair: Dr. Stephanie Bjork
Phone: 602.787.6689

POS110 3 Credits, 3 Periods
American National Government
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

POS120 3 Credits, 3 Periods
World Politics
Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national ,and transnational rationale for international interactions. Prerequisites: None.

POS220 3 Credits, 3 Periods
U.S. and Arizona Constitution Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

POS221 1 Credit, 1 Period
Arizona Constitution Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220andPOS221 concurrently. Prerequisites: None.

POS222 2 Credits, 2 Periods
U.S. Constitution
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

Psychology

Division: Behavioral Science
Chair: Dr. Tom Schmidt
Phone: 602.787.6963

PSY101 3 Credits, 3 Periods
Introduction to Psychology
To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

PSY132 3 Credits, 3 Periods
Psychology and Culture
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts 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.

PSY215 3 Credits, 3 Periods
Introduction to Sport Psychology
Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co action effect, self actualization, psycho behavioral techniques, self efficiency, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of C or better, or permission of Instructor.

PSY230 3 Credits, 3 Periods
Introduction to Statistics
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent, or permission of Instructor.

PSY231 1 Credit, 1.7 Periods
Laboratory for Statistics
Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230

PSY231 1 Credit 1.7 Periods Laboratory for Statistics
Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230

PSY231 1 Credit, 1.7 Periods
Laboratory for Statistics
Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230

PSY240 3 Credits, 3 Periods
Developmental Psychology
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for

students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY101 with a grade of C or better, or permission of Instructor.

PSY266 3 Credits, 3 Periods
Abnormal Psychology
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of C or better, or permission of Instructor.

PSY290AB Lecture: 4 Credits, 3 Periods
Research Methods Lab: 0 Credits, 3 Periods
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. Prerequisites: ENG101, ENG107. Prerequisites or Corequisites: PSY230 with a grade of "C" or better, or permission of Instructor.

Reading

Division: English
RDG Dept. Chair: Ms. Sheila Beeler
Phone: 602.787.6949

RDG100 3 Credits, 3 Periods
Successful College Reading
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. Requisites: 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.

ALT100 4 Credits, 4 Periods
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.

Reading: Critical & Evaluative

Division: English
Dept. Chair: Ms. Sheila Beeler
Phone: 602.787.6948

CRE101 3 Credits, 3 Periods
College Critical Reading & Critical Thinking
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. Requisites: 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. Course Attributes: General Education Designation: Literacy and Critical Inquiry - [L] Common Competency Course

CRE201 3 Credits, 3 Periods
Critical Reading and Writing in a Global Society
Critical evaluation of writings of authors from a variety of countries and cultures in order to gain a more global perspective of both universal and contemporary issues. Analysis, synthesis, and evaluation of various contemporary cultural viewpoints through at least two substantial writing and/or speaking tasks. Prerequisites: A grade of C or better in (ENG101 or ENG107) and (CRE101 or exemption by score on the reading placement test).

Real Estate

Division: Business/Information Technology
Chair: Mr. Sean Petty
Phone: 602.787.6658

REA179 3 Credits, 3 Periods
Real Estate Principles I
Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

REA180 3 Credits, 3 Periods
Real Estate Principles II
Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner's rules, investment, property management, and government restrictions. Prerequisites: REA179 or permission of Instructor.

Recreation

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

REC155AA 1 Credit, 2 periods
Canyoneering
Basic canyoneering skills. Includes hydrology, navigation, safety systems, climbing and hiking skills, wading/swimming techniques and flood/weather identification. Prerequisites: None.

REC155AB 1 Credit, 2 Periods
Caving
Basic caving skills. Includes cave ecology, navigation, safety systems, lighting systems and equipment selection. Prerequisites: None.

REC155AC 1 Credit, 2 Periods
Outdoor Rock Climbing
Basic outdoor rock climbing skills. Includes belaying, climbing techniques, rope systems and anchor systems. Prerequisites: None.

REC155AE 1 Credit, 2 Periods
Indoor Rock Climbing
Basic indoor rock climbing skills. Includes belaying, climbing techniques, rope systems, anchor systems and safety. Prerequisites: None.

REC155AJ 1 Credit, 2 Periods
Outdoor Survival
Introduction to and practice of essential skills needed for procuring shelter, water and fi e in a wilderness environment. Prerequisites: None.

Religious Studies

Division: Communication, Language & Humanities
Chair: Dr. David Rubi
Phone: 602.787.6578

REL100 3 Credits, 3 Periods
World Religions
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None

REL203 3 Credits, 3 Periods
American Indian Religions
Tribal traditions of the peoples native to North America, and pan Indian religions in the twentieth century. Prerequisites: ENG101, or ENG107, or equivalent.

REL212 3 Credits, 3 Periods
Introduction to Islam
Introduction to history, scriptures, practices, and impact of Islam. Requisites: Prerequisites: None.

REL270 3 Credits, 3 Periods
Introduction to Christianity
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Requisites: None.

Sign Language, American

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

ASL101 4 Credits, 4 Periods
American Sign Language I
Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. ASL103 suggested as a corequisite but not required.

ASL102 4 Credits, 4 Periods
American Sign Language II
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, finger spelling , 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: ASL101 with a grade of "C" or better, or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL201 4 Credits, 4 Periods
American Sign Language III
Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: ASL102 with a grade of C or better, or permission of Department or Division. Suggested but not required: (ENG101 or ENG107) and (CRE101, or CRE111, or exemption by score on the reading placement test (ASSET)). Completion of prerequisites within the last three years is required.

ASL202 4 Credits, 4 Periods
American Sign Language IV
Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings Prerequisites: ASL201 with a grade of C or better, or permission of Department or Division. Suggested but not required: (ENG101 or ENG107), SLG200, and (CRE101, or CRE111, or exemption by score on the reading placement test). Completion of prerequisites within the last three years is required.

Small Business Management

See Business, General

Social Work

Division: Behavioral Science
Chair: Dr. Tom Schmidt
Phone: 602.787.6963

SWU171 3 Credits, 3 Periods
Introduction to Social Welfare
Analysis of contemporary social welfare services and professional social work. Prerequisites: None.

SWU258 3 Credits, 3 Periods
Victimology and Crisis Management
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.

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Sociology

Division: Behavioral Science
Chair: Dr. Tom Schmidt
Phone: 602.787.6963

SOC101 3 Credits, 3 Periods
Introduction to Sociology
Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

SOC110 3 Credits, 3 Periods
Drugs and Society
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

SOC130 3 Credits, 3 Periods
Human Sexuality
Examination of the physical, social, cultural, and institutional contributions to human sexuality. Examination of facts and myths, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores sexuality in contemporary society. This course contains mature adult content. Prerequisites: None.

SOC212 3 Credits, 3 Periods
Gender and Society
A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

SOC241 3 Credits, 3 Periods
Race and Ethnic Relations
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.

SOC270 3 Credits, 3 Periods
The Sociology of Health and Illness
Roles of health care providers and patients, various modalities of treatment and prevention, and the history, current status, and future trends in medicine and medical technology, and complementary health approaches from a cross-cultural and global sociological perspective. Prerequisites: None.

Spanish

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

SPA101 4 Credits, 4 Periods
Elementary Spanish I
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

SPA102 4 Credits, 4 Periods
Elementary Spanish II
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: (A grade of "C" or better in SPA101 or SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA201 4 Credits, 4 Periods
Intermediate Spanish I
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: A grade of "C" or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA202 4 Credits, 4 Periods
Intermediate Spanish II
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: A grade of "C" or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.

Spanish Humanities

Division: Communication, Humanities & Languages
Chair: Dr. David Rubi
Phone: 602.787.6578

SPH245 3 Credits, 3 Periods
Hispanic Heritage in the Southwest
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.

Sustainability/Natural Sciences

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

SUS100 3 Credits, 3 Periods
Introduction to Sustainability
Introduction to the basic concepts of sustainability. Includes challenges of land, ocean, and resource management as well as the built environment. Also covers connections between global, local and personal sustainability challenges and responses at each level. Prerequisites: None.

SUS110 3 Credits, 3 Periods
Sustainable World
Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises. Prerequisites: None.

Sustainability/Social Sciences and Humanities

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

SSH111 3 Credits, 3 Periods
Sustainable Cities
Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. Prerequisites: None

Theatre

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602.787.6686

THE111 3 Credits, 3 Periods
Introduction to Theatre
A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

THE118 3 Credits, 3 Periods
Playwriting
Practice and study of theories and techniques of writing for the stage, creating characters, dialogue, and plot for monodramas, scenes, and plays. Requisites: None.

THE220 3 Credits, 3 Periods
Modern Drama
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent.

Theatre & Film

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto
Phone: 602. 787.6686

THF115 3 Credits, 4 Periods
Makeup for Stage and Screen
Purposes, materials, and techniques of makeup for stage and screen. Prerequisites: None.

THF130 3 Credits, 4 Periods
Combat for Stage and Screen
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.

THF209 3 Credits, 4 Periods
Acting for the Camera
Special technical aspects of acting before a camera. Prerequisites:THP112 or permission of Instructor.

Theatre Performance/Production

Division: Fine & Performing Arts
Chair: Dr. Christopher Scinto

THP112 3 Credits, 4 Periods
Acting I
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP151 3 Credits, 4 Periods
Theatre for Youth
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.

THP201AA 1 Credit, 2 Periods
Theatre Production I
Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

THP201AB 2 Credits, 4 Periods
Theatre Production II
Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

THP212 3 Credits, 4 Periods
Acting II
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or permission of Department or Division.

THP213 4 Credits, 4 Periods
Introduction To Technical Theatre
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. Prerequisites: None.

THP214 3 Credits, 4 Periods
Directing Techniques
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: THP112 or THE220, or permission of Instructor.

THP217 3 Credits, 4 Periods
Introduction to Design Scenography
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 3 Credits, 4 Periods
Introduction to Puppetry
Use of different types of puppets in a variety of performance settings. Practical experience with diverse audiences. Requisites: None.

THP268 3 Credits, 6 Periods
Opportunities in Production
Provides the continuing design student, dramaturge, stage management, technical director, and directing students with opportunities to expand the versatility of professional skills. Emphasis on relating their work to the total production process. Linking design ideas to production concept. Maintain dramaturge, stage manager, director documentation. Practical application of student work for portfolio development. Prerequisites: Permission of Department or Division.

THP270 2 Credits, 5 Periods
Musical Theatre Workshop
Workshop in the study and performance of Musical Theatre repertoire. Including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. Prerequisites: None.

THP271 3 Credits, 3 Periods
Voice and Diction
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

THP298AA 1 Credit, 1 Period
THP298AC 3 Credits, 3 Periods
Special Projects
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.

THP285 3 Credits, 3 Periods
Creating/Performing Solo/Collaborative Works
Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues. Prerequisites: None

Wellness

Division: Health & Exercise Science
Chair: Ms. Lori Anonsen
Phone: 602.787.7295

WED105 0.5 Credit, 0.5 Period
Minimizing Workplace Stress
Introduction of the application of Practical Relaxation Techniques for reducing workplace stress. Defines the characteristics, process and signs of workplace stress. Includes discussions of the physiology of stress and how these responses impact daily living. Use of the biofeedback instruments to monitor the relaxation techniques such as self hypnosis, visualization, guided imagery, and meditation. Prerequisites: None.

WED151 3 Credits, 3 Periods
Introduction To Alternative Medicine
Definition of health; exploration of mind body spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED162 1 Credit, 1 Period
Meditation and Wellness
Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

WED172 1 Credit, 1 Period
Overview of Herbal
Remedies History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes.
Basic literature review skills in the area of herbal medicine.
Prerequisites: None.

WED182 2 Credits, 2 Periods
Health Conditions and Popular Herbs
In-depth look at some of today's most popular herbs and their relationship to specific health conditions. Emphasis on research skills in relation to popular herbs. Includes the effects, uses, and application strategies of herbs. Prerequisites: None. WED172 suggested but not required.

WED257 2 Credits, 2 Periods
Kinetic Meditation
Focuses on posture, body movement, and energy centered meditations. In depth discussion of Chinese Chi Kung exercises and Chi Meditation. Reviews influence of Taoist and Buddhist philosophies on Chi Kung practice and stress management. Explores Kinetic Meditations, and scientific research into health benefits of Chi Kung practice. Prerequisites: WED151, WED162, PED101DD and (PED101VR or PED101YJ), or permission of department.

WED258 2 Credits, 2 Periods
Auditory Meditation

Focuses on the East Indian Yogic (Siddha) and Ayurvedic (Transcendental) meditation traditions and use of mantras, sounds and music in meditation. Discussion of the Vedanta System of Philosophy and the Bhagavad Gita. Explores th popularity of auditory meditations, and scientific research into the health benefits of Transcendental Meditation (TM) and other auditory meditations. Prerequisites or Corequisites: WED257 or permission of department.

THE SUN SYSTEM COURSES

The SUN System is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of course credits. Refer to http://www.aztransfer.com/sun for more information.

Detailed information on degrees, transfer programs, course equivalency information, general education requirements, assessment, success seminars, and career information is available in the Advisement Center. We recommend that you consult with an advisor prior to registration.

ACC211
ACC212
AJS101
ART111
ART112
ART115
ARH101
ARH102
BIO181
BIO182
BIO201
BIO202
BIO205
CSC205
GBS221
CHM130
CHM130LL
CHM151
CHM151LL
CHM152
CHM152LL
CHM230
CHM230LL
CHM235
CHM235LL
CHM236
CHM236LL
COM100
COM110
COM230
CIS105
ECN211
ECN212
ECE102
ECE103
ENG101
ENG102
GLG101
GLG103
GER101
GER102
HIS103
HIS104
JPN101
JPN102
LAT101
LAT102
MAT142
MAT151
MAT187
MAT206
MAT212
MAT220
MAT227
MAT230
MAT241
MTC205
MTC206
MTC255
MTC256
PHI101
PHI103
PHI105
PHY111
PHY112
PHY121
PHY131
POS110
POS120
PSY101
SOC101
SOC241
SPA101
SPA102
SPA201
SPA202
THE220

Paradise Valley Community College

Programs and Partnerships

Honors Program

Center for International Studies

University of Arizona North Valley (UANV) Transfer Program NAU 3+1 Program

NAU @ PVCC

Midwestern University College of Pharmacy Program

Maricopa ASU Pathways Program (MAPP)

Grand Canyon University 3+1 Transfer Degree Programs

Honors Program

MISSION: THE MISSION OF THE PARADISE VALLEY COMMUNITY COLLEGE HONORS PROGRAM IS TO PROVIDE PROMISING SCHOLARS WITH CHALLENGING, INNOVATIVE, AND ENRICHING LEARNING OPPORTUNITIES WITHIN A CLOSE COMMUNITY COMPRISED OF FACULTY MENTORS AND HONORS STUDENTS. IN THIS ATMOSPHERE, OUR STUDENTS LEARN TO THINK CRITICALLY, COMMUNICATE EFFECTIVELY, AND ACT WITH INTEGRITY. PVCC'S HONORS SCHOLARS ARE ENCOURAGED TO TAKE FULL RESPONSIBILITY FOR THEIR JOURNEY OF LIFE-LONG LEARNING AND TO EXCEL IN SCHOLARSHIP, LEADERSHIP, AND CIVIC RESPONSIBILITY.

SCHOLARSHIPS:

PRESIDENTS' HONORS SCHOLARSHIP (FOR RECENT HIGH SCHOOL GRADUATES)

FULL-TIME TUITION (UP TO 15 CREDIT HOURS)

REGISTRATION FEE

UP TO FOUR CONSECUTIVE SEMESTERS

HONORS ACHIEVEMENT AWARD (CONTINUING STUDENTS AND RETURNING ADULTS)

$244-$500 PER SEMESTER • BASED ON CREDIT HOURS OF ENROLLMENT

SELECTED SCHOLARSHIPS

CHANCELLOR'S (CURRENT HONORS STUDENTS)

THIS SCHOLARSHIP COVERS TUITION AND FEES FOR ONE FULL YEAR PLUS $150.00 PER SEMESTER FOR BOOKS AND SUPPLIES. TO BE ELIGIBLE, A CURRENT FULL-TIME HONORS STUDENT MUST PLAN TO ENROLL ON A FULL-TIME BASIS FOR THE FOLLOWING YEAR AND MAINTAIN A GPA OF 3.25 OR HIGHER. ONE SCHOLARSHIP IS AWARDED AT EACH COLLEGE ANNUALLY.

PRESIDENTS' HONORS SCHOLARSHIP: THE PRESIDENTS' HONORS SCHOLARSHIP COVERS IN-STATE/IN-COUNTY TUITION UP TO 15 CREDIT HOURS (PLUS THE $15 REGISTRATION FEE) PER SEMESTER, BUT DOES NOT APPLY TO SUMMER SESSIONS. TO BE ELIGIBLE, STUDENTS MUST ENROLL AT THE MARICOPA COMMUNITY COLLEGE OF YOUR CHOICE IN THE ACADEMIC YEAR (TWO ACADEMIC SEMESTERS) FOLLOWING HIGH SCHOOL REQUIREMENTS WITHOUT HAVING ATTENDED ANOTHER ACCREDITED COLLEGE OR UNIVERSITY BEFORE ENROLLING IN A MARICOPA COMMUNITY COLLEGE (SUMMER SESSION EXCLUDED).

ELIGIBILITY REQUIREMENTS: COMPLETION OF A SECONDARY EDUCATION PROGRAM IN MARICOPA COUNTY (INCLUDING NCA-ACCREDITED, CHARTER, PRIVATE, RELIGIOUS HIGH SCHOOLS, HOMESCHOOL), WITH A FINAL, UNWEIGHTED, GPA OF 3.25 OR HIGHER.

REQUIRED APPLICATION MATERIALS:

A SIGNED MCCCD PRESIDENTS' HONORS SCHOLARSHIP AGREEMENT.

AN OFFICIAL FINAL SEMESTER HIGH SCHOOL TRANSCRIPT MUST BE SENT VIA U.S. MAIL TO THE COLLEGE HONORS PROGRAM AT THE MARICOPA COMMUNITY COLLEGE THAT YOU PLAN TO ATTEND. IT MUST BE IMPRESSED AND SEALED BY THE HIGH SCHOOL AND SHOW YOUR GRADUATION DATE, CLASS RANK, AND FINAL CUMULATIVE GRADE POINT AVERAGE. PLEASE INQUIRE WITH THE COLLEGE HONORS OFFICE FOR HOME SCHOOL HIGH SCHOOL TRANSCRIPT GUIDELINES.

YOUR SCHOLARSHIP CANNOT BE AWARDED UNTIL YOUR FINAL TRANSCRIPT HAS BEEN RECEIVED.

HONORS ACHIEVEMENT AWARD: THE HONORS ACHIEVEMENT AWARD SCHOLARSHIP IS AVAILABLE TO CONTINUING STUDENTS AND AWARDS BASED ON THE NUMBER OF CREDITS THEY COMPLETE IN A SEMESTER. THE AMOUNTS ARE:

12 OR MORE GRADED CREDITS, $500 AWARD

9 TO 11 CREDITS, $325 AWARD

6 TO 8 CREDITS, $244 AWARD

ELIGIBILITY REQUIREMENTS: A PARADISE VALLEY COMMUNITY COLLEGE STUDENT WHO HAS COMPLETED AT LEAST 12 GRADED CREDITS IN COURSES NUMBERED 100 OR ABOVE WITHIN THE MARICOPA COMMUNITY COLLEGE DISTRICT (MCCCD) AND HAS A CUMULATIVE GRADE POINT AVERAGE (GPA) OF 3.25 OR HIGHER MAY JOIN THE HONORS PROGRAM AND BE ELIGIBLE TO RECEIVE AN HONORS PROGRAM ACHIEVEMENT AWARD DURING THE SEMESTER IN WHICH AN HONORS COURSE IS COMPLETED. TO JOIN, STUDENTS MUST:

HAVE SUBMITTED A COMPLETED HONORS PROGRAM APPLICATION.

HOLD A MINIMUM CUMULATIVE DISTRICT-WIDE GPA OF 3.25 OR HIGHER AND HAVE A MINIMUM OF TWELVE COMPLETED CREDIT HOURS (MUST BE 100 LEVEL OR ABOVE) AT ONE OR ANY COMBINATION OF THE MCCCD COLLEGE(S).

BE ENROLLED IN A MINIMUM OF ONE (1) – THREE (3) CREDIT HONORS CLASS PREFERABLY AN HONORS-ONLY CLASS FOR EVERY SEMESTER PARTICIPATING.

HONORS PROGRAM BENEFITS & OPPORTUNITIES:

FREE PRINTING, LAPTOP CHECKOUTS, A STUDY/COMMUNITY CENTER, AND SYMPHONY TICKETS

HONORS-ONLY CLASSES IN MANY ACADEMIC DISCIPLINES

ACTIVE, SMALL GROUP LEARNING SUPPORTED BY RELATED EXTRACURRICULAR ACTIVITIES

LEADERSHIP POSITIONS AND COMMUNITY INVOLVEMENT EVENTS THROUGH THE STUDENT HONORS ADVISORY COUNCIL (SHAC)

CUSTOMIZE YOUR OWN HONORS CURRICULUM AND PARTICIPATE IN RESEARCH THROUGH HONORS PROJECTS

SMALL CLASS SIZES

TRAVEL OPPORTUNITIES INCLUDING BUT NOT LIMITED TO THE HONORS RETREAT, HONORS EXPLORER CLASSES, AND NATIONAL AND REGIONAL HONORS CONFERENCES

ALL-USA, CHANCELLORS' AND FOUNDATION SCHOLARSHIPS

FINE ARTS AND CULTURAL EXPERIENCES

VISIT THE HONORS WEBSITE FOR MORE INFORMATION: HTTP://WWW.PARADISEVALLEY.EDU/HONORS

For more information regarding PVCC's Honors Program,
Contact: Honors Program Phone: (602)787-7888
Honors Office: K Bldg: K-101 & K-102
Honors Website: www.paradisevalley.edu/honors

STUDENTS. IN THIS ATMOSPHERE, OUR STUDENTS LEARN

The University of Arizona
Transfer to UA in Phoenix

Launched in Fall 2015, the UA North Valley (UANV) extension campus offers a degree completion program for students to earn a bachelor's degree from the University of Arizona in the Phoenix area. Entering students must have completed an AGEC certificate, and are encouraged to complete an associate degree prior to transferring. Students will then complete 60 additional units of General Studies coursework with University of Arizona faculty at Paradise Valley Community College campus to earn a Bachelor of General Studies (BGS).

This multi-disciplinary program allows students to concentrate their studies on one of several themes:

- Arts, Media, and Entertainment
- Economy and Industry
- Global and Intercultural Understanding
- Social Behavior and Human Understanding
- Study of the U.S. and the American Experience

A Bachelor of General Studies degree fosters students' ability to think critically and broadly about the world and trains students in how to express their questions and ideas in different formats. They can further expand their skills by participating in the internship component of the program. Students will benefit from small classes, faculty guidance, and a structured learning environment. Students will also enjoy access to the world-class resources and connections of the University of Arizona while staying in Phoenix.

The BGS program at UA North Valley provides the student-focused experience of a small liberal arts college within students' budgets. UANV operates on a lower tuition model than main campus and students have access to UA's transfer scholarships, including the Bridge award and an alumni scholarship.

For more information, please visit uanv.arizona.edu or contact Dr. Victoria N. Meyer, vmeyer@email.arizona.edu.

Find Yourself at The University of Arizona

As the leading public university in the Southwest, and one of the top universities in the world, UA offers more options to earn a degree and a college experience like any other. You can select from 250 undergrad degrees offered by 14 colleges – not to mention double majors, triple majors, and minors. If you're still on the fence about your major, we make it easy for you to find your fit. UA Degree Search (degreesearch.arizona.edu) helps students explore and compare majors side by side. You can also search for majors by college, math or second language requirements, personal interests, and more.

If you're an Arizona resident who is working on your associate's degree, and you know that you're destined to be a Wildcat, check out the UA Bridge (uabridge.arizona.edu) program. Bridge students are also assigned a Transfer Counselor and are eligible for a $2,000 renewable, annual scholarship for students who are a year away from transferring to the UA.

Midwestern University
College of Pharmacy

If you are interested in transferring and working toward a degree in medicine, pharmacy, biomedical sciences, or other health sciences area, please contact:

PVCC's Chemistry Faculty:
Dr. Scott Massey 602.787.6644
Dr. Satinder Bains 602.787.6586
Or visit the Science Division's website:
www.paradisevalley.edu/academics/transferpartnerships or
scott.massey@paradisevalley.edu
Phone: 602.787.6642

NORTHERN ARIZONA UNIVERSITY

Paradise Valley Campus

NAU's 3+1=

NAU's flexible B.A. and B.S. in Interdisciplinary Studies offers you an opportunity to design a plan of study (in consultation with an advisor) to meet your individualized educational needs. This program offers an emphasis in Public Management.

This degree is appropriate if you plan to enter an occupation which requires a broad general education, if you want to work within a local, state, or federal government agency, are seeking career advancement, or if you are considering a pre-professional plan.

Program Highlights:

- Students complete 90 credits with the community college at the community college tuition rate!
- Only 30 credits are required with NAU and can be completed within 1 year!
- Students can choose between a B.A. or B.S. degree.
- Students only attend class twice a week for a full-time schedule or once a week with a part-time schedule.
- Classes are small and will not exceed 25-30 students.
- On-site advisor to assist you with the admissions process and program completion.

WANT MORE INFORMATION?

Please email us at paradisevalley@nau.edu or visit our offices in the KSC Building, 2nd Floor

NAU @ PVCC

NAU-Paradise Valley is located on the Paradise Valley Community College campus. We offer several undergraduate degree programs, as well as the PVCC2NAU program. PVCC2NAU is a joint admission program between Paradise Valley Community College and Northern Arizona University.

PROGRAMS

- PVCC2NAU
- Bachelor of Business Administration
- BAS in Administration
- BAS in Justice Administration
- BAS in Public Agency Management
- BAS in Technology Management
- BA/BS in Interdisciplinary Studies-Justice Administration (90/30)
- BA/BS in Interdisciplinary Studies-Emergency Services Administration (90/30)
- BA/BS in Interdisciplinary Studies-Public Management (90/30)
- BA/BS in Interdisciplinary Studies-Technology Management (90/30)
- BSEd in Special and Elementary Education (dual major)

WANT MORE INFORMATION?

Please email us at paradisevalley@nau.edu or visit our offices in the KSC Building, 2nd Floor

Additional NAU partnership programs with Maricopa Community Colleges can be found at: www.maricopa.edu/connection.

Maricopa ASU Pathways Program (MAPP)

Maricopa to ASU Pathways Program
Ranked as one of the top colleges in the nation and the world for academics, innovation and values, Arizona State University offers more than 300 undergraduate degree programs and is a top choice for Arizona community college students.

The Maricopa to ASU Pathways Program is designed for students who plan to pursue a two-year degree at a Maricopa community college and complete a bachelor's degree at ASU. In MAPP, you follow a prescribed sequence of course work at a Maricopa community college that meets the lower-division course requirements for an ASU major. When you complete your MAPP, you will have met the requirements for your associate degree and be on track toward earning your chosen bachelor's degree at ASU.

Maricopa to ASU Pathways Program Timeline
As you work toward your associate degree at a Maricopa community college, keep in mind that you must complete the MAPP within a period of four years.

Benefits of the Maricopa to ASU Pathways Program include:
- guaranteed admission to ASU degree programs when all MAPP requirements are met
- cost-effective pathway ensuring all courses transfer and apply to an ASU degree
- 24/7 access to electronic tools, including the Pathway Tracker and My ASU to provide clear documentation of degree progress
- access to ASU transfer specialists and other pre-enrollment services on site at Maricopa community colleges
- invitations to special college events at ASU

The following are the terms for taking part in the Maricopa to ASU Pathways Program:
- working with your community college and ASU advisor to monitor progress on the MAPP
- completing the MAPP with a specified GPA and any special requirements
- completing the MAPP in a period not to exceed three years
- agreeing that student academic data and advising information may be shared between your community college and ASU
- pathway certification verifying completion of the MAPP requirements
- Pathways have been created for ASU's highest demand undergraduate degrees. The following degree programs are available through MAPP (these programs pertain to all Maricopa community colleges, however, course offerings vary by location):
-

For more information, see: www.asu.edu/transfer

Grand Canyon University 3+1 Transfer Degree Programs

Grand Canyon University has transfer partnership Bachelor Degree programs in the following areas:

Bachelor of Science in Biology (3+1)
- Preparation in Basic Biological Sciences, Pre-Physician Assistant, Pre-Medicine, Pre-Physical Therapy or Pre-Pharmacy
- Transfer up to 84 community college credits of recommended courses including an Associate of Business
- Complete 36-40 credits at Grand Canyon University

Bachelor of Science in Business (3+1)
- Preparation in Applied Management, Business Administration, Business Management, Entrepreneurial Studies, Finance and Economics, Marketing, Sports Management or Public Safety and Emergency Management
- Transfer up to 84 community college credits of recommended courses including an Associate of Business
- Complete 36-40 credits at Grand Canyon University

Bachelor of Arts
- Preparation in Christian Studies, Government or Communications
- Transfer up to 84 community college credits of recommended

Bachelor of Science
- Preparation in Forensic Science, Psychology, Justice Studies, Engineering, Computer Science, Information Technology, Exercise Science or Education
- Transfer up to 84 community college credits of recommended

For more information about specific programs, transfer options, and scholarships, contact a Grand Canyon University representative at 1.800.800.9776 or visit their website at http://www.gcu.edu/admissions/college-transfer-center.php .

For information about the Bachelor of Science in Biology and the preparatory program at PVCC, contact Jeff Lace at 602.787.7913

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.

2.4.1 General Statement

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

2.4.2 Nondiscrimination (see 5.1.1 Maricopa EEO Policy)

It is the policy of the Maricopa County Community College District (MCCCD), (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, South Mountain Community College, and all affiliated locations) 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 in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer 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 be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, 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.

2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)

It is the policy of the Maricopa County Community College District (MCCCD) 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. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, 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.

AFFIRMATIVE ACTION STATEMENTS

Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD 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. MCCCD 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 (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. MCCCD 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. MCCCD 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, MCCCD agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator (see 5.1.7 Notice of Americans with Disabilities Act (ADA)/Section 5004 of the Rehabilitation Act/Title IX Coordinator)

Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

EMPLOYEES
The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.
College ADA Coordinators (Credentials are needed to enter secure site.)

STUDENTS
The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504Coordinator, Elsbeth Pollack
- Address 18401 N. 32nd St Phoenix, AZ 85032
- Phone # 602-787-7171
- Email address elsbeth.pollack@paradisevalley.edu

- Title IX Coordinator, Dr. Jana Schwartz
- Address 18401 N. 32nd St Phoenix, AZ 85032
- Phone # 480-731-8499
- Email address: jana.schwartz@paradisevalley.edu

Additionally, each college/center must publish electronically or in print the above information in student handbooks and catalogs.
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.
Title IX Coordinators
ADA/504 Managers

Governing Values (Board Policy 4.1)

Our 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.

Our 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

Our Institutional 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.

ADMISSION, REGISTRATION AND ENROLLMENT

2.1 General Regulation

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.

2.2.1 Admission Policy

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

Admission Classifications

1. Admission of Regular Students

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

A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.

B. Has a high school certificate of equivalency.

C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.

D. Is a transfer student in good standing from another college or university.

2. Admission of Students Under 18 Years of Age

A. 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 non-immigrant 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 non-immigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

A. Admission to Academic Programs

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

B. Admission to an Intensive English Program

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

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

C. Financial Support

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

Tuition and Fees	$8,010(1)
Living Expenses	$10,140(2)
Books	$800(3)
Health Insurance	$1,400(4)
Total	$20,350(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 two (2) semesters (10 months).
(3) Based on average new and used textbook prices and Rental Rates. Assumes books are sold at the end of the semester.
(4) Based on the 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.

2.2.2 Admission Information

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

1. Student Status

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

2. Student Identification Number

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

3. Residency for Tuition Purposes (See Appendix S-1)

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

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

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801et 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.

iii. 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.

iv. 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 (10) 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 lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCD Academic Calendar posted online at ACADEMIC CALENDARS) and who is a United States citizen or in a lawful status. 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. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.

v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.

vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.

viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency

i. In-State Student Status

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

2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

a. The person’s parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.

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

c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-education to teach in a school District in this state. No member of the 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.

d. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an instate 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 HB2091, 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 and 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 PL2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant Jon 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: 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, or 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.

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 instate 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 ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See Appendix S-1A):
   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 H=H1B AND H4
   K=Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
   L=Intracompany Transferee or Spouse or Child
   N6=NATO-6
   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-797) 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 (I-797) Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.
   Exception: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (E.G., The student is under 23 and not emancipated), the student's residence is deemed to the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.

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 instate 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:

H. An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit

I. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate and certified

J. Abstract of Birth are not acceptable).

K. A United States certificate of birth abroad.

L. A United States Passport.

M. A Foreign Passport with a United States Visa.

N. An I-94 Form with a Photograph

An appropriately designated United States Citizenship and Immigration Services Employee Authorization (Work Permit) or Refugee Travel Document (as listed on the Employee Authorization Document Chart).

O. A United States Permanent Resident Card.

P. A United States Certificate of Naturalization.

Q. A United States Certification of Citizenship.

R. A Tribal Certificate of Indian Blood.

S. A Tribal or Bureau of Indian Affairs Affidavit of Birth.

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

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

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

IV. Presumptions Relating to Student Status

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

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

V. Proof of Residency

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

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

D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (See 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.

2.2.3 Other Admission Information

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. (See Withdrawal - Appendix S-7)

2. Ability to Benefit

A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.

B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.

i. "Regular" status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.

ii. "Regular with Provisional Requirements" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction and is pursuing a degree certificate in an eligible program.

iii. "Special" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be 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

The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or in making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly or indirectly upon successfully securing enrollments or the awarding of financial aid.(34 CFR 668.14(A)(22)(I)).

5. High Pressure Recruitment Tactics

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

2.2.4 Transfer Credit and Prior Learning Assessment Policy

TRANSFER CREDIT

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/Enrollment Services 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/Enrollment Services 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 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 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. PLA credit may be awarded if the following standards have been met:

- Student has declared a pathway (certificate or degree).
- The learning is college level and verifiable.
- PLA credit may be applied toward a degree program, certificate, general education requirements, concentration, and general electives that count toward the student's elected pathway. Some restrictions may apply depending on the specific program of study.
- PLA credit may satisfy prerequisite requirements using the same policy that applies to other course equivalencies.
- All work assessed for PLA credit was earned with a grade of "C" or better.

Students may be awarded no more than 30 credit hours through Prior Learning Assessment, unless required by a specific program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from postsecondary 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 may be granted at some of the Maricopa Community Colleges for unique programs of study. 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/Enrollment Services Office.

Students may be awarded no more than 30 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 may be granted at some of the Maricopa Community Colleges for unique programs of study. 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/Enrollment Services Office.

PRIOR LEARNING ASSESSMENT FEE SCHEDULE

No fees are assessed by the college for the following types of Prior Learning Assessment: Transfer credit from nationally recognized 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, 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/Enrollment Services Office from the specific testing companies 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”)
- Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate
- Pearson VUE Exams

Fees for standardized exams are the responsibility of the student.

Current list of exams and scores.

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 to Admissions and Records/ Enrollment Services 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 to Admissions and Records/Enrollment Services.

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 to Admissions and Records/Enrollment Services 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 to Admissions and Records/Enrollment Services 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.
- 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 /Enrollment Services 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 /Enrollment Services 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, ABUS, 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.

2.2.6 Academic Advising, New Student Orientation, and Student Success Course

1. Academic Advising
Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCD college.
i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2. New Student Orientation
Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a College/university to complete a Bachelor's degree, ill 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 and 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.

2.2.7 Student Assessment and Course Placement

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

2. Determining Course Placement
   Maricopa County 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 PLACEMENT.
   - A. Reading placement test 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 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: PLACEMENT.
D. Reading Placement Scores that Indicated “Exempt from CRE101” Do Not Expire.

4. Evaluation

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

2.2.8 Registration

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

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

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through my.maricopa.edu will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
    a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
    b. Exceptions are limited to
        i. Courses requiring permission of instructor
        ii. Courses requiring auditions or try-outs
        iii. Courses for Special Populations or Cohorts
        iv. Enrollment in an alternative section of a course taught by the same instructor
        v. Enrollment in an alternative section of a course taught by a different instructor
        vi. Course level changes
        vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
        viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.

ix. Other exceptions may be granted after faculty consultation with the student.

2.2.9 Tuition and Fees Policy

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

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 Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

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 (Effective July 1, 2018 for fall, spring and summer Sessions)*
   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 2018-2019 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.

Appendix S-4: Tuition & Fee Schedule
Student Status

2019-2020	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)
	IN STATE			OUT OF STATE			
Credit Hours	A	B	C *	D **	E	F ***/+	G
1	85.00	110.00	TBD	215.00	205.00	215.00	127.50
2	170.00	220.00	TBD	430.00	410.00	430.00	255.00
3	255.00	330.00	TBD	645.00	615.00	645.00	383.50
4	340.00	440.00	TBD	860.00	820.00	860.00	510.00
5	425.00	550.00	TBD	1,075.00	1,025.00	1,075.00	637.50
6	510.00	660.00	TBD	1,290.00	1,230.00	1,290.00	765.00
7	595.00	770.00	TBD	1,505.00	1,435.00	1,505.00	892.50
8	680.00	880.00	TBD	1,720.00	1,640.00	1,720.00	1,020.00
9	765.00	990.00	TBD	1,935.00	1,845.00	1,935.00	1,147.50
10	850.00	1100.00	TBD	2,150.00	2.050.00	2,150.00	1,275.00
11	935.00	1,210.00	TBD	2,365.00	2,255.00	2,365.00	1,402.50
12	1,020.00	1,329.00	TBD	2,580.00	2,460.00	2,580.00	1,530.00
13	1,105.00	1,430.00	TBD	2,795.00	2,665.00	2,795.00	1,657.50
14	1,190.00	1,540.00	TBD	3,010.00	2,870.00	3,010.00	1,785.00
15	1,275.00	1,650.00	TBD	3,225.00	3,090.00	3,225.00	1,912.00
16	1,360.00	1,760.00	TBD	3,440.00	3,280.00	3,440.00	2,040.00
17	1,445.00	1,870.00	TBD	3,655.00	3,485.00	3,655.00	2,167.50
18	1,530.00	1,980.00	TBD	3,870.00	3,690.00	3,870.00	2,295.00

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

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

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

+ This rate applies to out-of- state 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.

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

B. Use the Chart to Locate Tuition Charges
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees
A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.

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

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

F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

G. Pay Your Fees
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express.
Payment Plan options are also available.

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

Skill Center Tuition Rates

Regular	$5.00 per clock hour
Nursing Assistant	$6.00 per clock hour
Practical Nursing	$6.00 per clock hour

Credit by Examination & 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 district wide debt,
   ii. Attempting to notify the student of the debt and
   iii. Attempting to collect the debt.

B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. Collection agency, requiring payment of collection fees by the student;
   ii. The Tax Refund Set off Programs as stated in ARS §42-1122;
   iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

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

4. Discounted Fees and Waivers

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

B. Employees, Dependents and Mandated Groups
   The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Noncredit/Special interest Community Services courses are not waived.

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

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

2.2.10 Refund Policy

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, class and registration fees. Deadlines that fall on a

weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

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

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any 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, step-sibling, 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. <u>Refund Policy for Department of Defense Tuition Assistance Funds</u>

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.

2.2.11 Student Financial Assistance

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

Appendix S-5: Student Financial Assistance

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

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

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

How to Apply for Federal Financial Aid

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

Types of Aid

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

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at https://mcccdf.org/ or by calling 480-731-8400.

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

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

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

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

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

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

Repeated Coursework and Financial Aid Enrollment Status

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

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

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

To remain eligible for federal and state aid programs, students must meet ALL of MCCCD's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCD college, including transfer credit hours accepted by the college.

1. Definitions and Terminology Pertaining to this Policy

A. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.

B. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.

C. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.

D. 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.

E. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace (⅔). Students not mee ng maximum meframe evalua on are not eligible for a warning period.

F. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for title IV, HEA program assistance based on extenuating circumstances.

G. Extenuating Circumstance: A one-time (not on-going) circumstance that is beyond the reasonable control of the student.

H. 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 the institution in the academic plan for the student.

I. Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds and complete the program within 150% of published program length.

J. Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.

3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.

4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.

5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.
2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum time frame. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.
    a. Grade Point Average Qualitative Measurement: Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
    b. Pace of Progression Quantitative Measurement: Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
    c. Maximum Time Frame Measurement: Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program.

3. Courses included in SAP evaluation:
    a. All attempted coursework, regardless of enrollment status
    b. Courses funded through a Consortium Agreement
    c. All attempted remedial credits, including English as a Second Language (ESL) courses.
    d. Repeated course work
    e. All transferred coursework
    f. Grades attempted, but not completed (F, I, N, W, Y, Z)

5. Course work not included in SAP evaluation:
    a. Audited courses
    b. Non-credit courses
    c. Credit by examination
    d. Credit for prior learning option (as outlined in the college general catalog)

Notification

Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

Financial Aid Warning

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Time frame requirements.

SAP Appeal

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid. 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. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

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

Treatment of Title IV Aid When a Student Withdraws

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

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

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

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

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

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

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

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

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at https:/ district.maricopa.edu/regulations/adminregs/ section-2/2-2

2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V)):

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

2.2.13 UNIVERSITY TRANSFER

UNIVERSITY TRANSFER

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.

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. AZ Transfer Course Equivalency Guide

(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: Maricopa University Partner List

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 may 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 SUN

2.9 Veterans Services

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

> *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.*

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 my.maricopa.edu, the district's website for student access to Maricopa tools. Maricopa-assigned

student email 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 College's 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's District – Center for Curriculum and Transfer Articulation website, located at: https://curriculum.maricopa.edu/transferand-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.

SCHOLASTIC STANDARDS

2.3.1 Academic Load

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

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

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student

must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

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

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

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

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

2.3.2 Attendance

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

1. Official Absences

A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation form may be found at ND-4. As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the Religious Accommodation Request Form. Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

2.3.3 Grading

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 points 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 points 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.

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".

C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.

D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

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

5. Audit Courses

A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students."

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

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 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8-14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day 1	2th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the 7th week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class

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

2.3.4 Academic Probation (Progress)

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.2.9

2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average 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.

2.3.5 Instructional Grievance Process

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.

Appendix S-6: Instructional Grievance Process

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

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

Steps for students to follow:

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

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

2.3.12 Non-Instructional Complaint Resolution Process

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

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

2.3.6 Withdrawal
To withdraw from a course or courses from the college, students must follow approved procedures (See Appendix S-7). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/ Office of Student Enrollment Services.

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

Appendix S-7: Student and Faculty Withdrawal Procedures

Student Withdrawal Procedures

1. Withdrawal from Specific Courses
A student may officially withdraw from specific courses in the following ways:

A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.

B. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

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

2. Complete Withdrawal from College

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

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

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

3. Withdrawal of Financial Aid Students

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

Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). 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.

2.3.7 Academic Renewal

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

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

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

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.

2.3.8 Honors Program

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

President's Honor List

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

2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates (AR 2.2.5)

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.
   Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded. Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

   A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of “C” or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

The same degree or certificate can only be awarded once within the Maricopa Community College District.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's Responsibility to be aware of these program requirements.
6. For the Maricopa Nursing program offered at eight of the MCCCD campuses, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any MCCCD Maricopa Nursing campus and includes pre-requisites, co-requisites, and nursing blocks.
7. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
8. Have removed any indebtedness to any MCCCD college /center.
9. Have paid required degree or certificate application fee.

See fee schedule for charges.

Graduation with Honors

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

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

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

Certificates/Degrees

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

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

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

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:

1. Build self-awareness, self-respect, and self-confidence
2. Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
3. Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
4. Access, evaluate, analyze, synthesize, and use information wisely
5. Communicate effectively personally, socially, and professionally
6. Think critically, make informed decisions, solve problems, and implement decisions
7. Consider the ethical implications of their choices
8. Value the learning process throughout their lives
9. Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
10. Develop a personal sense of aesthetics
11. Use technological resources appropriately and productively
12. Work cooperatively and respectfully with others to serve their communities

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

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

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

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

2.2.5 Catalog Under Which a Student Graduates

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

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

EXAMPLE A	
Admitted & Earned Course Credit at a Public Community College or University	Fall '05 (Active)
Continued at a Public Community	Spring '06, Fall '06 (Active)
College Transferred to a University	Spring '07 (2005 or Any Subsequent Catalog)
EXAMPLE B	
Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '03 (Inactive)
Enrolled in Audit Courses Only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a University	Fall '04 (2004 or Any Subsequent Catalog)

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

EXAMPLE A Admitted & Earned Course Credit at a Public Community College or University Nonattendance	Fall '02 (Active) Spring '03, Fall '03, Spring '04 (Inactive) Fall '04 (Active) Spring '05 (2004 or Any Subsequent Catalog)
Readmitted & Earned Course Credit at a Public Community College Transferred to a University	
EXAMPLE B Admitted & Earned Course Credit at a Public Community College or University Nonattendance Spring Readmitted & Earned Course Credit at a Public Community College	Fall '02 (Active) '03 (Inactive) Fall '03, Spring '04(Inactive) '03 (Active)
Nonattendance Summer Transferred to a University	Fall '04 (2002 or Any Subsequent Catalog)

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

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

EXAMPLE

Admitted & Earned Course Credit at a Public Community College or University Continued at a Public Community College	Summer '04 (Active) Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '06 (Active)
Transferred to a University	Summer '06 (2004 or Any Subsequent Catalog)

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

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

2.3.10 Transcripts for Transfer

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 College 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 transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

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

COLLEGE ENVIRONMENT

SEX DISCRIMINATION AND SEXUAL HARASSMENT

2.4.4 Sexual Harassment Policy for Students

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..... ” 20 USC §1681 / 34 C.F.R. part 106

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. This Policy is subject to Constitutionally protected speech rights and principles of academic freedom. Questions about this Policy may be directed to the MCCCD EEO/affirmative action office.

A. SEXUAL HARASSMENT

Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a Hostile Environment, or retaliation for allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, Sexual Harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.
2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.
4. 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.
5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
6. 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. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

B. HOSTILE ENVIRONMENT HARASSMENT
Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

a. the degree to which the conduct affected one or more students' education;
b. the nature, scope, frequency, duration, and location of incident or incidents;
c. the identity, number, and relationships of persons involved;
d. the nature of higher education.

C. SEXUAL ASSAULT
An act involving forced or coerced sexual penetration or sexual contact.

D. INDUCING INCAPACITATION FOR SEXUAL PURPOSES
Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

E. SEXUAL EXPLOITATION
Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy. Examples of behavior that could rise to the level of Sexual Exploitation include:

a. Prostituting another person;
b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
c. 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;
d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
e. Engaging in non-consensual voyeurism;
f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
h. Possessing, distributing, viewing or forcing others to view obscenity.

F. DATING VIOLENCE
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

A. the length of the relationship;
B. the type of relationship;
C. the frequency of interaction between the persons involved in the relationship.

G. STALKING
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

H. CONSENTING TO SEXUAL ACTIVITY
Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, 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 can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this Policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person's sexual interaction.

II. DEFINITIONS

ALLEGED VICTIM
The person who is the victim of any alleged Sexual Harassment or Discrimination in violation of this Policy.

COMPLAINANT
A person who has experienced or witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy and files a Formal Complaint pursuant to this Policy.

RESPONDENT
The person who is alleged to have engaged in Sexual Harassment or Discrimination prohibited under this Policy.

TITLE IX COORDINATOR

The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegations of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators

III. REPORTING DISCRIMINATION

A. BYSTANDER

No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this Policy to promptly report the incident to the Title IX Coordinator. Any student who knows of Discrimination or Sexual Harassment prohibited under this Policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality, direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

All members of the college community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of Discrimination and Harassment, and to report conduct or behavior they believe to be in violation of this Policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this Policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

B. COLLEGE COMPLAINTS AND REPORTING

Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:

- Leave a private voice message for the Title IX Coordinator;
- Send a private email to the Title IX Coordinator;
- Mail a letter to the Title IX Coordinator's office;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
- File a Formal Complaint pursuant to this Policy;
- Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.

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If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

C. RETALIATION PROHIBITED

Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of Discrimination or Harassment. Retaliation may be found even when the underlying charge does not constitute Discrimination or Harassment in violation of this Policy, and all persons who participate in a Discrimination or Harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a Discrimination or Harassment proceeding, or more generally, from pursuing that person's rights.

D. CRIMINAL REPORTING

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to College Safety or local law enforcement. Some forms of Discrimination and Harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

E. CONFIDENTIALITY OF COMPLAINTS AND REPORTS

Parties in these processes, including the Alleged Victim, Respondent, Complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this Policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the Complaint, report, witness statements, and any other information provided by the Alleged Victim, Respondent, Complainant or witnesses, and will disclose this information only to the Alleged Victim, Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the Alleged Victim, Complainant, Respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline authority is the Vice President for Student Affairs and college officials as necessary to prepare for subsequent proceedings (e.g., college President and MCCCD legal counsel).

F. ANONYMOUS REPORTING

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

IV. RIGHTS OF PARTIES

A. ALLEGED VICTIM: The Alleged Victim has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Respondent to have others present (in support or advisory roles) during an investigation.
4. Report Sexual Harassment, Discrimination, and violence to both on-campus and off-campus authorities.
5. Be informed of the investigation findings and imposed sanctions at the same time as the Respondent.
6. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of Sexual Harassment, Discrimination, and violence.
7. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of Sexual Harassment or Discrimination prohibited under this Policy, if so requested by the Alleged Victim and if such changes are reasonably available. No Formal Complaint, or investigation--campus or criminal--need occur before this option is available. Accommodations may include:
    - Change of on-campus student's housing to a different on-campus location;
    - Assistance from college support staff in completing relocation;
    - Arranging to dissolve a housing contract and pro-rating a refund;
    - Exam, paper, or assignment rescheduling;
    - Taking an incomplete in a class;
    - Transferring class sections;
    - Temporary withdraw from institution;
    - Alternative course completion options.

8. Not have irrelevant prior sexual history admitted as evidence in an investigation.
9. Make a victim-impact statement available to the investigator and decision-maker.
10. Access to available protection against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
11. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.
12. Seek Reconsideration of the finding of the investigation and any sanction imposed.
13. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
14. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
15. Have an advocate or advisor present at all phases of the investigation.
16. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
17. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.
18. Have MCCCD compel the presence of student, faculty, and staff witnesses.
19. Written notice of the investigation, findings and sanctions.
20. Challenge documentary evidence obtained during the investigation.
21. Be informed in advance of any public release of information regarding the investigation.
22. Give consent for the release of any personally identifiable information contained in the investigation.

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B. IMMEDIATE ACTION AND INTERIM MEASURES

The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the Alleged Victim's consent. Such measures for an Alleged Victim may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

C. RESPONDENT: The Respondent has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Alleged Victim to have others present (in support or advisory roles) during an investigation.
4. Be informed of and have access to campus resources for medical, counseling, and advisory services.
5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.
6. Protections of due process required by local, state, or federal law.
7. Not have irrelevant prior sexual history admitted as evidence in an investigation.
8. Make an impact statement available to the investigator and decision-maker.
9. Seek Reconsideration of the finding of the investigation and any sanction imposed.
10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
13. Have MCCCD compel the presence of student, faculty, and staff witnesses.
14. Challenge documentary evidence obtained during the investigation.
15. Have an advocate or advisor present at all phases of the investigation.
16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.
17. Written notice of the investigation, findings, and sanctions.
18. Be informed in advance of any public release of information regarding the investigation.
19. Give consent for the release of any personally identifiable information contained in the investigation.

V. DUE PROCESS

Due process is afforded any employee, student, or visitor accused of Sexual Harassment or Discrimination prohibited under this Policy. On receipt of a Formal Complaint, or upon receipt of credible evidence that Sexual Harassment or Discrimination prohibited under this Policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this Policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this Policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that Sexual Harassment or Discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that Sexual Harassment or Discrimination prohibited under this Policy occurred, the college will take immediate action to eliminate the Harassment or Discrimination, prevent its recurrence, and address its effects. Remedies for the victim of Sexual Harassment or Discrimination 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 impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

A. SEX DISCRIMINATION GRIEVANCE PROCEDURES FOR STUDENTS

The purpose of these procedures is to provide a prompt and equitable resolution for allegations of Discrimination as prohibited under this Policy. Persons believing that they have been subjected to or witnessed, or otherwise know of Discrimination or Harassment on any of these bases may file a Complaint with the college. These procedures address allegations of Discrimination or Sexual Harassment as prohibited under this Policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the Policy, those who have made allegations of Discrimination or Harassment under the Policy, and those who have testified or otherwise participated in enforcement of the Policy.

B. MEDIATION

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An Alleged Victim may choose to ask the Title IX Coordinator to assist in the mediation process. Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon a variety of resolutions such as modification of work assignment, training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a Request for Reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this Policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

C. FORMAL COMPLAINT PROCESS

A person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator at each respective college or center. A Complainant may file a Formal Complaint either orally or in writing. The Title IX Coordinator will accept Formal Complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The Complainant's documentation in support of a Formal Complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of Discrimination prohibited under this Policy. Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the college President and the Office of General Counsel. The Office of General Counsel will assign a case number to the Formal Complaint.

A copy of the Formal Complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

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

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After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this Policy has been violated, the Title IX Coordinator will:

- Designate an 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 Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct--more time is necessary to complete the investigation);
- Make findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of Discrimination or Sexual Harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

D. MAINTENANCE OF DOCUMENTATION

Documentation resulting from each level in the Formal Complaint 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.

E. RIGHT TO ASSISTANCE

A Complainant, Alleged Victim or Respondent may receive the assistance of an attorney or other person at any stage of a Complaint filed under the Formal Complaint Process. Such person may attend any investigative interview and advise the Complainant, Alleged Victim or Respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the Complainant, Alleged Victim and Respondent, and not through such individual's attorney or other person providing assistance.

F. TIME FRAME AND GROUNDS FOR FILING A REQUEST FOR RECONSIDERATION

A Complainant, Alleged Victim or Respondent who is not satisfied with the decision of the President has ten (10) working days to request, in writing, reconsideration of the decision by the Maricopa Community College District’s Executive Vice Chancellor and Provost. There are four grounds upon which a Request for Reconsideration may be made: (1) the party has new information, unavailable at the time of the investigation; (2) the party has procedural concerns that may change or affect the outcome of the determination; (3) the party perceives that there was insufficient evidence to support the investigators findings; or (4) the party perceives any action taken by the President to be too severe. The Executive Vice Chancellor and Provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the Request for Reconsideration within ten (10) working days from its receipt. The Title IX coordinator shall

ensure that, prior to acting on any Request for Reconsideration, the Executive Vice Chancellor and Provost has been fully briefed regarding every component of this Policy. If the Executive Vice Chancellor and Provost determines that the investigation was not conducted in a fair manner, or that the determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation. If the Executive Vice Chancellor and Provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will—in writing-- certify that the Executive Vice Chancellor and Provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the Request for Reconsideration. The written certifications and decision by the Executive Vice Chancellor and Provost shall be delivered to the Complainant, Alleged Victim, and Respondent promptly after they are issued. At this point, or if no Request for Reconsideration is made, the investigation into alleged Discrimination under this Policy is concluded.

G. EXTERNAL FILING OF DISCRIMINATION COMPLAINT

MCCCD encourages students to use the due process under this Policy 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
U.S. Department of Education
Denver Office
Cesar E. Chavez Memorial 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

5.1.9 Examples of Policy Violations

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

1. Make unwelcome sexual advances to another employee, student or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
   A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
   B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that:
   A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
   B. Creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;

6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendos, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.
8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

5.1.10 Additional Policy Violations

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

5.1.11 Responsibility for Policy Enforcement

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.

5.1.12 Complaints

1. Employees

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

2. Students

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

3. General - Applicable to Both Employees and Students

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

5.1.13 Confidentiality

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

5.1.14 Violations of Law

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

5.1.15 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 disciplinary action, up to and including, employment termination or academic dismissal.

5.1.16 Retaliation Prohibited

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

Discrimination Complaint Procedures for Students

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

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

Students who believe they are experiencing sexual harassment may 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 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 concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day time frame, 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.

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 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.

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

2.4.6 Emissions Control Compliance

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

2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.

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

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

2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

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

POLICY

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

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

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

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

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

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

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

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

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

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

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

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.

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2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria

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

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

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

2.4.10 Children on Campus

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.

2.4.11 Crime Awareness and Campus Security Act

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.

2.4.15 Campus Sex Crimes Prevention Act

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.

Appendix Item S-18: Maricopa County Community College District Registered Sex Offender Notification Procedure

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 Website, found 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. 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 has been admitted to MCCCD and who has failed to timely to 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 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.

d. 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:

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 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 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:

a. 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.
b. Employees: A supervisor, in conjunction with a Human Resources representative, at he 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.

2.4.12 Workplace Violence Prevention

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.

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

STUDENT RIGHTS AND RESPONSIBILITIES

2.4.5 Copyright Act Compliance

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.

3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

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

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

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

What is copyright infringement?

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

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

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

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

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials-most of which is subject to copyright protection.
Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

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

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

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

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

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

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

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

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

3.4 Taping of Faculty Lectures

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

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

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

4.4 Technology Resource Standards

Introduction

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

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

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

General Responsibilities

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

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

Use of Non-MCCCD Technology

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

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

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

Acceptable Use

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

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

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

Incidental Computer and Technology Usage

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

Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems

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

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

Disclaimer

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

> *All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible or the content or functionality of any technology resource not owned by the institution.*
>
> *The statements, comments, or opinions expressed by users through use of Maricopa’s technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.*

Information Accuracy and Marketing Standards

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

Complaints and Violations

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

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

2.6 Hazing Prevention Regulation

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.

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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 metal and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCD policies, and local and state laws.

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

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

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

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

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
    A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
    B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
    C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/ organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
    D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
    A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.
    B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the MCCCD hazing prevention regulation:
    "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

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

1. Substance Abuse/Misuse Statement

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

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

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

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

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

i. Drinking or possession of alcoholic beverages on the college campus.
ii. Misuse of narcotics or drugs.

C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

i. Warning,
ii. Loss of privileges,
iii. Suspension, or
iv. Expulsion.

D. Legal Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee’s work for the MCCCD; and use of illegal drugs.

3. MCCCD Program Standards

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

A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.

B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

4. Alcoholic Beverages—Usage Regulation (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

A. No Funds. No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph H.

B. No Service or Sale of Alcoholic Beverages. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.

C. Service at District Events on District-owned Property. The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.

D. Event Form Required. A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: AS-6 Notice of Intent to Serve Beer and Wine Form . On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event.

E. Service restrictions required by law. An event approved under Paragraph D must, by law, comply with the all of the following restrictions:

i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
ii. The gathering must be by invitation only, and not open to the public;
iii. The gathering may not exceed 300;
iv. Invitees may not be charged any fee for either the event or the beer or wine; and
v. The consumption may only take place between noon and 10:00 p.m.

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

F. Culinary Institutes. The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.

G. Third-Party Event. The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
ii. The entity completes the form available at AS-7 Request to Serve Beer and Wine — Third Party Form . And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
vi. The contractor provides all of the beverages served and well as the servers or bartenders;
vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured;
viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

H. Receipt of beverages; storage. It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

i. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
ii. Once the wine and beer arrives on MCCCD property, the Director the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.

I. Compliance with law. In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

J. Residential Housing. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

5. Other Health Concerns

General Guidelines Concerning AIDS Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

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

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

4.12 Smoke-Free/Tobacco-Free Environment

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 or employees and students.

Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "…no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

2.8 Students with Disabilities

2.8.1 Eligibility for Accommodations & Required Disability Documentation

Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

General Eligibility Requirements

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

Who Is Eligible for Services?

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

Definitions

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

**Documentation can be transferred within MCCCD for current consideration for eligibility.
**Determination made by another institution or organization does not guarantee eligibility.

Special Considerations

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

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

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

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

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

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

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

Documentation Guidelines

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

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

Specific Eligibility Requirements

1. Physical Disabilities

A. Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

i. Orthopedic Disability
ii. Blind or Visual Impairment
iii. Deaf or Hard-of-Hearing
iv. Traumatic Brain Injury
v. Other Health-Related/Systemic Disabilities

B. Diagnostic Report

The diagnostic report must include the following information:
i. A clear disability diagnosis, history, and the date of diagnosis.
ii. A description of any medical and/or behavioral symptoms associated with the disability.
iii. Medications, dosage, frequency, and any adverse side effects attributable to use.
iv. A clear statement specifying functional limitations.
v. A recommendation for accommodation(s).

2. Specific Learning Disabilities

A. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

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

An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:
i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.

Examples Of Measures (including but not limited to):
1. Wechsler Adult Intelligence Scale (WAIS-R)
2. Stanford Binet Intelligence Scale
3. Woodcock-Johnson Psycho-Educational Battery
4. Kaufman Adolescent And Adult Intelligence Test

ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery should include current levels of functioning in the relevant area(s).

Examples of Achievement (including but not limited to):
1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/ processing, processing speed, executive function, and motor ability.

Examples of Achievement (including but not limited to):
1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

B. Diagnostic Report

i. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
ii. A list of all instruments used in the test battery.
iii. Discussion of test behavior and specific test results.
iv. A diagnostic summary or statement with the following information:

1. DSM V Classification
2. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
3. A clear statement specifying the substantial limitations to one or more major life activities.
4. A psychometric summary of scores.
5. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

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

A. Required Documentation
Submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations.

B. Diagnostic Report
Acceptable documentation must include:
i. DSM V Classification
ii. A summary or statement which includes the following information:
iii. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.
iv. A recommendation for accommodations, including rationale.

4. Psychological/Psychiatric Disabilities

A. Required Documentation

i. Depression and/or bipolar disorder
ii. Generalized anxiety disorders
iii. Post traumatic stress disorder
iv. Psychotic disorders
v. Autism spectrum disorder.

B. Diagnostic Report
If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested

The diagnostic report must include the following:
i. DSM V Classification
ii. A diagnostic summary or statement that includes the following:
1. A clear summary or statement that a disability does or does not exist.
2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.
3. A discussion of medications and their possible impact on academic functioning.

5. Neurological Disorders

A. Required Documentation
Disorders of the central and peripheral nervous system, including but not limited to:
i. Acquired Brain Injury/Traumatic Brain Injury
ii. Epilepsy/Seizure Disorder
iii. Stroke

B. Diagnostic Report

i. Current functional limitations
ii. Information regarding current symptoms
iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance
iv. Restrictions on activities imposed by the condition
v. Where learning has been affected, a recent neuro-psychological evaluation is requested

6. Temporary Disabling Conditions

A. Required Documentation

i. Temporary disabling conditions as a result of surgery, accident, or serious illness may require accommodations for a limited time. Acceptable documentation must include:
ii. Written statement of diagnosis
iii. List of current symptoms and degree of severity
iv. Information regarding functional limitations and impact within an academic environment
v. Medications and possible side effects
vi. Duration of symptoms and estimated length of time services will be needed

2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis. The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to resubmit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individual

2.3.11 Academic Misconduct

1. Definitions

A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.

B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.

C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; Appendix S-6). Students can appeal Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

DISCIPLINARY STANDARDS

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents-the chancellor, administration and faculty-are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

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

Misconduct for which students are subject to disciplinary action falls into the general areas of:

A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records

B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions

C. Violation of Arizona statutes, and/or college regulations and policies

D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

2. Disciplinary Removal from Class

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

2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

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

1. "Accused student" means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. “District” means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.

12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the College President.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. “Threatening behavior” means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

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

2. Temporary Removal of Student

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

3. Conduct - Rules and Regulations

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

A. Acts of dishonesty, including but not limited to the following:

i. Furnishing false information to any college official or office.

ii. Forgery, alteration or misuse of any college document, record or instrument of identification.

iii. Tampering with the election of any college- recognized student organization.

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

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.

D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

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

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

H. Violation of federal, state or local law.

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

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

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

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

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

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:

i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose

ii. Unauthorized transfer of a file

iii. Unauthorized use of another individual's identification and/or password

iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
v. Use of technology facilities or resources to send obscene or abusive messages
vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
vii. Use of technology facilities or resources in violation of copyright laws
viii. Any violation of the District's technology resource standards
ix. Use of technology facilities or resources to illegally download files

P. Abuse of the Student Conduct system, including but not limited to:

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

Q. Engaging in irresponsible social conduct.
R. Attempt to bribe a college or District employee.
S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

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

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

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator.

Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the Vice President of Student Affairs who is the designated Title IX Coordinator at each MCCCD college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.

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

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

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

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

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

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

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

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

vi. The Student Conduct Administrator will present the information he or she received.

vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

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

i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.
ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
iii. Loss of Privileges - denial of specified privileges for a designated period of time.
iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
vii. College Expulsion - permanent separation of the student from all the colleges in the District.

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

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

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

3. Emergency Suspension

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

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

4. Administrative Hold

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

5. Academic Consequences

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

6. Appeals Regarding Student Code of Conduct

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

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

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

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

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

2.5.3 Student Records

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 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 County 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 Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found HERE. 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:
   a. The student has an unpaid financial obligation to the college or District;
   b. There is an unresolved disciplinary action against the student; or
   c. 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 HERE.

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

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

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

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

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

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena.(§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A) (11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or polices with respect to the allegation made against him or her.(§99.31(A) (14))
13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: S-8 Non-Instructional Complaint Resolution

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

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: FERPA HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACTFERPA

F. Student Directory Information

1. A Maricopa County 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 Admission & Records Office/Enrollment Services.

A. 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.

2. Students may request their college to withhold the sharing of directory information by filing out a Request To Withhold Directory Information form and submitting that form to the college Admission & Records Office/Enrollment Services.
3. Directory information is considered public information. At any Maricopa County 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: DISTRICT.MARICOPA.EDU under Consumer Information.

DIRECTORY (PUBLIC) INFORMATION AT MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES

Name
Address
Phone Number
MCCCD Email Address
Photographs
Electronic Images
Date and Place of Birth
Major Fields of Study
Current Enrollment Status
Participation in Officially Recognized Activities
Dates of Attendance

Degrees
Awards and Academic Honors Received
Dean's List Selection
Previous Institutions Attended
Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members
Directory Information is Considered Public Information.

PRIVACY OF DIRECTORY (PUBLIC) 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.

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.

AMENDED through the Administrative Regulation Process, June 4, 2019

FERPA APPEAL PROCESS

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 HANDBOOK

2.5.4 Student Employment

1. District Student Employees

A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. Philosophy and Workload for Student Employees

i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.

ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3)

semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.

iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.

E. Student Compensation

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

F. Employee Contracts and Forms (See Appendix FM-3) Student Employee Grievance Procedure

G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non- Instructional Complaint Resolution Process (AR 2.3.12)

2. Student Security Guards

A. Introduction and Philosophy

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

B. Workload of Student Security Guards

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

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

C. Students not in Administration of Justice Program

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

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

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

1. Wearing of the uniform, general appearance, and demeanor
2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
3. Public relations methods used on the campus
4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
5. Basic techniques for interviewing students, faculty and visitors relative to the incidents

6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

D. Student Security Guards Employee Benefits
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
E. Student Employment Records
The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the Vice President of Student Affairs.

2.5.5 Student Governance

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

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor’s Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. Officers/Members
All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. Designation
Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. Eligibility for Office
All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904).

The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. Remuneration Limitations

A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

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

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

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

7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges. Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice
president or college president.

9. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

10. Final Authority

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

Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of

the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The 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 ARS §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.

*******INSERT INTO PROGRAM SECTION OF THE CATALOG AS ALLIED HEALTH*******

Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program
Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The 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.

*******END OF ALLIED HEALTH SECTION*******

4.18 Consensual Relationships

1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

A. Definitions

i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

B. Prohibited Conduct

i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.

ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:

i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.

ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.

iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.

iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:

i. The faculty member shall counsel and advise the student not to enroll in his or her course.

ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.

iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer The matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process The Annual Acknowledgment and Disclosures form may be found in the Employee Learn Center. Employee credentials are needed to enter secure site]

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.

LANGUAGE ADOPTED BY DIRECT CHANCELLOR APPROVAL

2.8.3 Technology Accessibility

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.

Student Handbook

www.paradisevalley.edu/students.html

- Academic Advising Center
- Admissions, Records & Registration
- Adult Re-Entry Services
- Athletics Department
- Bookstore, Follett
- Bus Service - Valley Metro
- Business Services: Cashiers, Fiscal
- Career Services
- Center for Distance Learning
- Computer Commons
- Counseling & Personal Development
- Disability Resources and Services
- Early College Programs
- Fitness Center
- Food Service: Cafeteria
- Honors Program
- Human Resources
- Learning Success Center (LSC)
- Buxton Library
- Math Center
- Puma Power-Up
- Public Safety
- PVCC at Black Mountain
- Student CARE & Conduct
- Student Development
- Student Financial Assistance
- Student Life and Leadership
- Technology Helpdesk
- Testing Services
- Veterans Services Center
- Welcome Center

Student Handbook

Academic Advising Center

Kranitz Student Center, KSC-1123
Phone: (602) 787-7000
Website: www.paradisevalley.edu/students/advisement

Academic Advising at Paradise Valley Community College is an on-going, intentional, and educational partnership dedicated to our students' academic success. This partnership is designed to assist you from the start of your college experience through graduation from PVCC or whatever your chosen academic goals may be (transferring to a University, entering the workforce, increasing your career marketability, etc.). Advisors are available on both a walk-in and appointment basis.

Admissions, Records & Registration

Kranitz Student Center, KSC-1100
Phone: (602) 787-7000
Website: www.paradisevalley.edu/students/admissions

The Admissions, Records & Registration Office is where students submit admission and registration forms to register for your classes. All student records are kept in this office.
Services:

- Drop/Add/Withdrawal
- Education records
- Enrollment Services
- Enrollment verification
- Collection of tuition/fees
- Name/address changes
- Foreign Student Admissions
- Graduation
- Registration
- Transcript evaluation
- Transcript requests

Adult Re-Entry Services Program

Kranitz Student Center, Counseling & Personal Development Division
Phone: (602) 787-6540
Website: www.paradisevalley.edu/students/adult re-entry

Adult Re-Entry Services are designed to help students 25 years and older to make a successful transition to college life.

Services: Counseling: personal, academic and career
Re-Entry Seminars: free day and evening seminars on a variety of personal, academic and career growth and development topics

Course: CPD103BA-Women In Transition Personal growth college credit courses are designed to support men and women who are returning to education.

Athletics Department

Location: L-109
Phone: (602) 787-7173
Website: www.paradisevalley.edu/athletics

PVCC Athletics competes in Region 1 of the National Junior College Athletic Association (NJCAA), and is part of the Arizona Community College Athletic Conference (ACCAC).

Intercollegiate athletics are an important part of college life, providing personal growth opportunities, entertainment and a source of pride. The success of our student-athletes both on the field and in the classroom is a priority to our coaches, faculty and staff. We strive to serve as a model amongst NJCAA and ACCAC athletic programs for excellence in academic success and athletic achievement. We empower Puma student-athletes to achieve championship performance, while graduating/transferring and preparing them for life after intercollegiate athletics with the highest priority on integrity.

PVCC sponsors intercollegiate men's and women's athletics teams in:

- Baseball
- Cross Country
- Golf
- Soccer
- Softball
- Tennis
- Track & Field

Black Mountain PVCC Campus

Location: 34250 N 60th Street, Scottsdale, AZ 85266
Phone: (602) 493-2600
Website: www.paradisevalley.edu/blackmountain

PVCC at Black Mountain is a satellite site of PVCC located on 60th Street just south of Carefree Highway in the northern part of Maricopa County. Black Mountain offers one stop registration, advisement, placement testing, tutoring, and cashiering services. Students are able to meet with academic advisors who can assist with registration and academic planning to reach their educational goals. Black Mountain offers transferable classes for students seeking AA, AS, and ABUS degrees including courses to transfer to the University. Check out our website or come see us at Black Mountain for more information!

Bookstore, Follett Higher Education Group - PVCC Puma Bookstore

Kranitz Student Center, KSC-1500
Phone: (602) 787-7120
Website: www.paradisevalleyshop.com
Website: www.efollett.com

The PVCC Puma Bookstore, operated by Follett, sells new and used textbooks, school supplies, greeting cards, gifts, sundries, college clothing, trade books and educationally priced software.

Services:

- Book buy back
- Special order books
- College clothing
- Bus passes

Bus Service - Valley Metro

Provider: Valley Metro, 101 N 1st Ave #1300, Phoenix, AZ 85003
Phone: (602) 253-5000
Website: For detailed ROUTE INFORMATION, go to routes.valleymetro.org

Bus Passes: student bus passes can be purchased at the PVCC Puma Bookstore (prices as of July 2015)
Location: KSC-1500
Phone: (602) 787-7120

1-Day Pass	$4.00
7-Day Pass	$20.00
31-Day Pass	$64.00
Semester Bus Pass	$230.00 Full-time students only

REDUCED PASSES: Available for students under 18 yrs, over 65 yrs or with Medicare

31 Day Reduced Bus Pass	$32.00
Semester Reduced Bus Pass	$115.50 Full-time students only

Business Services: Cashiers, Fiscal & Receiving

Kranitz Student Center, KSC-1100
Phone: (602) 787-7350
Website: www.paradisevalley.edu/students/cashier-services
Website: www.paradisevalley.edu/fiscal

The Business Office provides the following services:

- Accounting
- Accounts Payable
- Bookstore & Food Services Contract Coordination
- Cashier
- Disbursement offinancial ai
- Financial Planning & Reporting
- General Business Support
- Payroll
- Payroll distribution
- Procurement of goods/services
- Purchasing
- Receiving
- Receiving/Property Accounting

Career Services

Kranitz Student Center, KSC-1181
Phone: (602) 787-7073
Website: www.paradisevalley.edu/students/career-services
Email: career.services@paradisevalley.edu

Career Services assists students, alumni, and community members achieve their career objectives through a variety of pathways. Most career fields offer opportunities to gain career-related experiences through Job Shadowing, Internships, and part-time and full-time employment. The best time to start exploring options is during your first year of college. Career Services include: Resume Reviews, Cover Letters, Interviewing Skills, Networking, LinkedIn, Web-based Job Searched, Computer Based Career Exploration, Career Research, and referral to other resources. Local employers work with Career Services to provide internships and job opportunities for PVCC students.

Bus Service - Valley Metro

Provider: Valley Metro, 101 N 1st Ave #1300, Phoenix, AZ 85003
Phone: (602) 253-5000
Website: For detailed ROUTE INFORMATION, go to routes.valleymetro.org

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Center for Distance Learning

Learning Resources Complex, E-125
Phone: (602) 787-6754
Website: https://www.paradisevalley.edu/academics/distance-learning

The Center for Distance Learning supports instructional delivery alternatives and services to meet the needs of students who desire or need more flexible scheduling options. Courses are offered under the following areas:

Guided Independent Learning: GIL
Hybrid
Online Learning: https://www.paradisevalley.edu/academics/distance-learning/online-courses

Computer Commons

Learning Resources Complex, E-137
Open Lab: E-137
Classrooms: E-132-E-154
Phone: (602) 787-6760
Website: www.paradisevalley.edu/cc

Open Computer Lab Times (Spring/Fall) :

Monday–Thursday	7:30am to 9:30pm
Friday	7:30am to 5:00pm
Saturday	8am to 4pm

The Computer Commons consists of eleven classroom labs (Macintosh and PC's) surrounding the Open Lab area and one remote classroom lab. Many classes (BPC, CIS, OAS, ART, MAT, & JRN) are scheduled in the Computer Commons which offer instruction in software applications, computer programming, keyboarding, digital photography, e-commerce, web publishing, math software (Maple, My Math Lab), A+ and Microsoft Certification Training. Classes scheduled in the lab classrooms have an additional computer fee attached.

The Computer Commons' trained, knowledgeable staff members provide student support in a comfortable learning environment. The following services are available for students to complete their PVCC coursework or PVCC campus-related assignments.

Access to a Variety of Software Programs

- MS Office (Word, Excel, PowerPoint, Access, Publisher)
- Adobe Creative Suite (In-Design, Photoshop, Illustrator)
- Programming Software
- Gregg Keyboarding
- Internet Access
- Canvas Access
- Grammar Tools
- Diet Analysis
- Additional Course Specific Software Programs

PC/Windows & Dual-Boot iMac computers
B&W and Color Laser Printing (available on a pay-for-print basis)
Scanning
Practice Presentation Room (E141)-Complete a Room Reservation Form online
Numerous Tutorials/FAQ's/Tips
Check out our web site http://www.paradisevalley.edu/cc/ for additional Student Services and Commons Resources

To work in the Open Computer Lab, PVCC students must:
Present their PVCC Student ID each time they use the Open Lab (obtain PVCC ID from Computer Commons Check-In Desk)

Counseling & Personal Development

Kranitz Student Center, KSC-1220
Phone: (602) 787-6540
Website: www.paradisevalley.edu/counseling

Hours: Monday-Thursday: 8:00am–7:00pm and Friday: 8:00am–5:00pm

To make an appointment, call (602) 787-6540 or see the receptionist in KSC-177.

Counseling & Personal Development offers free, confidential counseling services for all students, as well as a variety of personal growth classes. Our mission is to support learning and health, and to help students achieve their full potential.

Counseling: To help students identify, understand, and develop skills to resolve life issues including relationships, managing stress, anxiety or depression, job concerns, educational planning, or making career decisions.

Classes: CPD classes are offered for credit on topics related to personal growth, leadership, career planning and college success; CWE classes provide job internships for college credit.

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Career Testing: To identify career related interests, personality preferences, values and skills.
Computer Resources: To access data bases including financial ai, educational planning, college majors and schools, job banks, and occupations.
Screening: For depression, anxiety, eating disorders, and alcoholism.
Referral: To link students with community health and social services.

Support Groups: To build community through the Student Peer Support Group, AWARE (Adults Who are Returning to Education) club.
Seminars: Free to students and the public including Adult Reentry Seminar Series, career panels, wellness, study skills, leadership and other topics.

The Counseling staff are both student and learning centered. We take pride in providing instruction and services in a positive atmosphere that will help students to achieve their potential.

Disability Resources and Services

Kranitz Student Center, KSC-1220
Phone: (602) 787-7171
Website: www.paradisevalley.edu/students/disability-resources

Disability Resource and Services (DRS) provides information and services to PVCC students with disabilities. In order to receive accommodations, documentation must be presented to the DRS verifying the existence of a disability and establishing a clear connection between the accommodations being requested and the effects of the disability. Disability Resources and Services strives to empower students with disabilities to discover, develop, and demonstrate their full potential in higher education.

Early College Programs

Kranitz Student Center, KSC-1200
Phone: (602) 787-7170
Website: https://www.paradisevalley.edu/students/early-college-programs

Early College Programs assists high school students with enrollment and successful completion of dual and concurrent enrollment opportunities. Programs include: Dual Enrollment, ACE Program, Puma College Connection, and Hoop of Learning Program.

Fitness Center

F Building
Phone: (602) 787-7270
Website: www.paradisevalley.edu/fitness

PVCC's Division of Health and Exercise Science Is committed to empower students to develop optimal health through a wellness lifestyle. In today's society, we have become very aware of the cost of not taking care of ourselves, not just to us personally, but also to the businesses that choose to employ us, and society in general. At PVCC we offer a full spectrum of credit wellness classes that teach students skills that can be used to optimize wellness.

Food Service: Cafeteria, Chartwells, Puma Den

Kranitz Student Center, KSC-1400
Phone: (602) 787-7141

Services: Puma Den, operated by Chartwells, offers a variety of items from hamburgers to pizza, "grab & go" to entrees. Extensive catering is also available.

Honors Program

Location: K-101 and K-102
Phone: (602) 787-7888
Website: www.paradisevalley.edu/honors

Benefits & Special Opportunities to Honors Students
Presidents' Honors Scholarship and Honors Achievement Award
Enriching, thought-provoking Honors classes and projects
Honors designation on diploma and transcript
Exclusive programs and guest speakers
Honors social functions
Student Honors Advisory Council opportunities
Leadership retreats, Fall Honors retreat
Networking and travel opportunities (including leadership retreats and Honors conferences)

Connect with ASU's Honors Alliance
Honors Achievement Award:
Students who have a cumulative GPA of 3.25 or above, based on at least 12 hours of 100 level or higher course work at any MCCCD college, can submit an application to the Honors Coordinator for an Honors Achievement Award of up to $500. In conjunction, the student must also enroll in six credit hours or more per semester including at least one three credit Honors course.

Presidents' Honors Scholarship:
Students who have graduated high school within one academic year from a NCA Accredited high school within Maricopa County can qualify for the Presidents' Honors Scholarship through placement testing and by graduating with a minimum 3.0 high school gpa. The Presidents' Honors Scholarship is equal to 15 credits of tuition plus the registration fee. It is renewable for up to four consecutive regular semesters as long as the student maintains eligibility.

Human Resources

Kranitz Student Center, KSC-2600
Phone: (602) 787-7776
Website: www.paradisevalley.edu//employees/human-resourses

The Human Resources Office provides information and services in the following areas:

- Staffing
- Employee Benefits
- Classification & Compensation
- HR/Payroll Information
- Employee Relations
- HCM Training & Support

Learning Success Center (LSC)

Location: Q117
Phone: (602) 787-7180

Hours of Operation:
Monday–Thursday: 8:00am–7:00pm
Friday*: 8:00am–5:00pm
Saturday*: 10:00am–2:00pm
**Hours vary in the summer and over breaks*

Website: https://www.paradisevalley.edu/students/learning-success-center
The LSC offers academic support to PVCC students. Programs and services include:

Student Handbook

- Free drop-in tutoring: No appointment needed, tutoring for most subjects, including math at all hours the LSC is open.
- Math Lab: Work with math tutors in math classes up to MAT122.
- The Writing Center: Available by appointment or by dropping in, tutors assist in helping students to address any stage of the writing process, including grammar, punctuation, thesis statements, sentence and paragraph development, organization, transitions, documentation, and ESL assignments.
- Academic Reading Coaching: Meet one-on-one with a reading coach to learn skills and strategies for college reading to get the most out of your textbooks.
- Academic Success Coaching: Work one-on-one with a success coach on work-life-school balance, time management, and study skills and on how to get the most out of PVCC through referrals to campus offices and resources.
- LSC Workshops: The LSC sponsors several workshops designed to help students improve their writing skills, including weekly workshops for students in ESL classes. Other workshops are designed to help students with memory and learning strategies, note-taking and study skills, and time management.
- ESL Conversation Groups: Students and community members who are learning English may participate in these tutor-led informal discussions about topics of interest for those who wish to practice English language skills. Schedules are available online and at the LSC.
- Calculator workshops: Beginning and advanced workshops for users of TI83 and TI84 calculators are available free through Canvas. Register at https://maricopa.instructure.com/enroll/8GMRCT.
- Language Lab: Rosetta Stone is available for students of English and Spanish and several other languages to practice speaking, listening, reading, and writing.
- Learning Resources: Resources for use in the LSC include science models, textbooks, laptops, calculators, Semester-at-a-Glance calendars, and handouts. The LSC also has rooms available to reserve for group study.

Buxton Library

Learning Resources Complex, E-102
Phone: (602) 787-7200 Circulation
Phone: (602) 787-7215 Reference/Information
Website: www.paradisevalley.edu/library

Student ID = Library Resources Access & Checkout

Don't forget your Student ID card!

The ability to locate and evaluate relevant Information Is a skill that promotes your education and career goals both at PVCC and throughout life. The Buxton Library features numerous learning spaces and resources from Individual and group study rooms to College and Career Information assisting with resume writing or taking entrance exams. In addition, our skilled librarians and staff readily assist students and we feature a 24/7 Ask A Librarian service to support students at their point of need. While supporting curriculum endeavors, we also encourage reading for enjoyment which includes top fiction, non-fiction and magazines. Grab your ID card and check out our various collections while enjoying our extensive Native American art collection.

Services:
- Instruction
- Research Assistance (including 24/7 online)
- Library Guides & Exercises
- Interlibrary Loan
- Reserves Collections Including Textbooks
- Electronic Resources
- Copy Machines/Scanning
- Individual/Group Study Rooms

Library Hours: Monday–Thursday 7:00am–7:00pm
Friday 7:00am–2:00pm
Saturday 10:00am–2:00pm
Hours Vary in the summer and Between Semesters.

Math Center

Q Building, Q-211
Phone: (602) 787-7740
Website: www.paradisevalley.edu/mathassessment/

Math Center Hours of Operation:

Monday–Thursday: 8:00am–5:00pm
Friday*: 8:00am–2:00pm, Saturday: *Closed
*hours may vary in the summer
*For Math Testing Center and Math Tutoring hours, please visit www.paradisevalley.edu/mathassessment/

The purpose of the Mathematics Assessment Center is to help students through the assessment of existing skills and knowledge to identify and achieve personal, academic, and career goals.

Drop-In Tutoring (math courses): Math tutors available during all open hours—no appointment needed.

Puma Power-Up

Kranitz Student Center, KSC 1208
Student Development Office
Phone: (602) 787-7000
Website: www.paradisevalley.edu/students/advisement/puma-power

All students new to PVCC are required to attend two programs designed to help support your transition to PVCC. New students are required to attend a Puma Power Up Advising Session and New Student Orientation. Puma Power Up Advising Sessions help new students prepare for their first semester at PVCC.

At the New Student Orientation you will have an opportunity to meet your advisor, faculty members, take a campus tour, get your Student ID and learn more about what it takes to be a successful.

Public Safety

Kranitz Student Center, KSC-1240
Phone: (602) 787-7900 for Information & Security Escorts
Phone: (480) 784-0911 (40911 on campus)
Website: www.paradisevalley.edu/public-safety/

This office is responsible for the safety and security of all persons and property on campus. In compliance with Crime Awareness and Campus Security Act of 1990, the report for campus crime and security policies is located at http://www.paradisevalley.edu/public-safety/safety-poicies-and-annual-crime-statistics

Services:	Accident/Theft Reports	Lost and Found
	Deliver Emergency Messages	Vehicle Assistance
	Emergency Assistance	Safety Escort
	First Aid	

PVCC at Black Mountain is a satellite site of PVCC located on 60th Street just south of Carefree Highway in the northern part of Maricopa County. Registration, Advisement, Placement testing, Cashier, and Tutoring services area all offered on site.

Check out our website or come see us at Black Mountain for more information!

Student CARE & Conduct Office

Location: KSC-1211
Phone: (602) 787-7076
Website: www.paradisevalley.edu/students/care-and-conduct

Students may be referred to Student CARE and Conduct when professors, staff, or students are concerned about the

success of a student (i.e. financial, personal, or academic) or to recommend for professional growth and development (i.e. Student Leadership, Honors, Scholarships, etc.)

Students may also be referred to Student Care and Conduct if a student's behavior in and out of the classroom or community violates the Student Code of Conduct or other college policy or regulation. We recognize that the learning takes place outside of the classroom so the conversations that we have with students are intended to be informative, educational, developmental, and utilize critical thinking. MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

To learn more about Students Rights and Responsibilities visit: https://district.maricopa.eedu/regulations/admin-regs/section-2/2-5

Student Financial Assistance

Kranitz Student Center, Welcome Center, KSC-1100

Phone: 1-(855)-622-2332
Website: www.paradisevalley.edu/students/financial-aid
Email: dl-pvc- finaid@pa adisevalley.edu

The Financial Aid Office at Paradise Valley Community College provides financial aid to eligible students to help pay for their educational expenses including tuition, program and course fees, books, and living expenses. The Financial Aid Office provides information and guidance to students and families on understanding what aid is available, how to apply, and how to successfully remain eligible for aid throughout your educational career. Educational funding is provided through Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Arizona Leveraging Educational Assistance Partnership (AzLEAP) Grants, William D. Ford Federal Direct Student Loans, Federal Work-Study Employment opportunities and Scholarships. The first critical step in the aid process is to complete the Free Application for Federal Student Aid (FAFSA). This application is required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and Summer Sessions. The priority deadline is July 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and April 1 prior to the start of summer in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester. Please check our website and your individual “My.Maricopa.edu” often for new information and opportunities.

Student Life & Leadership

Kranitz Student Center, KSC-1303
Phone: (602) 787-7240
Website: www.paradisevalley.edu/student-life

The Student Life & Leadership offers students the opportunity to become involved in campus and community life.
Services and Programs:

- Campus activities and events
- Student Clubs and Organizations
- Puma Pantry
- Leadership Development Training
- Service Learning Opportunities
- Civic Engagement
- Student Leadership Council
- Workshops and Speakers
- Game Room

Student Recruitment Office

Kranitz Student Center, KSC-1230
Phone: (602) 787-7444
Website: www.paradisevalley.edu/students/student-recruitment
Email: pvcrecruitment@paradisevalley.edu

Student Handbook

The Student Recruitment Office provides personal assistance to prospective, new and returning to college students as they explore and then start the enrollment process. In addition, recruiters work with high schools, local businesses, community groups and government agencies to increase access to Paradise Valley Community College. Recruiters regularly schedules high school visits, campus tours and conduct outreach events through the year. The Recruitment Office also coordinates the PVCC Puma Scholarship and houses the campus switchboard.

Technology Helpdesk

Location: Computer Commons, E Bldg
Phone: (602) 787-7780
Website: www.paradisevalley.edu/employees/technology-helpdesk
Email: helpdesk@paradisevalley.edu
Hours: Monday-Friday, 7:00am - 7:00pm

The Technology Helpdesk is your one stop for all technology needs. The Helpdesk is the liaison to technical and functional departments to assist students, faculty and staff in resolving technical issues. The Helpdesk supports all students, faculty and staff technical issues with items such as classroom technical problems, password resets, pay for print, software and hardware checkout, email, printer, computer, Canvas, SIS, and HRMS issues. Feel free to give a tech a call if you want PVCC email setup on your cell phone or tablet (iPad, Android, Windows), or have an issue with WiFi.

Testing Services

Kranitz Student Center, KSC-2400
Phone: (602) 787-7050
Website: www.paradisevalley.edu/students/testing-services

The purpose of the Assessment Center is to help students through the assessment of existing skills and knowledge to identify and achieve personal, academic, and career goals. Additional information and links to sample questions are available online.

Services:
- Placement assessment
- Instructional testing
- Special test administrations
- College-Level Examination Program (CLEP)
- English as a Second Language (ESL) assessment
- HESI A2 Nursing Entrance Test

Veterans Services

Location: K-108
Phone: (602) 787-7045
Website: www.paradisevalley.edu/students/veterans-services
email: veterans@paradisevalley.edu

Paradise Valley Community College is proud to serve our military service members, veterans, and their families. The PVCC Veteran Services Center acts as a liaison between the college and the Department of Veteran Affair, and connects students with resources to enable their academic success.

The Veterans Services staff assists service members, veterans, and their families with admissions, enrollment, financial assistance, academic advising, and establishing and using Veterans Education programs such as:

- The Post 9/11 GI Bill®
- Fry Scholarship
- The Montgomery GI Bill®
- Survivors and Dependents Education Assistance Program
- Vocational Rehabilitation for Disabled Veterans
- Montgomery GI Bill® for the Selective Reserve

- Department of Defense Tuition Assistance

Paradise Valley Community College has been designated by the Arizona Department of Veterans Services as a Veteran Supportive Campus

All veterans expecting to utilize their VA education benefits should contact the Veteran Services Office as early as possible to apply for benefits and ensure their certification documentation is complete and accurate. Please visit our website for further information.

Welcome Center

Kranitz Student Center, KSC-1100
Hours: Fall/Spring: Mon - Thur: 8:00am -5:00pm, Friday: 8:00am - 3:00pm
Summer Hours (Mid-May through July): Monday–Thursday 8:00am–6:00pm/Closed Friday

The PVCC Welcome Center is committed to providing students with success from day one. The Welcome Center offers a host of comprehensive services, information, and referrals that enable students to take advantage of the excellent campus resources that support enrollment, academic advising, financial aid, career services, testing and placement, student life, student development, disability resources, veterans services, and more. If you have questions about Paradise Valley Community College, the Welcome Center is the best place to start. Our friendly and knowledgeable staff is here to make sure your experience at the PVCC campus is the best it can be.

PVCC Faculty

Anderson, Versha J. — **Communication**
B.A. University of Rhode Island
M.A. Colorado State University
Ph.D. Arizona State University

Anonsen, Lori — **Food & Nutrition**
B.S. Arizona State University
M.S. Arizona State University

Arps, Kevin — **Psychology**
B.A. Trinity U. of San Antonio (Psychology)
B.A. Trinity U. of San Antonio (Sociology)
M.S. Arizona State University

Auten, Marianne — **Counseling & Personal Development**
A.A. Yavapai College
B.S. Northern Arizona University
M.C. Arizona State University
Ed.D. Walden University

Bains, Satinder — **Chemistry**
B.S. University of Bombay
M.S University of Bombay
M.S. Southern Illinois University
Ph.D. University of Tennessee

Barney, Tina — **Nursing**
B.A. Grand Canyon University
M.S.N. Grand Canyon University

Beeler, Sheila R. — **Reading**
B.S. Northern Arizona University
M.Ed. Northern Arizona University

Berry, Adam — **Psychology**
MS Southern CA University — **One year only**

Bielick, Michelle D. — **Reading**
B.A. Columbia College
M.A. Saint Xavier University

Birkmann, Harry — **Geology**
Diploma, Friedrich Alexander University
M.S Arizona State University
Ph.D. Arizona State University

Bjork, Stephanie — **Anthropology**
B.A. Marquette University
M.S. University of Wisconsin-Milwaukee
Ph.D. University of Wisconsin-Milwaukee

Booth, Dexter — **English**
BFA Virginia Commonwealth University Richmond
MFA Arizona State University
PhD University of Southern Cal. Los Angeles

Botos, Marianne — **English, English Humanities & Creative Writing**
B.A. Arizona State University
M.F.A. Arizona State University

Bradley, David L. — **Art**
B.F.A. Louisiana Technical University
M.F.A. University of North Texas

Brandenburg, Victoria — **English**
A.A. Glendale Community College
B.A. Arizona State University
M.A. Northern Arizona University

Browning, Darra — **Biology**
B.S. University of Arizona
B.S. University of Arizona
D.V.M. Colorado State University

Bruhn, Jessica — **Nursing**
BSN Northern Arizona University
MSN Grand Canyon University

Burton, Kelly Fitzsimmons — **Philosophy**
B.A. Arizona State University
B.A. Arizona State University
M.A. Arizona State University
Ph.D Faulkner University

Carter, Michelle — **Business/Personal Computers**
B.S. University of Arizona
M.A.Ed. University of Phoenix

Chapman, Diane — **Counseling**
B.S. University of Iowa
M.A. University of Iowa
Ed.D. Walden University

Chavez, John — **Library**
B.A. University of Texas at El Paso

Childs, Kara — **Mathematics**
BS Utah State University
MEd Utah State University

Christiano, Angela — **Mathematics**
B.Ed. Arizona State University
M.Ed. Northern Arizona University

Clark, Lynn — **Accounting**
B.B.A. Adelphi University
M.S. Grand Canyon University

Colunga, Christie D. — **Early Childhood Education, Child & Family Studies**
B.A. Colorado Women's College
M.Ed. Arizona State University

Corbet, Jaimee B. — **Biology**
B.S. Northern Arizona University
M.S. United States Sports Academy

Cornell, Paul — **Mathematics**
B.A. Arizona State University
M.A. Arizona State University

Craig, Tony — **Mathematics**
B.A. Arizona State University
M.A.Ed. Ottawa University

Crossman, Paula — **Library**
B.A. Dalhousie University
M.L.I.S. Dalhousie University

Dash, Kishore — **International Political Economy**
B.A. Utkal University
M.A. University of Delhi
Ph.D. University of Hawaii at Manoa

Dean, Kim — **Mathematics**
B.A. St. Joseph's College
M.Ed. Northern Arizona University
M. A. Northern Arizona University

PVCC Faculty

DeFalco, Nicholas F. — **Nursing**
B.S.N. Grand Canyon University
M.S.N. University of Phoenix

Diefert, Cynthia — **Reading**
B.S. Texas Tech University
M.Ed. Grand Canyon University

Donahue, Daniel — **Emergency Medical Technology**
A.A.S. Phoenix College (Fire Science)
A.A.S. Phoenix College (Adv. Paramedicine)
B.S. Grand Canyon University
M.S. Grand Canyon University

Dotterer, Robert — **Paramedicine**
B.S.Ed. Northern Arizona University
M.Ed. University of Arizona

Douglass, John — **Geography**
B.S. Northern Arizona University
M.A. Northern Arizona University
Ph.D. Arizona State University

Durandet, Casey — **Physics**
B.S. University of Wisconsin - Madison
M.S. University of Wisconsin - Madison
Ph.D. University of Wisconsin – Madison

Dwork, David — **Mathematics**
B.S. University of California - Los Angeles
M.A. Arizona State University

Fernandez, Jacqueline — **Mathematics**
B.S. California Institute of Technology
M.A. University of California – Santa Barbara

Freeman, Christine — **Mathematics**
B.S. University of Arizona
M.Ed. Northern Arizona University

Ghosh, Vaswati — **History**
B.A. St. Xavier's College - Bombay, India
M.A. University of Bombay, India
Ph.D. University of London - United Kingdom

Goodwin, Jocelyn — **Nursing**
B.S.N. Wayne State University
M.S.N. Eastern Michigan University

Gorman, Jennifer — **Nursing**

Hamm, D. Michael — **Mathematics**
B.A. University of Texas at Arlington
M.A. University of Texas at Arlington
Ph.D. University of North Texas

Hayashi, Jon — **Biology**
B.A. Ripon College
Ph.D. University of North Carolina – Chapel Hill

Henderson, Jennifer — **Mathematics**
B.A. Arizona State University
M.Ed. Northern Arizona University

Heuser, Dale — **Health & Exercise Science**
B.S. University of Missouri - Rolla
M.Ed. Northern Arizona University
M.S. California University of Pennsylvania

Hill, Kurt — **Geography**
B.S. Brigham Young University
M.S. Brigham Young University

Hoyt, Jeffrey — **Microbiology**
B.S. University of Wyoming
Ph.D. University of Nevada

Johnston, Tomi — **Art History**
B.A. Arizona State University
MA Arizona State University

Kang, Li — **Library & Information Science**
MA Shanxi Teachers' Normal University - China
MLIS University of South Florida

Kellgren, Gary — **Mathematics**
B.S. Allegheny College
M.S. Southern Illinois University at Carbondale

Kelly, Keith — **Music**
B.M. Univ. of the Pacific - Conservatory of Music
M.M. Arizona State University
D.M.A. Arizona State University

Kirk, Meggin — **Education**
M. A. Western Washington University
B.A. Arizona State University

Koglin, Tyler — **Mathematics**
BS George Fox University
MS Northern Arizona University

Kremer, Ilse Yvonne — **Biology**
B.S. Arizona State University
M.A. University of Phoenix
M.S. University of Nebraska, Kearny

Lace, Jeff — **Biology**
A.A. Highland Community College
B.S. Benedictine College
M.S. Arizona State University
M.P.T. Northern Arizona University

Lamanna, Anthony — **Biology**
B.S. Excelsior College, New York
M.S. University of Bridgeport
D.C. Life University School of Chiropractic

Lange, Samantha — **Library**
BFA Sonoma State University
BA Sonoma State University
MsED California State University, East Bay
MLIS San Jose State University

Lauffer, Raji — **Computer Information Systems**
B.E. Bharathiar University
Ph.D. Arizona State University

Lazzara, Julie — **Computer Science Psychology**
B.A. Arizona State University
M.C. Arizona State University

PVCC Faculty

Loop, James — **Computer Information Systems**
B.S. Western International University
M.Ed. Grand Canyon University

Macias, Leonard M — **English**
B.A. Arizona State University
M.A. Arizona State University

Macias-Murrieta, Andrea E. — **Counseling & Personal Development**
B.A. Arizona State University
M.C. Arizona State University

Marion, Michele — **Sociology**
A.A. Allan Hancock College
B.A. Chapman University
M.A. Chapman University
M.A. Vermont College
Ed.D. North Central University

Martin, Doug — **Nursing**
B.S.N. Grand Canyon University
M.S.N. University of Phoenix
C.N.E. National League of Nursing

Massey, Scott T. — **Chemistry**
BS Northern Arizona University
Ph.D. Stanford University

McCanless, Robert — **Business**
B.S. Arizona State University
M.S. Arizona State University

McClelland, Lynn — **English & English Humanities**
B.A. Arizona State University
M.A. Arizona State University

Mendoza, Catherine G. — **Counseling & Personal Development**
B.A. Fort Lewis College
M.C. Arizona State University
Ed.D. Walden University

Mitchell, Michael B. — **English & English Humanities**
B.A. Dallas Baptist University
M.A. University of Texas at Arlington

Montgomery, Tricia — **Nutrition Science & Dietetics**
B.S. University of Arizona
M.Ed. Northern Arizona University

Neujoy, Jennifer — **Astronomy**
B.S. Sweet Briar College
M.S. University of California - Davis

Nicoloff, Stephen J. — **Mathematics**
A.A. State Univ. of New York at Alfred
B.A. State University College at Geneseo
M.Ed. Northern Arizona University
Ed.D. Arizona State University

Noschka, Michael J. — **English**
B.A. North Carolina State University
M.A. North Carolina State University
Ph.D. Arizona State University

Olander, Julie K. — **Chemistry**
B.S. University of Arizona
M.S. Northern Arizona University

Osback, Pamela — **English**
A.A. York College
B.A. Texas Technical University
M.Ed. University of Phoenix

Palis, Leila — **ESL, English**
B.A. Western Washington University
M.A. Central Washington University (TESL/TEFL)
PhD Grand Canyon University

Pecora, Adria — **Art**
B.S. Skidmore College
M.F.A. Art Institute of Chicago

Peevey, Andy — **ESL, English & Spanish**
A.A. Eastern Arizona College
B.A. Northern Arizona University (Spanish)
M.A. Northern Arizona University (TESOL)

Pegram, David — **English**
B.A. California State University--Long Beach
M.F.A. Wichita State University
Ph.D. Arizona State University

Petty, Sean D. — **Computer Information Systems**
A.S. Community College of the Air Force
A.A. University of Maryland
B.S. University of Maryland
M.S. Capella University

Pierceall, Reese — **Communication**
B.A. Eastern Illinois University
M.A. Ball State University

Podwika, Janice — **Nursing**
B.S.N. Aurora University
M.S. Rush University

Polliard, Stephanie — **English**
B.A.. Grand Canyon University
M.Ed. Grand Canyon University
Ed.D. Northern Arizona University

Powell, Doss F., Jr. — **Anthropology**
B.A. The University of Georgia
M.A. University of Nevada at Las Vegas
Ph.D. University of Nevada at Las Vegas

Preston-Ortiz, Dina — **Business, Marketing & Management**
B.A. Arizona State University
M.B.A. University of Phoenix
D.B.A. University of Phoenix

Raciak, Kate — **Nursing**
B.S.N. Arizona State University

Ramirez, Felicia — **Communication**
A.A. Glendale Community College
B.A. Arizona State University West
M.A. Arizona State University West
Ed.D Capella University

PVCC Faculty

Rannik, Stacey — **English & English Humanities**
B.S. Mississippi State University
M.A. Arizona State University

Reed, Brett — **Music**
B.A. University of New Mexico
M.A. University of California - San Diego
D.M.A. University of California - San Diego

Robertson, Andrea — **Theatre**
B.A. Western Illinois University
M.F.A. Western Illinois University

Rubí, David — **Spanish & Humanities**
A.A. Phoenix College
B.A. Arizona State University
M.A. Stanford University
Ph.D. Arizona State University

Rubin, James — **Counseling & Personal Development**
B.A. University of Wisconsin, Madison
M.C. Arizona State University
Ph.D. Union Institute

Rusu, Abigail — **Business/Personal Computers**
B.S. Arizona State University
M.Ed. Grand Canyon University

Sada, Caron — **Psychology**
B.S. Arizona State University
M.B.A. University of Phoenix
Ph.D. Walden University

Sanchez, David — **Fire Science**
BS Charter Oak State College

Schmidt, Thomas — **Psychology**
B.S. University of Iowa
M.Ed. Boston University
Ph.D. University of Connecticut

Scinto, Christopher M. — **Music**
B.M. Arizona State University
M.M. Bowling Green State University
D.M.A. Arizona State University

Smith, David L. — **Computer Info. Systems**
BAE Arizona State University
MS Western International Universite

Smith, Stacy — **General Business**
AA Rio Salado College
B.A. Arizona State University
M.A. Northern Arizona University
J.D. Seattle University School of Law

Southerly, Kaitlin — **English**
BA University of San Diego
MA Arizona State University
PhD Arizona State University

Stearns, Linda — **Chemistry**
BSE Arizona State University
PhD Arizona State University

Stigsson, Ana M — **Early Childhood Education & Child/Family Studies**
A.A. Glendale Community College
B.A. Arizona State University West
M.A. University of Phoenix

Stone, Ryan — **Creative Writing**
B.A. University of Central Missouri
M.F.A. University of Missouri

Storslee, Jon — **Computer Information Systems**
B.S. St. Louis University
M.B.A. University of Phoenix
Ph.D. Arizona State University

Sunder, Paul — **Fire Science**
A.A.S. Phoenix College

Taussig, Kevin — **Emergency Medical Technology**
A.G.S. Mesa Community College — **Paramedicine**
A.G.S. Rio Salado Community College
B.A Northern Arizona University.

Thiel, Peter — **Economics**
B.S. United States International University
M.S. Florida International University
D.A. Illinois State University

Thielen, Walt — **Communication**
B.A. University of Northern Iowa
M.A. University of Iowa
Ed.D. Nova Southeastern University

Thomas, Tatjana — **Biology**

Valle, Sonia — **Dance**
B.A. San Diego State University (Int'l Business)
B.A. San Diego State University (Dance)
M.F.A. Arizona State University

Voeller, Tatum — **Health P.E Recreation**
B.S Arizona State University
M.S. A.T. Still University

Walker, Kathleen — **Psychology**
B.S. Ohio University
M.Ed. Northern Arizona University (Psychology)
M.Ed. Northern Arizona University (Educ. Leadership)

Williams, Michelle — **Administration of Justice**
B.S. Northern Arizona University
M.F.S. National University

Zaro, Gary — **Humanities & Theatre**
B.A. San Jose State University
M.A. San Jose State University
M.A. Arizona State University

PVCC Management

Amparo, Frank — **Associate Dean of Student Affairs/Registrar**
A.A. Mesa Community College
B.A Arizona State University
M.Ed. Northern Arizona University

Bakunowski, Sheri — **Instructional Svcs Coord. Sr**
A.G.S. Paradise Valley Community College
B.S. Northern Arizona University

Chandler, Norma — **Manager, Student CARE & Conduct**
A.A.S. Paradise Valley Community College
B.S.
M.B.A. Arizona State University
Ed.D. Walden University

Cernetic, Jeanette — **Fiscal Director**
B.A/BS University of Arizona
M.ADM Northern Arizona University

Dale, Paul — **President**
B.S. Iowa State University
M.S. University Wisconsin-Whitewater
Ed.D. Northern Arizona University

Dominguez, Tereza — **Instructional Service Coordinator**
B.A. University of Arizona
M.Ed. Northern Arizona University

Early, Mary — **Student Services Manager, Learning Support Center**
B.A. Arizona State University
M.A. Arizona State University
Ph.D. Arizona State University

Fraulino, Sam — **Software Developer Sr. and Web/Database Applications**
A.G.S. Paradise Valley Community College
B.A. Northern Arizona University

Fresques, Audrey Delfina — **Student Services Manager, Early College Programs**
B.S. Northern Arizona University
M.A. Northern Arizona University
Ed.D. Arizona State University

Gonzalez, Herman — **Vice President, Administrative Services**
B.S. Arizona State University
M.Ed. Northern Arizona University

Ho, Mike — **Student Services Manager, Student Life & Leadership**
B.A. Holy Names University
M.Ed. Western Washington University

Hoang, Nguyen ("Huu") — **Fiscal Director**
B.A. Arizona State University
M.B.A. University of Phoenix
Ed.D. University of Phoenix

Hundley, Christina — **Athletics Director**
B.A. Arizona State University
M.Ed. University of Phoenix

Johnson, Kathaerine — **Director, Financial Aid & Veterans Services**
B.A. Arizona State University
M.Ed. Northern Arizona University

Jones, John — **Coordinator, Science Labs**

Kelley, Nathan — **Student Services Mgr., Veteran Services**
AA Estrella Mountain Community College
AS Estrella Mountain Community College
BS Arizona State University

Layshock, Donna — **Manager, Fitness & Wellness**
B.A.E. Arizona State University
M.A.E. Arizona State University
M.A.C.I.S. University of Phoenix

Leshinskie, Eric — **Vice President Academic Affairs**
B.A. University of Richmond
M.Ed. Arizona State University
Ed.D. Arizona State University

Lindseth, Lori — **Human Resources Director**
B.A. Western Washington University
M.A. Briar Cliff Uni ersity

Miller, Carolyn — **Teaching & Learning Director**
A.A. Estrella Mountain Community College
B.A Arizona State University
M.Ed. Northern Arizona University
Ed.D. University of Phoenix

Miller, Tina — **Marketing & Public Relations Manager**
B.J. University of Missouri-Columbia
M.B.A University of Phoenix

Mondragon, Loretta — **Associate Dean of Academic Affairs**
A.A.S. Gateway Community College
B.A. Ottawa University
M.Ed. Northern Arizona University

Nieuwsma, Christianne — **Interim Dean CTE**
B.S. Mathematics, Wake Forest University
M.S. University of Illinois - Urbana Campaign

Padelford, Sarah — **Coordinator, Enrollment Services**
B.S. Northern Arizona University
M.A. Arizona State University
M.A. Ottawa University

Polliard, Stephanie — **Interim Dean, Student Success & Retention**
B.A.. Grand Canyon University
M.Ed. Grand Canyon University
Ed.D. Northern Arizona University

Quintero, Ivette — **Manager, College Recruitment**
A.A. Phoenix College Arizona
B.S. State University Northern
M.E.d Arizona University

Schwartz, Jana — **Vice President for Student Affairs**
B.A. Central College
M.A. University of Iowa
Ph.D. University of Northern Colorado

Shadburne, Michaelle — **Training and Development Consultant**

B.A. DePaul University
M.Ed. Northern Arizona University

Shamoon, Naiema — **Student Service Supervisor, Academic Advisement**

B.A Arizona State University
M.A. Northern Arizona University

Snelling, John — **Assoc. Dean, Research & Planning | Institutional Effectiveness**

B.S. Northern Arizona University
M.S. California University, East Bay

Stevens, Heather — **Planning & Research Analyst Sr.**

A.A. Mesa Community College
B.A. Arizona State University
M.Ed. Northern Arizona University

Stein, Brenna — **Program Manager, Black Mtn.**

B.S University of Arizona
M.B.A. Frostburg State University

Varner, Marcus — **Software Developer Sr.**

A.A.S Paradise Valley Community College
B.A.S. Northern Arizona University

Weidner, Corey — **Assoc. Vice President of IT**

A.A.S Paradise Valley Community College
A.G.S. Paradise Valley Community College
B.S. Arizona State University
M.S. Arizona State University

Wright, Jessi — **Director of Development, Alumni & Community Relations**

B.A. The University of Texas at Austin
M.S. St. Edward's University

Academic Advisor: A paraprofessional, or designated individual who has been formally trained to assist students with academic information that will enable them to enroll in the proper classes which will provide them with a reasonable degree of success.

Add/Drop period: A period of time before classes begin when schedule changes are made **without** charge. A penalty may be charged for changes made **after** the start of classes.

AGEC: A 35 semester credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credits.

Assessment: Also known as placement or Assessment of Skills for Successful Entry and Transfer (ASSET) testing. Assessment is a way of evaluating students' present skills in English, reading and math so students may choose courses that match their skills. Assessment is based on scores on the ASSET course placement test. Scores are used as a guide for proper course placement, which leads to greater success.

Associate Degree: Degree awarded by the community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60-64 semester credits. May be an Associate of Arts (AA) or Transfer Partnership Associate of Arts (AA), designed primarily for transfer to complete a baccalaureate degree; an Associate of Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate of General Studies (AGS), designed to fulfill students' goals of higher education. See the degree portion of this catalog for further information.

Associate Transfer Partnership Degree (ATP): The Associate Transfer Partnership Degree (ATP) is designed for students transferring to public and private colleges and universities. This AA degree is specifically developed for students who have an identified major and have selected the baccalaureate degree granting institution to which they intend to transfer.

Audit: When a student pays to attend class but does not want to receive credit. See Schedule of Classes for information on fees for auditing a course.

Baccalaureate or Bachelor's Degree: A degree awarded by a four-year college or university, often referred to as a B.A. or B.S. degree. Distance Learning program for students who de-sire or need more flexible scheduling options.

Commencement: Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

Continuous Enrollment: The process of registering for and completing courses during consecutive semesters, which may include summer sessions. Determines catalog year for graduation.

Corequisite: Specified conditions, requirements, or courses that must be completed at the same time as another course.

Counselor: A services faculty who has both a teaching and counseling role. Counselors are professionally trained faculty who help students with educational, career, or personal concerns.

Course: A specific subject studied within a limited period of time taught by a faculty member. Also called course offering or class.

Course Fee: A charge for services, supplies, and/or materials for a course, in addition to tuition and registration fees for the course.

Course Number: A three-digit number that identifies a specific course, i.e. the 101 in ENG 101, Freshman English.

Course Title: The name of a specific course, i.e. College Algebra.

Credit Hour: The numerical unit earned for the completion of a specific course. For example, 3 credit hours may be earned for successful completion of PSY101. Also referred to as semester hour or unit.

Curriculum: A planned sequence of courses aimed at an academic or occupational goal; also referred to as a program of study.

Division: A group of faculty who teach classes in related subjects such as accounting, management, and word processing in the Business & Information Technology division.

Electives: Non-required courses that students may select to complete their program of study.

Faculty: Instructors who meet specific qualifications to teach courses.

Final Exams: Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the schedule of classes.

Glossary of Terms

Fiscal Office: Also known as the Cashier's Office. Students may pay tuition and fees, course fees and other encumbrances owed the college at the Fiscal Office.

Grade Points: The numerical value of a grade multiplied by the credit hours for a course. (A = 4 pts.; B = 3 pts.; C = 2 pts.; D = 1 pt.). For example: If a student earns an A in ENG 101, (3 credit hours), then the student earns 12 points. A = 4 points x 3 (credit hours) = 12 points.

Grade Point Average: Determined by dividing the total number of grade points earned by the total number of semester hours earned. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA.

Hybrid: Hybrid blends face-to-face (in person) instruction in a classroom with online learning. It is convenient for you and your schedule because you spend approximately half the time in a regularly scheduled class with your instructor and the rest of the time online. It is designed for highly motivated, self-disciplined, technology-literate students. It requires reliable web and e-mail access for communication and assignments outside of the classroom.

Load: When referring to a student's "academic load" = the total number of credit hours taken in one semester.

Lower Division: Normally freshman and sophomore level courses offered by a college. Community colleges offer only lower division courses while four-year institutions offer both lower and upper division (junior and senior) courses.

Major: An area of concentrated study often for a specific degree such as Journalism or Engineering.

Official Absence: Absence approved by Dean of Learning for official participation in a college activity.

Online (www2.pvc.maricopa.edu/online): Distance Learning courses administered via the Internet. Students must have access to a computer with an Internet connection either at home or the office. Students must enroll in and start by the enrollment deadline (enrollment is limited).

Pass/No Credit: An option for class registration in which students choose to receive a grade of Pass or No Credit in lieu of a letter grade (A,B,C,D,F). Students can earn credits toward graduation by passing these courses but the grades will not count in their GPA. It is best to check with an advisor to make sure that a grade of "Pass" will transfer to another college or university. "No Credit" will not transfer.

Period: One period is equivalent to 50 minutes per week.

Placement Test: See Assessment.

Prerequisite: Specified conditions or classes which must be completed prior to enrolling in certain classes. For example, ENG 102 has a prerequisite of ENG 101.

Probation: A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Registration: Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.

Required Course: A course that is needed to meet certain goals or to complete a certain curriculum. For example, AJS 103 is a required course in the Administration of Justice curriculum.

Scholastic Suspension: Not being allowed to enroll in the college for one semester. This is caused by not maintaining the minimum required GPA for two consecutive semesters.

Class Number: A four-digit number used to identify each class of each subject offered. Each class has a different section number such as MAT 122, section 2123 and MAT 122, section 2124.

Subject Code : The three-letter abbreviation used to identify a particular subject such as MAT for mathematics or SOC for sociology. It appears before the course number.

Syllabus: One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor's grading system, attendance policies, and testing and assignment dates.

Transcript: An official record of a student's college coursework that is maintained by the college registrar. Courses taken, grades, credits, GPA, and graduation information are included on a transcript.

Transfer Credit: Course credit that is accepted by another college.

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Tuition and Fees: The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community Colleges Governing Board.

Withdrawal: Officially withdrawing from any or all courses during a semester. Students withdrawing from one or more courses must notify the Admissions, Records and Registration Office in writing and request that they be officially withdrawn. Refunds are based on the refund schedule/policy set forth in the catalog.



Kranitz Student Center | South Patio

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- AA FA: Associate in Fine Arts - Art Degree
- AA FA: Associate in Fine Arts - Dance Degree
- AA FA: Associate in Fine Arts - Theatre Degree
- AAS: Associate in Applied Science - General Education Requirements
- ABus GR: Associate in Business - General Requirements
- ABus SR: Associate in Business - Special Requirements
- AGEC : Arizona General Education Curriculum
- AGEC-A, AGEC-B, AGEC-S
- AGS: Associate in General Studies

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- AAS: Accounting, Specialized Professional
- AAS: Administration of Justice
- AAS: Administrative Specialist
- AAS: Adv. Emergency Medical Technology (Paramedic)
- AAS: Audio Production Technologies
- AAS: Computer Information Technology
- AAS: Dietetic Technology
- AAS: Early Childhood Education
- AAS: Emergency Response and Operations
- AAS: Exercise Science & Personal Training
- AAS: Fire Service Professional
- AAS: General Business: Specialized
- AAS: Healthcare Technology Systems
- AAS: Integrated Public Health
- AAS: Management
- AAS: Marketing & Sales
- AAS: Microsoft Networking Technology
- AAS: Music Business
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- CCL: Audio Production Technologies
- CCL: Child Development Associate (CDA) Preparation
- CCL: Computer Information Systems
- CCL: Computer Information Technology
- CCL: Computer Networking Technology
- CCL: Computer Systems Maintenance

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CCL: Driver Operator
CCL: Early Childhood Education
CCL: Emergency Management
CCL: Emergency Medical Technology
CCL: Entrepreneurial Studies Level I
CCL: Firefighter Operations
CCL: Fire Investigation
CCL: Fire Officer Leadership
CCL: Fire Science
CCL: Fire Service Professional
CCL: Firefighter Operations
CCL: General Business
CCL: Healthcare Technology Systems
CCL: Integrated Public Health
CCL: International Business
CCL: Journalism & New Media Studies
CCL: Linux Professional
CCL: Management
CCL: Marketing
CCL: Microsoft Desktop Support Technology
CCL: Microsoft Office Specialist
CCL: Microsoft Technical Specialist
CCL: Middle Management
CCL: Music Business
CCL: Nurse Assisting
CCL: Organizational Leadership
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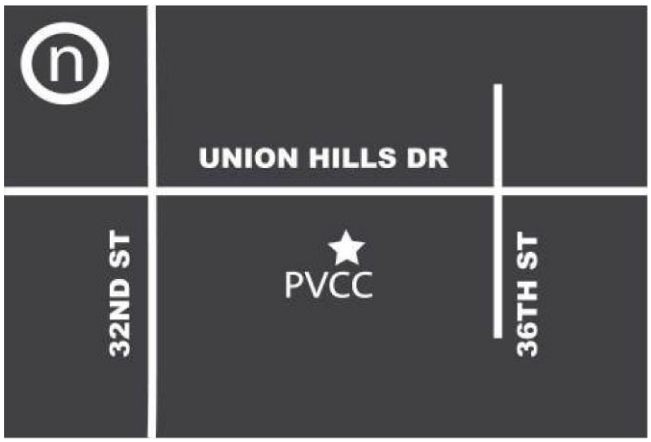
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pvcc offers two locations, close to home.

Union Hills

18401 N. 32nd Street
Phoenix, AZ 85032

Our full-service campus offers a comprehensive college experience including athletics, personal fitness facilities and the Center for Performing Arts in the heart of the Northeast Valley. The college is located at 32nd Street and Union Hills Drive, just west of SR-51.



Black Mountain

34250 N. 60th Street,
Building A
Scottsdale, AZ 85266

Our newest facility features six classrooms and access to technology in the Northeast Valley. PVCC Black mountain is located on 60th Street, just south of Carefree Highway, and provides access to higher education, close to home.



Paradise Valley Community College Campus Directory

A ADMINISTRATION BUILDING
- Conference Room: A122
- Deans' Offices
- Development & Community Relations
- Information Technology Services
- President's Office
- Vice Presidents' Offices

C PHYSICAL PLANT
- Deliveries

CPA CENTER FOR THE PERFORMING ARTS
- Classrooms: CPA113 — CPA149
- Lobby Art Gallery
- Rehearsal Rooms & Green Room
- Theatre

D CERAMICS STUDIO

E LEARNING RESOURCES COMPLEX
- Buxton Southwest Art Collection
- Computer Commons
- Facilities Services Department
- Learning Support Center
- Library - Jo & Warren Buxton Library
- IT / Media HelpDesk
- Teacher Development Center

F FITNESS CENTER
- Classrooms
- HEALTH & EXERCISE SCIENCE DIVISION
- Faculty Offices

G G BUILDING
- Classrooms G136 — G138
- PHYSICAL SCIENCES DEPARTMENT
- Laboratories: G139 & G147
- NURSING DEPARTMENT
- Conference Room: G126
- Faculty Offices

H SCIENCE LABS
- Classroom / Labs: H101 — H104
- Laboratories: H107, H113, H127 — H129

HS HEALTH SCIENCES BUILDING
- Health Simulation / Skills Labs

J J BUILDING
- Art Studio: J141 (Outside Entry)
- Classrooms: J136 — J140
- BUSINESS / INFORMATION TECHNOLOGY DIVISION
- Conference Room: J126
- Faculty Offices

K K BUILDING
- Classrooms: K103 — K104, K109 — K116
- Entrepreneurship Education Center — K117
- Honors Center: K101 — K102
- Veterans' Services: K108

KSC KRANITZ STUDENT CENTER

Lower Level

WELCOME CENTER
- Academic Advising
- Admissions, Registration & Records
- Financial Aid
- New Student Information Center
- Payments

- Bookstore
- Cafeteria - Puma Den Café
- Career Services & Job Placement
- Conference Rooms:
  - Patayan Community Center: KSC1000
  - Agave Room: KSC1122
- Copy Center
- COUNSELING DIVISION
- Dean of Student Affairs
- Disability Resources & Services
- Early Education Programs
- College Police Office
- Recruitment
- Student Life Center
- Student Union / Game Room

KSC KRANITZ STUDENT CENTER

Upper Level
- Counseling Classroom: KSC2009
- Assessment / Testing Center
- Conference Room: Hohokam Room: KSC2605
- Employee & Organizational Learning
- Human Resources
- Institutional Effectiveness
- Marketing / Public Information
- Northern Arizona University Offices
- Puma Press
- University of Arizona North Valley

L L BUILDING
- Classrooms: L101 — L102
- EMT Skills Lab
- Athletics Department
- EMT & Fire Science Departments
- Faculty Offices

LS LIFE SCIENCES BUILDING
- LIFE SCIENCES DIVISION
- Classrooms: LS109, LS201 — LS206
- Conference Room: LS217
- Faculty Offices
- Laboratories: LS101 — LS108

M M BUILDING - East
- BEHAVIORAL SCIENCES DIVISION
- COMMUNICATION & HUMANITIES DIVISION
- ENGLISH DIVISION
- FINE & PERFORMING ARTS DIVISION
- SOCIAL SCIENCES DIVISION
- Studio Theater
- Conference Rooms: M197, M297
- Faculty Offices

M M BUILDING - West
- Art Studio: M142
- Classrooms: M101 — M134 (Lower Level)
- Classrooms: M201 — M234 (Upper Level)

N MUSIC BUILDING
- Classrooms: N101 — N103

Q Q BUILDING
- Classrooms: Q130, Q151—152, Q201—209, Q301—305, Q401—405
- Center for Distance Learning
- Center for Teaching & Learning
- MATHEMATICS DIVISION
- Math Center and Testing
- Conference Rooms: Q120, Q125, Q171, Q262
- Faculty Offices



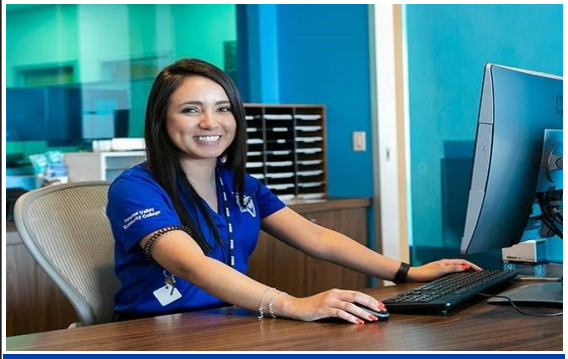
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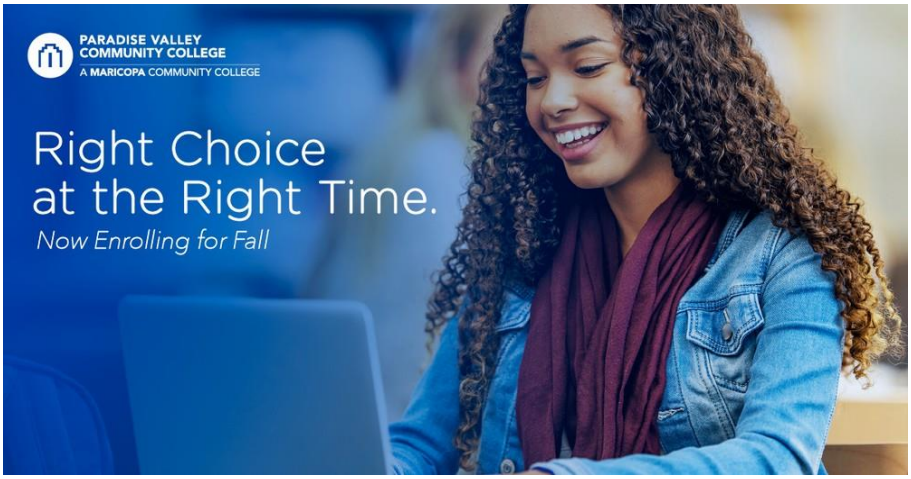
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paradisevalley.edu/blackmountain | 602.493.2600
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Scottsdale, AZ 85266