SOUTH MOUNTAIN
COMMUNITY COLLEGE

COURSE CATALOG
2017-2018

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7050 S. 24th Street | Phoenix, AZ 85042 | 602.243.8000

southmountaincc.edu

MARICOPA
COMMUNITY COLLEGES

WELCOME TO SOUTH MOUNTAIN COMMUNITY COLLEGE

SHARI OLSON, PRESIDENT

Welcome to the 2017-2018 South Mountain Community College   catalog!

It is with great pleasure that I welcome you to South Mountain Community College (SMCC).   As the South Mountain Community College mission statement suggests, we promote student success through academic programs and student support initiatives.

Whether you are just graduating high school, climbing the career ladder, seeking new skills or trying to discover your path, South Mountain Community College is committed to your success. This catalog was created to be a valuable resource for you. Refer to it often to familiarize yourself with our programs, classes, policies and services.

Since its founding in 1978, SMCC has proudly served the communities of south Phoenix, Ahwatukee, Chandler, Tempe, Guadalupe and Laveen. In 2013, a new partnership was created with the Gila River Indian Community, and we continue to serve the community members on the Reservation with programming that integrates Native traditions and cultural elements.

The faculty and staff at SMCC care deeply about your individual success. As a strengths-based institution, we are dedicated to helping you determine and understand your own personal strengths, and will help you maximize them in the pursuit of your educational and career aspirations. In order to meet your goals, we provide personalized services and engaged,   active learning that will help you meet your goals.

Whether you are here with plans to transfer to a four-year institution, prepare for a career   or enhance your personal or professional skills, SMCC has something to offer you.

Sincerely,

Shari Olson, EdD
President

VISION, MISSION AND VALUES

VISION
South Mountain Community College educates minds, transforms lives, touches hearts, and builds community.

MISSION
South Mountain Community College provides quality higher education for our diverse community. We create a caring teaching and learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society. Our purpose is to meet these needs by offering:
• General education courses
• Transfer programs
• Occupational education and career development
• Continuing education Developmental studies and English as a second language
• Cultural, civic, and social events
• Academic support and student services

VALUES
We are inspired and guided by our core values:
Collaboration: We are inclusive in our relationships with colleagues, departments and community and respectful of their ideas.
Community: We serve our community by recognizing our inter-dependence, celebrating our history, honoring our diverse cultures, and building our future.
Excellence: We model exemplary teaching, learning, service and leadership through continuous improvement, creativity and innovation.
I**ntegrity:** We are accountable to the communities we serve and are truthful, sincere, transparent and responsible for our actions.
Wellbeing: We are a college community that encourages and develops social, physical, career, community and financial wellbeing.

ACCREDITATION
South Mountain Community College and the Maricopa Community College District Board reserve the right to change or withdraw, without notice, any of the materials, information, requirements, and regulations stated in this catalog.

South Mountain Community College is a member of the Maricopa County Community College District and is recognized by the Arizona State Community College Board.

South Mountain Community College is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools.

The Higher Learning Commission
230 South La Salle Street, Suite 7-500
Chicago, Illinois 60604
Email: info@hlcommission.org
Telephone (800) 621.7440
Website: www.ncahic.org

ACCREDITATION
South Mountain Community College is an active participant in the HLC Open Pathways process for Reaffirmation of Accreditation in 2019-20, having received full reaffirmation by the Higher Learning Commission in 2009. The Open Pathways model is focused on two processes:
• Each year we participate in the Assurance Review process by uploading a variety of materials relevant to its processes that serve as appropriate evidence that South Mountain is pursuing and achieving the five Criteria for Accreditation and the Core Cåomponents as deter-mined by the HLC. In 2019-20, we will provide a comprehensive report that references this evidence. The evaluation process concludes with a visit from a panel of peer reviewers.

The second process is Quality Initiative project that, in our time line, is proposed, approved, conducted and reported between Fall 2014 and Spring 2019. This project is a major improvement effort that "should suit the institution's present concerns or aspirations."

WHAT ARE THE ASSURANCE REVIEW CRITERIA?

CRITERION ONE – MISSION
The institution's mission is clear and articulated publicly; it guides the institution's operations.

CRITERION TWO – INTEGRITY: Ethical and **Responsible Conduct**
The institution acts with integrity: its conduct is ethical and responsible

CRITERION THREE – TEACHING AND LEARNING: Quality, Resources, and Support
The institution provides high quality education, wherever and however its offerings are delivered.

CRITERION FOUR – TEACHING AND LEARNING: Evaluation and Improvement
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

CRITERION FIVE – RESOURCES Planning, and Institutional Effectiveness
The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Further details including the Core Components of Each Criterion are available at www.ncahic.org/information-for- institutions/criteria-and-core-components.html

The Maricopa Community Colleges abide by all state and federal nondiscrimination and equal opportunity requirements.

All inquiries to the college can be made to: South Mountain Community College

SOUTH MOUNTAIN COMMUNITY COLLEGE …

A PHOENIX TRADITION

Just as nearby South Mountain is a cherished Phoenix landmark, so is its namesake, South Mountain Community College (SMCC). For more than three decades, the college has been a Phoenix tradition.

SMCC is one of 10 colleges in the Maricopa County Community College District. The Maricopa Community Colleges began with one college – Phoenix College, founded in 1920 with 53 students. Today the Maricopa County Community College District is made up of ten regionally accredited colleges, multiple satellite extensions and two skill centers, serving more than a quarter of a million students each year.

The Maricopa County Community College District ranks among the nation's largest community college systems and is the largest single provider of higher education in the state of Arizona. It is a major resource for those seeking post-secondary education and job training.

South Mountain Community College was created by the Maricopa County Community College District Governing Board on April 16, 1978. Its service area includes the majority of South Phoenix, centered around the Baseline Road corridor, and bordered by the Salt River on the north, Laveen on the west, Tempe on the east, and the Gila River Indian Community and county border on the south.

SMCC was initially accredited by the Higher Learning Commission in 1984, with continued accreditation granted in 1989, 1999 and 2009. Classes were held in area schools and church-es while construction was completed on the 98-acre site at 7050 South 24th Street in Phoenix. The college, dedicated in 1980, began offering classes at the new thirteen building campus in 1981.

At that time, the college had about 500 students; today, nearly 10,000 students study here each year. The college has grown steadily, to accommodate its ever-growing student body. In 1986-87, two new buildings were added to accommodate steady growth in the student population.

A bond election in 1994 provided funding for additional construction at all Maricopa colleges, resulting in the SMCC Technology Center.

That bond also provided funds for the design and construction of the SMCC Performing Arts Center, known as the PAC. The PAC houses SMCC's existing art, music, and liberal arts classes, as well as a 350-seat theater, a 100-seat black box theater, a 75-seat dance studio, scene and costume shops, a dressing room, make-up room, and green room, as well as faculty offices and two multi-purpose classrooms.

In 2003, world-renowned poet Maya Angelou performed at its dedication ceremony.

In 2004, another Maricopa Community College District bond was approved by voters, providing funding for a variety of college projects, including acquisition of land for future facilities in Laveen. An upgrade to our popular Guadalupe Center and a new campus building designed for use by Northern Arizona University were also paid for through this bond.

However, the most dramatic new addition to the college in recent years has been the award-winning South Mountain Community Library. By partnering with the City of Phoenix, also coming off a successful bond election, Maricopa and SMCC were able to maximize the available funding to design and construct this new jewel of the college's campus, which opened in September 2011. The library has achieved recognition around the nation and the world for its striking and unique design. Through an inter-governmental agreement, operation is shared between SMCC and the City of Phoenix, providing a truly extraordinary educational resource for students and the community.

Having observed the 30th anniversary of its opening in 2009/2010, South Mountain Community College looks forward to many more years of quality service to its community, and helping all area residents seeking education and training to improve their lives to "climb higher!"

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2017-2018 ACADEMIC CALENDAR

SUMMER SEMESTER – 2017

Classes Begin	Tues	May 30
Observance of Labor Day (Campus Closed)	Tues	July 4
Summer Semester Ends	Thurs	July 13
Summer Semester Ends	Thurs	Aug 3

FALL SEMESTER – 2017

Saturday Classes Begin	Sat	Aug 19
Day/Evening Classes Begin	Mon	Aug 21
Observance of Labor Day	Mon	Sept 4
Spring 2018 Priority Registration for Currently Enrolled Students	Mon	Oct 2
Spring 2018 Open Registration Begins	Mon	Oct 9
Observance of Veterans Day	Fri	Nov 10
Thanksgiving Holiday	Thu-Sun	Nov 23-26
++Last Day Student Initiated Withdrawal Accepted		
Last Day of Classes	Sun	Dec 10
Final Exams**	Mon-Thurs	Dec 11-14
Mid-Year Recess Begins for Students	Fri	Dec 15
Fall Semester Ends [Last day of Faculty Accountability]	Fri	Dec 15
Winter Break (campus closed)		Dec 25 through Jan 1

SPRING SEMESTER - 2018

Day/Evening Classes Begin	Mon	Aug 21
Classes Begin	Sat	Jan 13
Observance of Martin Luther King, Jr. Day	Mon	Jan 15
Observance of Presidents' Day	Mon	Feb 19
Fall 2018 Priority Registration for Currently Enrolled Students	Mon	Mar 5
Last Day to File Application for May 2018 Graduation	Fri	Feb 26
Last Day for Withdrawal without Instructor's Signature		+ (see below)
Spring Break (Campus Closed)	Mon-Sun	Mar 12-18
Fall 2018 Open Registration Begins	Mon	Mar 19
Last Day Student Initiated Withdrawal Accepted		+ (see below)
Last Day of Regular Classes	Sun	May 6
Final Exams*	Mon-Fri	May 7-11
Commencement	Thur	May 10
Spring Semester Ends	Fri	May 11
Observance of Memorial Day	Mon	May 28

SUMMER SEMESTER – 2018

Classes Begin	Tues	May 29
Observance of Independence Day (campus closed)	Wed	July 4
SMCC Summer Classes End	Thurs	July19
Summer Semester Ends	Thurs	Aug 2

** Classes meeting on Friday evening only, Saturday only, or Sunday only will have final examinations during their last regular class meeting. + See your student schedule in *my.maricopa.edu* for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled. ++ Refer to the Important Deadlines for Students section of the student handbook to determine the last day for student initiated withdrawal.

HOW TO USE YOUR CATALOG

Your catalog includes important information to help you plan for college. The catalog includes information about courses, resources and services, 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 use your catalog. We recommend that you use your catalog in the following ways.

LEARN ABOUT COURSES AND DEGREE REQUIREMENTS

• Prior to selecting your courses, review the Academic Calendar, Graduation Requirements and SMCC programs and make certain you have the time to meet the course requirements.
• Knowing what a course is about and how it fits into your program or academic goals is one of the main requirements for proper course selection.
• Course Descriptions begin on page 311. Whether your goal is to complete one course or an Associate Degree, Course Descriptions will provide valuable information.
• If you are working to complete an Associate Degree, you will need to become familiar with the General Education Degree Requirements. Degree information begins on page 131. Degree check sheets to help you keep track of your progress are available in the Advisement Center.

LEARN WHERE AND HOW TO GET THINGS DONE

• The catalog will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you, such as Academic Advisement, Admissions and Records, Counseling, Special Services, Financial Aid, and the Library.

MCCCD Policies and Procedures begin on page 177, and Student Services and Support information on page 21.
• Use your catalog to explore educational and career options available to you. The Counseling faculty are here to help you learn more about your interests, skills, values and personal goals in order to identify a satisfying career.

Be sure to keep your address, telephone number, email address, and Academic Plan current in your MyMaricopa account

ADMINISTRATION AND FACULTY

SMCC ADMINISTRATION

SHARI L. OLSON
President
B.S., M.S., North Dakota State University,
Ph. D., University of Northern Dakota

JANET L. ORTEGA
Vice President of Organizational Effectiveness
A.A., Chandler-Gilbert Community College, B.S.,
M.B.A., Arizona State University

MATILDA (TILLIE) CHAVEZ
Interim Vice President, Learning
B.S., Arizona State University; M.S.N.,
Case Western Reserve University

OSARO O. IGHODARO
Vice President, Student Development
B.S., M.A., Ph.D., Northern Arizona University
Guy Goodman, Dean of Enrollment Services
M.A., University of Iowa; B.A., Knox College

STEPHEN HUSTEDDE
Interim Dean of Academic Innovation
B.A., M.Ed., Arizona State University;
additional work: Dallas Theological Seminary

DAMITA KALOOSTIAN
Dean of Planning, Research and Development
B.A., University of Alaska, Fairbanks; M.A.,
Arizona State University

GOVERNING BOARD

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Member
District 2 • Current Term Exp: December 31, 2020

DISTRICT ADMINISTRATION

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Chancellor

PAUL DALE
Interim Executive Vice Chancellor and Provost

DR. LACOYA SHELTON-JOHNSON
Vice Chancellor of Human Resources

CATHERINE SHULTZ
*President and CEO, Maricopa Community
Colleges Foundation*

EDWARD KELTY
Vice Chancellor, Information Technology Services

DEBRA THOMPSON, M.P.A.
Vice Chancellor, Business Services

SMCC FACULTY

STEPHANIE ALLEN
Librarian
M.L.S., University of Texas at Austin

JENNIFER AVILA
Reading
A.A., Lakeland Community College; B.A.,
Lake Erie College; M.Ed., Arizona State University

PAUL BOSCH
Biology
B.A., Hope College; M.S., Ohio University M. Ed.,
Arizona State University; Ed.D; Northern Arizona
University

BRADLEY BUSH
Mathematics
BA, MS-Utah St. Univ.; MA-Johns Hopkins
University

CARLOS CAIRE
Philosophy
A.A., El Paso Community College, M.F.A. and B.A.,
University of Texas at El Paso; Ph.D., New Mexico
State University

SUMMER CHERLAND
History
B.S., M.A., Northern Arizona University;
M.Ed., Concordia University; Ph.D., University
Nevada Las Vegas

LARA COLLINS
Communication
B.A., M.A., Arizona State University

MATTHEW COOPER
Religion/Philosophy
B.A., Bryan College, M.A., Andover Newton
Theological School, M.A., Arizona State University;
Ph.D., Arizona State University

NANCY DEEGAN
Librarian
M.L.S., San Jose State University

ASHA DEY
Reading
A.G.S., South Mountain Community College;
A.A., Rio Salado; B.S. Arizona State University;
M.Ed., Northern Arizona University

ROSEMARIE DUGI
Education
B.A., M.Ed., Northern Arizona University;
Ph.D., Penn State University

YVETTE ESPINOSA DE ESCOBAR
Biology
B.A., University of Arizona, M.S.,
Northern Arizona University

PETER FACCIOLA
Communication
B.S., University of Iowa; M.A., University of
Northern Iowa; Ph.D., University of Arizona

TERRYL FENDER
Mathematics/Physics
B.S., University of Illinois M.S., University of
Chicago; additional work: Arizona State University

STEVEN FOUNTAINE
English as a Second Language (ESL)
B.A., Shepherd College, M. Ed., Temple University
Ph.D., Arizona State University

IRENE GAITHER
Mathematics
B.A., Institute of Teacher's Training,
Bandung- Indonesia, M.Ed., Arizona State
University; Additional work NAU

JEROME GARRISON
Music
B.A., Langston University; M.M.E., Central State University; Ed.D., Nova University; additional work: University of Oklahoma, Arizona State University

TYLER GILLUM
Physical Education
A.A., Seminole State College; B.S., M.Ed., East Central University

BARBARA J GONZALEZ
Accounting
BBA, University of New Mexico; MBA, Regis University; CPA

NOAH GUTTELL
Music (Business)
B.A., Berklee College of Music; M.A., Arizona State University

JULIE HOLSTON
Theatre
B.S. Northern Arizona University; M.A., Roosevelt University; MFA, Goddard College

LYDIA JOHNSON
Librarian
M.L.S., University of Arizona

JON KOEHLER
Computer Information Systems
B.S., Northern Arizona University; M.Ed., Arizona State University

LORA LARGO
Librarian
B.A., University of New Mexico, B.A., Fort Lewis College, M.L.S., University of Arizona

JACQUELINE LEVY
Biology
M.S., California State University

NIALL MCCARTHY
Computer Information Systems
B.S. University of Dublin, M.A. University of Dublin (Trinity College), M.S., Arizona State University

BRUCE MCHENRY
Business/Economics
M.B.A., Arizona State University

CATE MCNAMARA
Librarian
B.A., State University of New York, College at Buffalo, M.L.S., State University of New York at Albany; Ph.D., Arizona State University

TROY MELENDEZ
Counselor
B.S., Univ. of Wisconsin; Ph.D., Arizona State University

LAURITA MOORE
Computer Information Systems
B. A., University of Arizona; M.L.S., University of Arizona. Additional work: Massachusetts Institute of Technology

RICHARD MORALES, JR.
Reading
A.A., SMCC, B.S., Arizona State University, M.Ed., Northern Arizona University

BRIAN MURPHY
Psychology/Sociology
B.A., University at Albany; M.A.. University of Cincinnati Ohio; Ph.D., Arizona State University

CAMILLE NEWTON
English Composition
M.A., McNeese State University; Ph.D., University of Louisville

MARK NIELSEN
Computer Information Systems
B.A., Olaf College; additional work:
Arizona State University

CHRISTIANNE NIEUWSMA
Mathematics
M.S., University of Illinois

ALLISON PARKER
English
M. Ed., Ph.D., Arizona State University;
Ph.D., Arizona State University

GITA PERKINS, *Chemistry*
B.S., Mount Carmel College, Bangalore University,
India, M.S., St. Joseph's College, Bangalore
University, India, M.S., Oklahoma State University;
Ph.D., Arizona State University

KIMBERLY POPE
English Composition
Ed.D.,Argosy University

SIAN PROCTOR
Geology
B.S., Edinboro University; M.S., Arizona State
University; Ph.D., Arizona State University

STEPHEN PUKLIN
English
B.S., Northern Arizona University; M.A., University
of Phoenix; M.A., Arizona State University

CHRISTINA RAACK
English/ESL
B.A., M.A., Arizona State University

JASON REIF
Counseling
B.S., Arizona State University;
M.C., Arizona State University

LAUREN ROBERTS
Biology
B.A., State University of New York; M.S.,
Southeastern Louisiana University

SUE ANN SCARBOROUGH
Chemistry
B.S., University of Texas at El Paso; M.S., M.Ed.,
Ed.D., Arizona State University

RYAN SENTERS
Psychology
M.A., Fuller Theological; B.S., M.A.,
Northern Arizona University

JEANNETTE SHAFFER
Educational Support (Director of CTL)
B.S., USC- Costal Caroline College; M.S.,
Shenandoah University; Ph.D., George Mason
University

ALICIA SMITH
Early Childhood Education
B.A., Livingston College-Rutgers University; M.Ed.,
Ed.D., University of Massachusetts at Amherst,
Post-Doctoral Fellowship, Duke University

CAROL SMITH
English
B.A., M.Ed., Ph.D., Arizona State University

JAMES SMITH
English
B.A., Ohio University; M.F.A., Arizona State
University

MARK SPENCER
Biology
B.A., Indiana Univ.; MA, PhD, S.U.N.Y, Stony Brook

TRAVIS STEELE JR.
Mathematics
B.S., M.A., Arizona State University

SONYA TATUM
Administration of Justice
B.A., Concordia University; M.B.A.,
University of Phoenix

DAWN S. THACKER
English (Composition)
Ph.D., Arizona State University

MARILYN TORRES
Storytelling
B.A., CUNY-John Jay College; M.S.,
New School for Management and Urban Policy

DOLORES URBIETA
Mathematics
B.A., Arizona State University; M.Ed. L., Northern
Arizona University

LUPE VILLICAÑA
Reading
B.A., M.A., Arizona State University

WILEY WALLACE
Art
B.F.A., Arizona State University; M.F.A.,
University of California Santa Barbara

ELIZABETH WARREN
English and Storytelling
B.S., M.A., Arizona State University, additional
work: University of South Florida

FELICE WEINER
Mathematics
BA, M.Ed – Arizona State University

GUILLERMO (BILL) I. ZEPEDA
ESL/Spanish
B.A., Grand Canyon College; M.C.M., SWBTS, Fort
Worth, Texas; additional work: Arizona State University

EMERITUS DISTINCTION

JOSE ANTHONY BRACAMONTE
Dean Emeritus
B.A., University of Arizona; M.S.W., Arizona State
University

DUANE BRICKNER
Business - Faculty Emeritus
B.S., Western Michigan University; M.S., University
of Wisconsin, Stout; M.Ed., University of Arizona

LORRAINE CALBOW
Counseling - Faculty Emeritus
B.A., University of California at Davis; M.A., San
Francisco State University; additional work:
University of Hawaii, Arizona State University

JOHN A. CORDOVA
President Emeritus
A.A., Phoenix College; B.A., Arizona State
University, M.A., Ph.D., Arizona State University,

JOYCE ELSNER
Interim President, Emeritus
South Mountain Community College,
B.A., California State University; M.S., University
of Arizona; Ph.D., University of California

DOUGLAS FERGUSON
Physical Education – Faculty Emeritus
B.A., Iowa Wesleyan College; M.S., Illinois State
University; Ed.D., NOVA University; additional work
Northern Illinois University

OSCAR HARDIN JR.
Psychology – Faculty Emeritus
B.A., University of Arizona; M.C. and Ph.D., Arizona
State University

MARY KATHERINE LONG
Psychology/Sociology - Faculty Emeritus
B.A., Immaculate Heart College: M.A. Arizona
State University; Ph.D., Arizona State University

JACQUELINE JAAP
English - Faculty Emeritus
B.A., University of Nebraska; M.A., Northern Arizona University; additional work: Arizona State University, Sorbonne

PATRICIA MANARIN
Art - Faculty Emeritus
B.A., University of Wisconsin; M.A., Governor's State University; additional work: Arizona State University

KATHRYN MARTENS
Vice President Student Affairs Emeritus
B.A., M.A., Arizona State University; Ed.D., State University of New York at Albany

WILMA HALL PATTERSON
Biology- Faculty Emeritus
B.S., M.S., Arizona State University; Ed.D, Nova University

AL MENDEZ
Reading – Faculty Emeritus
A.A., Mesa Community College;
B.A., M.A., Arizona State University

YVONNE MONTIEL
Reading – Faculty Emeritus
B.A., M.A., Arizona State University; Ph.D., Arizona State University; additional work: University of California at Berkeley

RICARDO PROVENCIO
Counseling – Faculty Emeritus
B.A., Arizona State University;
M.A.,University of New Mexico

KEN C. ROBERTS
Vice President Academic Affairs Emeritus
B.S., Arizona State University, M.S., San Francisco State University; Ph.D., Arizona State University

CAROLE RODGERS
English - Faculty Emeritus
B.A., M.Ed., University of Arizona; additional work: University of Louisiana at Lafayette

MARIANNE RYAN
Library - Faculty Emeritus
B.A., Baylor University; M.R.E. Southern Theological Seminary; M.S.L.S.; Florida State University; Ed.D, NOVA University

BELEN SERVIN
English/E.S.L. – Faculty Emeritus
B.A., M.A., Arizona State University; additional work: University of San Francisco; Ph.D., Arizona State University

JILL SEYMOUR
Library - Faculty Emeritus
A.S., Northwestern CT Community College; B.A., Southern CT State College; M.L.S., State University of New York at Albany Administrative Personnel

HELEN SMITH
Mathematics - Faculty Emeritus
B.A., Livingston College Rutgers University; M.A., Colgate University; additional work: Russell Sage College, St. John Fisher College, State University of New York at Albany, University of Phoenix

LYNNANN WOJCIECHOWICZ
Humanities and Storytelling - Faculty Emeritus
B.A., University of Utah; M.Ed., Trenton State College, additional work: University of Oregon German Center for Music Education, Arizona State University

STUDENT SERVICES AND SUPPORT

STEP 1 – GET ADMITTED
• Create MEID Account and Apply for Admissions https://my.maricopa.edu/
• Complete the FAFSA and scholarship applications.
• Provide proof of identity to the college at which you applied in person or online.
• For tuition purposes, verify your residence status by providing a government issued ID in person or online.
• Submit prior education (if applicable) i.e., High School and/or College/University official transcript.
• Undecided on a Major? Connect with Counseling and Careen Services at your college.
• Visit the campus to familiarize yourself with the services and resources.

STEP 2 – TAKE THE PLACEMENT TEST
• Prepare by reviewing the sample questions at: http://www.southmountaincc.edu/testing/
• Placement test will ensure appropriate level of classes for enrollment.
• The Placement Test is not a pass/fail exam.
• The Placement Test is untimed and FREE.

Enrollment Centers and Information
SMCC MAIN CAMPUS
7050 S. 24th Street
(North of Baseline Road)
Phoenix, AZ 85042
602.243.8000

SMCC GUADALUPE CENTER
9233 S. Avenida del Yaqui
(Priest Dr, south of Guadalupe Rd.)
Guadalupe, AZ 85283
602.243.8217

SMCC LAVEEN SITE:
Betty Fairfax High School
8225 S. 59th Avenue
Laveen Village, AZ 85339
(Classes: Monday – Thursday, 5:15 – 9:30 pm)

• Bring your government issued photo ID on the day of testing.
• To review your test score results, ask for a Course Placement Chart.

STEP 3 – SEEK ACADEMIC ADVISEMENT, REGISTER FOR CLASSES, ATTEND ORIENTATION
Schedule Advisement Session http://www.southmountaincc.edu/advisement/
• Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.
• Meet with an advisor every semester prior to class registration.
• Advisement sessions may vary from college to college. Check your college for details.
• Services available in-person, via telephone, email, and more.
• Ask your advisor about: College Success Classes, Associate Degrees, Certificates, Transfer options, and Re-sources and Services.

STEP 4 – PAY TUITION AND FEES EXPLORE PAYMENT OPTIONS
https://my.maricopa.edu/
• View payment options.
• Monitor your Student Center for current balance and pay on or before due date.
• Explore Financial Aid and Services at: https://my.maricopa.edu/
• Complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa. ed.gov/
• Explore college websites for scholarships, such as the Presidents' Scholarship and more.

Student Services
Student Enrollment Services Building
Enrollment Services I 602.243.8123
Southmountaincc.edu/student-services
South Mountain Community College Student Enrollment Services is focused on a commitment to offer quality and convenience to the students and

the community.
• Process Student Information Forms
• Determine and process residency for tuition
  purposes
• Process class registrations and withdrawals
• Maintain official college transcripts
• Evaluate transcripts
• Process transcript requests and enrollment
  verification
• Evaluate graduation applications for degree
  and certificate completion
• Issue Student ID
• Process tuition and fee payments
• Process refunds (when appropriate)
• Pay for print services
• Provide information on student tuition
  payment plans
• Process fines

STUDENT SERVICES

Academic Advisement and Recruitment
The Advisement and Recruitment Center
guides students in planning and achieving their
educational, career and life goals. Meet with an
academic ad-visor for assistance with:
• Planning your educational goal(s)
• Exploring programs/majors
• Interpretation of placement scores and course
  selection
• Unofficial transcript evaluation
• Appropriate certificate/ degree selection to meet
  career and educational goals.
• Appropriate course selection to meet certificate,
  associate degree, and transfer requirements
• Developing a semester to semester educational
  plan to completion
• Planning for graduation
• Locating & exploring educational web re-sources
• For an appointment please call our front desk
  team at 602-243-8330

ADVISEMENT TEAM

Analia Lucas
602.243.8156 | Main Campus
analia.lucas@southmountaincc.edu

Deborah Spadafore
602.243.8157 | Main Campus
deborah.spadafore@southmountaincc.edu

Karla DeVoll
602-872.7730 | Main Campus
karla.devoll@southmountaincc.edu

Alicia Lammie
602.872.7809 I Main Campus , BE 179
alicia.lammie@southmountaincc.edu

Laura Smith
602.305.5683 | Main Campus (TRiO program)
laura.smith@southmountaincc.edu

Angelina Valencia
602.243.8218 | Guadalupe Center
angelina.valencia@southmountaincc.edu

RECRUITMENT TEAM

Arnold Torres
602-243 8142
arnold.paul.torres@southmountaincc.edu

Peter Do
602-305-5607
peter.do@southmountaincc.edu

Christine Neill
Enrollment Services Coordinator
602.243.8185
christine.neill@southmountaincc.edu

ATHLETICS

South Mountain Community College is a member
of the National Junior College Athletic Association,
sponsoring men's and women's sports teams.

Men have the opportunity to compete in soccer, basketball, baseball, and golf. Men's athletic teams have competed for national championships in the sports of basketball, baseball, and golf. The Men's golf team has won 6 national championships. Women have the opportunity to compete in soccer, volleyball, basketball, softball, and golf. Women's athletic teams have competed for national championships in the sports of volleyball, softball, and golf.

If you have an interest in participating in intercollegiate athletics at South Mountain Community College, please go to http://www.southmountaincc.edu/athletics/ and click on the "JOIN" link at the top of the page.

BOOKSTORE/FOLLETT

Mark Sawhill
SMCC Bookstore Manager
602.243.8159
smountain@bkstr.com

The South Mountain Community College Bookstore is proudly managed by Follett Higher Education Group, bringing new products, savings and support for our campus store customers. South Mountain Community College selected Follett as the campus retail partner with the best resources, technology and product selection to support the unique needs of the campus community.

The Bookstore is solely devoted to serving South Mountain Community College students, faculty, staff, alumni, fans and the local Phoenix community – offering products and services both in-store and online. Open Monday through Friday while class is in session and closed Friday during summer and while class is not in session. To shop online anytime or for further details about the bookstore please vis-it the website at www.smccshop.com

Faculty and students have access to Follett's expan-sive inventory of affordable course material choices. Cost-saving print options include used books as well as Follett's text rental program that saves students up to 80 percent compared to purchasing new. Fol-lett also delivers a varied selection of digital learning technologies that help promote anywhere, anytime access to needed materials. Follett also offers year-round textbook buyback program generally depending on future usage of the title as well as price matching, which helps ensure students get their materials at the lowest cost possible.

Beyond course materials, Follett will refresh general merchandise offerings to be a one-stop shop for class and campus life essentials. South Mountain Community College Bookstore customers can expect a custom merchandise assortment that reflects local interests as well as national trends in supplies, technology, clothing, gifts and more. The full breadth of Follett's products and services can be explored both in-store and online through the world's number one online provider of textbooks and fan gear, eFollett.com.

CAREER AND EDUCATIONAL PLANNING

Students can meet with an advisor to gain information about course selection, educational planning and university transfer requirements. A student can walk-in or set an appointment.

Advisement and Career Services provides assistance with the following:
• Information about majors and programs of study
• Interpretation of placement test scores
• Developing a semester to semester educational plan
• Course selection to meet certificate, associate degree and transfer requirements
• Appropriate degree/certificate selection to meet educational and career goals
• Applying for graduation
• University transfer information

• Resources to assist with choosing a major
• On and off campus employment opportunities

Be prepared to meet with an advisor. A photo ID card is required to meet with an advisor. To prepare for advisement, bring appropriate documents that could include placement test scores unofficial transcripts and other information that might be relevant to the educational planning process. An ad-vising appointment is approximately 30 minutes. Please call 602-243-8330 to make an appointment.

COUNSELING SERVICES

First Last Name
Name of Director
602.243.8383
Email

Counselors are available to assist students with personal, educational, and vocational concerns. Services provided by the counseling faculty include:

Personal-Social Counseling: To help examine concerns which interfere with your personal development and growth or relationships with others.

Referral: To provide resource information and referral to outside agencies for ongoing assistance with personal and emotional concerns.

Crisis Counseling: All Counseling Services are available to current students. Career and Educational Counseling services are also available to prospective and past students on a limited basis only. Stop by or call 602.305.5608 for an appointment. Counselors are located in the Student Services Building next to the Learning Assistance Center.

DISABILITY RESOURCES AND SERVICES

602.243.8395
The Disability Resources & Services (DRS) office representatives coordinate the provision of reasonable accommodation for qualified students with disabilities. All accommodations are provided on a case by case basis. Any student requesting accommodation must begin the process by informing the institution of any accommodation needed within a reasonable time frame, making an appointment with the DRS representative to review his/her needs, providing appropriate documentation of his/her disability, completing required paperwork, and meeting with all course instructors to review or discuss his/her accommodations.

Guidelines for documentation for any requested accommodations are available through the DRS office or by visiting the Maricopa County Community College website at: www.maricopa.edu/publicstewardship/governance/adminregs/students/2_8.php

Reasonable accommodation is the provision of an auxiliary aid, device, or modification to the course or program that will allow access to the educational program, material, activity or degree. Contact DRS office to obtain a copy of available resources and services, a minimum timeline for notification, and/or for more information. You may also visit the DRS web- site at: http://students. southmountaincc.edu/student development/disabilityresources

The Disability Resources & Services office is located in the Student Enrollment Services (SS) Building, Room 129. Office hours are Monday – Friday, 8:00 a.m. – 4:30 p.m. (Fall/ Spring) and Monday – Thursday, 8:00 a.m.
– 6:00 p.m. (Summer Hours). If you have any questions, contact Catherine Pettet at 602.243.8395, fax 602.243.8226, or via e-mail at catherine.pettet@southmountaincc. Edu

FINANCIAL AID OFFICE

General Information

The Financial Aid Office at South Mountain Community College is designed to provide financial assistance to eligible students from federal, state, institutional and private sources of funding.

Awards are made on the basis of financial need. Need is the difference between the cost of attending SMCC and the resources an applicant has available. Those resources include, but are not limited to, the following: expected parental contribution, student contribution (through savings and employment), social security, or other resources available to the student.

In order to assess need, all applicants must submit financial information concerning themselves and their parents if applicable. The information is submitted by a free application form (FAFSA). Students are encouraged to file this application through www.FAFSA.edu.gov. The Financial Aid Office uses this information to determine need and eligibility after verifying the information.

Financial assistance may be provided in the form of grants, scholarship, loans, and employment offered singularly or in some combination, depending upon the level of financial need, and various eligibility criteria.

ATTENTION: Only those with a lawful presence in the U.S. may qualify for federal financial aid. For details regarding Residency and Citizenship Information requirement please visit: https://www.maricopa.edu/residency

In assessing an applicant's need, all available resources are subtracted from the budget.

For example:

Academic Year Budget (commuter) $12,458
Parent's Contribution $ 2,000
Student's Contribution $ 1,000
Financial Aid Eligibility (need) $ 9,158

How much does it cost to attend SMCC full-time?

The direct cost of attendance annually is approximately $1,047 for tuition for full-time students and $600-$800 for books. The total cost for the 2017 - 2018 academic year may vary from $ 6,229 to $20,350, depending on residency and tuition status, books, and supplies, room and board, travel and personal expenses.

Priority Deadline

The process of applying for financial aid requires time and attention. The priority filing date for SMCC financial and applicants is July 1 for the Fall semester. The earlier a student applies for aid, the better his/her options are for obtaining funding. Students are encouraged to complete their process in its entirety, including all To Do items in the Student Center (www.my.maricopa.edu) by July 1.

Financial Aid and Student Responsibilities

Prior to receiving any source of financial aid, the student is required to: (1) Successfully complete academic assessment testing; (2) Enroll for those classes that apply to a specific program of study leading to a degree or certificate; (3) Have an student service specialist approve a specific major course of study (degree objective); (4) Maintain satisfactory progress each semester; (5) notify the Financial Aid Office and Business Services Office of withdrawal from school; repay any debts as stated on any promissory note signed by the student; and meet other requests and requirements established by the Financial Aid Office not expressed here.

Payment of Award

The Cashier's Office is responsible for processing and distributing all funds. For the fall (August-December) term, students who have met the priority date of July 1 (FAFSA completed and all

requested documents submitted to the Financial Aid Office), can expect to be held in their classes and awarded financial aid by or around the start of the regular fall semester. Approximately two weeks after classes begin, tuition and fees will be subtracted from financial aid funds automatically by the Cashier's Office. Once the semester balance has been paid in full, a request will be generated to Money Network to issue a refund to the student for any remaining funds with the exception of student loans, which may have delayed disbursement dates.

For the spring (January-May) term the priority date is November 1st.

For the summer (June-July) term, the priority date is April 1st. Summer awards are reviewed and awards are based off of enrollment and eligibility.

Students not meeting the priority dates stated above may be considered late and will be processed in as timely a manner as feasible, but must set up a Payment Plan to be held in their classes through the Cashier's Office.

BOOK ADVANCE PROGRAM

The Book Advance Program provides cash advance refunds to qualified students who have been awarded and have accepted their financial aid awards. Eligible students are able to receive a refund approximately 9 days prior to the beginning of classes (some exceptions may apply). Students are allowed to purchase books and supplies with their advance refund at on-campus bookstores, neighborhood bookstores, or online. For more information go to: https://my.maricopa.edu/financial-aid-and-services/book-advances

NOTE: The amount of cash the student is to receive is determined after the financial obligations to South Mountain Community College are deducted. Balance of funds due to the students are typically released two weeks after the start of the semester. Students

who enroll entirely in late-start classes will have a late disbursement date.

More information about the application process, students' rights and responsibilities, enrollment requirements, verification and academic progress polices, refund policies, and summaries of various state, federal, and local aid programs are at: http://www.southmountaincc.edu/financial-aid/ or by calling the Maricopa Financial Aid Answer Center at 1.855.622.2332
Learning Center - Tutoring Services

LEARNING RESOURCE CENTER

(LRC) BLDG. (LRC 182)
602.243.8189
The Learning Center offers free tutoring to students in a variety of subjects including Biology, Math, Chemistry and Accounting. Services are available on a drop-in basis during the normal hours of operation. Tutoring is peer lead with one-on-one and small groups opportunities based on tutor availability. Study rooms are available for reservation as well. Resources and tutoring are available to en-rolled Maricopa Community College students.

For more information, please stop by, call or visit our website http://www.southmountaincc.edu/learning-resources/learning-center/

Hours: Fall/Spring Semester
8:00AM – 7:00PM, Monday-Thursday
8:00AM-3:00PM, Friday

Summer Semester
TBD

Daniel Lacapa
(Learning Center Director) 602.243.8181
Daniel.Lacapa@Southmountaincc.edu

Elizabeth Estrada
(Learning Center Technician) 602.243.8182
Elizabeth.Estrada@Southmountaincc.edu

PUBLIC SAFETY

480.784.0900 or 602.243.8100

South Mountain Community College enjoys excellent relations with its neighbors and maintains a highly visible Public Safety Department. The Public Safety team at SMCC is committed to providing a professional service for the students, staff and guests who attend, work, or visit our teaching and learning community.

We strive to ensure that our campus environment is safe, accessible, cheerful, and conducive to academic achievement. Compared to other colleges and universities in Maricopa County, South Mountain Community College has the fewest reported crimes.

The Public Safety staff consists of a diverse group of AZPOST certified police officers, Securitas; a private Security firm, and other office-support personnel.

To decrease the chances of crimes occurring within the campus community, everyone's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to Public Safety.

General information about campus safety may be obtained from the SMCC Public Safety Office or online at http://public safety. southmountaincc.edu. Statistics available on the SMCC Public Safety website are gathered in accordance with guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C.1092(f). The crime definitions outlined in the Federal Bureau of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, are utilized in compiling the numbers.

Location: OA Building (located on east side of campus, close to PAC Building)

Office Hours: 6:00 a.m. - 10:00 p.m., Monday - Fri-day 8:00 a.m. - 3:00 p.m., Saturday

Phone: 480.784.0900 for calls for service or to report a crime

602.243.8100 for information and questions

Email: publicsafety@southmountaincc.edu

Contact: Charles Mount, Interim Public Safety Commander

SOUTH MOUNTAIN COMMUNITY LIBRARY

SMCL website: http://smclibrary.org

SMCC college resources: http://libguides.southmountaincc.edu/home

602.243.8194

The South Mountain Community Library (SMCL) is an integrated, shared-use library comprised of the academic library for SMCC and a branch of the Phoenix Public Library System. The purpose of the SMCL is to provide instructional, informational, and recreational resources and programming to meet the needs and interests of our college and community. SMCC students will find all of the resources necessary, including e-books 60+ databases, to support their curriculum and research needs, and will use their student ID cards to access materials. Community members are welcome to get a free Phoenix Public Library card.

Library faculty assist students with their research through classroom instruction, one-on-one instruction at the reference desk, and during scheduled faculty office hours. College librarians, in consultation with SMCC faculty, provide instruction in library skills, research, and Information Literacy to classes. This may be scheduled by faculty by calling the library or filling out an online request.

Students have access to supplementary class-room materials and some textbooks through the SMCC Reserve Collection, housed on the 2nd floor of the Library.

The SMCL is open 7 days a week: Monday through Thursday 7:30am to 9:00pm, Friday and Saturday 7:30am to 5:00pm, and Sunday 1:00-5:00pm.

SOUTH MOUNTAIN COMMUNITY WRITING CENTER

602.305.5871
One excellent resource for writing assistance is South Mountain Community College is the new Writing Center. The center offers FREE help with many aspects of writing from brainstorming a topic to Modern Language Association (MLA) documentation. No appointment is necessary, and for distance learners, online writing tutoring is now available.

Location: Learning Resource Center Hours: Fall/Spring Semesters:
8:00 a.m. – 7:00 p.m. Monday-Thursday
8:00 a.m. - 5:00 p.m., Friday Summer Hours:
8:00 a.m. - 2:00 p.m., Monday & Wednesday
10:30 a.m. - 2:00 p.m.,
3:30 p.m. - 6:30 p.m., Tuesday & Thursday Closed on Friday
Phone: 602.305.5865
Email: writing.center@southmountaincc.edu
For more information, visit http://students.southmountaincc.edu/StudentDevelopment/WritingCenter

SUCCEEDING IN COLLEGE

Your success in college requires high motivation and effort, strong study skills, effective time management, and good test-taking strategies. You will generally find that students are more motivated; teachers are more demanding; and students are expected to be independent. Further, if you are living away from home for the first time, you will have many new experiences. Here are some ideas that will help you succeed in college:

Have clear goals
• College success requires commitment and a lot of hard work. You must be very certain about the importance of a college education.
• Be clear about why you are going to college.
• Establish specific goals you wish to accomplish.
• Know what it will take to reach these goals.
• Be certain your goals are consistent with your interests and abilities.
• Be flexible - change your goals if needed based on your experience as you progress through college.

Get financial aid if needed
• College is expensive. Even if you attend a public college or university and live at home, you still must pay for tuition, fees, and books. There are many sources of financial aid that can help you meet the high costs of college. Become aware of and pursue these sources.
• Consider all possible sources of financial aid in addition to your college's financial aid office.
• Meet all deadlines for submitting applications and documentation.
• Check your My.mariopa.edu "Message Center" early and often for important messages and updates.
• Respond quickly and completely to all requests for additional information.
• Be persistent in following up your application.
• If you do receive financial aid, meet all requirements to keep and continue your aid.

Manage your money
There are many ways to spend money in the college setting for other than education purposes.
• Take steps to ensure that you do not waste the money set aside for your college education.
• Set a budget and keep to it.
• Be careful about your use of credit cards.
• Don't overspend.
• Pay balances promptly to avoid high inter-est costs.
• Open a checking account and carefully monitor your balance.
• Keep your cell phone under control. Those

minutes and fees can really add up.
• Stay Physically and Emotionally Healthy
• You will need to be at your best to succeed in college. This means taking care of your body and maintaining a good frame of mind.
• Get enough sleep.
• Don't rely on coffee and drinks that contain high doses of caffeine to provide you with energy. Foods such as pasta, peanut butter, non-sugar cereals, and fresh fruit are healthy alternatives to provide the energy you need.
• Avoid junk foods. Fast food is convenient but usually not good for you.
• Use the services of the counseling office. The professionals there can help you overcome feelings of loneliness, depression, and anxiety.

Work with your advisor
• As a student you may select a faculty or program advisor to help you with both academic and career issues. It is up to you to get the most out of this guidance.
• Know your advisor's office location, schedule of office hours, and contact information.
• Schedule an appointment with your advisor at any time you have problems that affect your academic performance.
• Consider your advisor's ideas when selecting your major or at any time you are considering changing your major or career goals.
• Have specific questions in mind whenever meeting with your advisor.

Make good use of the library
• You are going to spend a lot of your time in college at the library. Take full advantage of this major resource.
• Get to know the resources of the library as soon as you get to college.
• Learn to use its computer resource.
• Check out its quiet study areas.

Get involved in campus life
There is a lot more to college than just classes. A college campus is an exciting, dynamic environment that can provide you with many opportunities for enhancing your college experience.
• Join a student organization that is consistent with your interests. You will find many organizations from which to choose.
• Join a club in your major. This cannot only help you in your studies but can provide contacts that may be very useful in your future career.
• Join an athletic team. This is a great way to keep yourself in good physical shape and make new friends.
• Attend social events. Your college experience should not be all work and no play.

STUDENT SUCCESS PROGRAMS

Student Success
Programs & Recruitment
Frequently Asked Questions
Student Success and
Recruitment Programs
602.243.8337 or 602.305.5834
http://www.southmountaincc.edu/
newstudentorientation
http://www.southmountaincc.edu/recruitment

STUDENT ENROLLMENT SERVICES BUILDING

What is the Department of Student Success Programs and Recruitment?
The Mission of the Student Success Programs and Recruitment department is to facilitate the transition of new-to-college students through strengths development, community involvement, new student orientation, student outreach, and student engagement opportunities to increase retention, leadership, and success.

What is Student Recruitment?
Recruitment Specialists engage in high school, community, and campus outreach to provide information to prospective students on college

resources, programs, and services, with a special emphasis on guidance and sup-port throughout the enrollment process.

How does a prospective student or community member receive information regarding South Mountain Community College and/or Maricopa County Community College District (MCCCD) programs and services?
Prospective students and community members can visit our website at http://www.southmountaincc.edu/recruitment/.

For more information, please complete the Student Contact Form at http://www.southmountaincc.edu/recruitment/student-contact-form/. High schools, non-profit agencies and other organizations interested in our services for campus tours, college presentations, information tours and career/college fairs should complete the Activity Request Form at http://www.southmountaincc.edu/recruitment/recruitment-activity-request-form/.

Why type of programming and services do Recruitment Specialists offer?
Recruitment Specialists facilitate College Previews, Introduction to College Workshops, and Campus Tours to prospective students and community members to introduce them to College and MCCCD programs and services. Recruitment Specialists establish, foster, and maintain campus and community partnerships and collaborations to create experiences support students transitions to successful college careers.

What is High School Recruitment?
The Maricopa County Community College District Recruitment Program has established the following goals for High School Recruitment:

Provide high school students and families with consistent information and greater levels of service.

• Increase number of students who matriculate to MCCCD.
• Strengthen high school relationships with students, staff, teachers, and administrators.
• Provide clear academic pathways for students.
• Support students with navigating the college experience and processes more efficiently.
• Increase the levels of service with regular visitations that assess student needs in preparing for college.

The student experience will be enhanced to help students choose the right college, with the right program, at the right time.
• Build and foster stronger relationships with college recruiter(s) year-round
• Receive support in navigating the college enrollment processes
• Connect to college recruiter(s) for communication and follow-up
• Have access to college preparation workshops

What is the Recruitment Cougar Scholarship?
The Recruitment Cougar Scholarship is a one-time scholarship opportunity for current or incoming students to South Mountain Community College. Applicants have worked with a SMCC Recruitment Specialist and are registered for the upcoming semester. Applicants have demonstrated financial hardships and are eligible to submit a Free Application for Federal Student Aid (FAFSA). The one-time scholarship usually covers tuition and registration fees for one course in the upcoming term, or it can be applied as a book scholarship or honorary stipend for Student Success Ambassadors.

I am a first-time college student who wants to earn a degree, what are my enrollment steps?
Create a plan to pay for college. Start by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.

1. Get Admitted
a. Create your MEID online and complete the Stu-

dent Admissions Application or go in person the Admissions, Records, and Registration to apply for admissions.

b. Provide proof of identity to the college at which you applied.

c. For tuition purposes, verify your residency status by providing a government issued ID.

d. Submit prior education (if applicable) i.e. High School and/or College/University official transcript.

2. Prepare for and take the Placement Test, called ACCUPLACER

a. Prepare by reviewing the sample questions at: maricopa.edu/testing.

b. Placement test will ensure appropriate level of classes for enrollment.

c. The Placement Test is not a pass/fail exam.

d. The Placement Test is untimed and FREE.

e. Bring your government issued photo ID on the day of testing.

3. Seek Academic Advisement and attend New Student Orientation

a. Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.

b. An advisor will review your placement test scores, your educational pathway, and will map out your first semester at SMCC.

c. An academic advisor will sign you up for New Student Orientation; during your New Student Orientation session, you will register for classes.

d. Front Desk/Set Appointments

CAREER AND EDUCATIONAL PLANNING
602.243.8330
advise@southmountaincc.edu

4. Pay Tuition and Fees

a. During New Student Orientation, you will register for classes, learn your tuition balance, your tuition due dates, and your tuition refund deadlines.

b. Tuition is due about 35 days prior to the first day of the class.

c. Monitor your Student Center for current balance and pay on or before due date.

d. Explore paying for college at: maricopa.edu/ paying for college.

e. Ensure that your Financial Aid file is complete by the Priority Date (usually July 1 for a Fall semester and November 1 for a Spring semester),

f. If your Financial Aid file is not complete by the tuition deadline, enroll in the online Payment Plan in order to be held in your classes: http://www.southmountaincc.edu/financial-aid/cashiersservices/ecashieringnelnet/

What is the Student Success Initiative (SSI)?
At its inception, the Student Success Initiative (SSI) was a pilot project developed by the Maricopa County Community College District (MCCCD) and implemented at the colleges in 2008. It was established to "develop, implement, and sustain a system wide initiative to positively impact student retention, persistence, and goal completion. It was also established to promote a 'One Maricopa' experience or a standardized Maricopa experience for our student cohort" (Clark, 2008).

The Maricopa experiences for the SSI cohort include: placement testing in reading, writing, and mathematics; academic advising; New Student Orientation (NSO); and additional measures for developmental students, including beginning developmental course sequences during the first semester, and enrollment and successful completion in a college success course (CPD150). Effective 2013-2014, all components of the SSI were made mandatory by appearing in the MCCCD Common Catalog pages.

South Mountain Community College has required the college success course for all students who meet the SSI cohort criteria, regardless of placement.

Who falls into the SSI Cohort?
The current (AY 2017-2018) MCCCD SSI cohort is made up of all students who are new to higher education and who have a degree (not a certificate except AGEC) or transfer intent. Students are considered new to higher education if they are recent high school graduates or are new to the Maricopa Community Colleges, and have no previous higher education experience.

What is New Student Orientation?
New Student Orientation is an in-person experience designed to connect new students to the campus community by equipping them with awareness of support services, programs, and expectations in college. During New Student Orientation at South Mountain Community College (SMCC), students will:
• Learn tips on navigating the campus, succeeding academically, and getting involved in campus life
• Recognize departments and services that can assist them in achieving success
• Meet other new students
• Explain the importance of setting and monitoring educational, personal, and career goals
• Gather information about campus support services and other on-campus events
• Get to know Student Success Ambassadors and learn about life as a SMCC Cougar
• Receive helpful information on Financial Aid, important dates and deadlines, and campus policies
• Utilize technology applications and resources essential to student success, including the Student Center, Official Student Email, and "Find a Class," the online course catalog
• Enroll in courses for the upcoming term
• Obtain their official student identification cards

Who needs to participate in the New Student Orientation program?
New Student Orientation participants include all first-time college students (including all recent high school graduates) who have intent to earn a degree at SMCC or those who plan to start at SMCC and eventually transfer to a four-year university. Attend New Student Orientation as soon as possible. The sooner you attend, the sooner you can register for classes in order to: ensure the best schedule, maximize financial aid options, and prepare for a successful semester.

Where do I go to participate in New Student Orientation?
All New Student Orientation sessions take place in the Student Enrollment Services building, room 105. Check-in for your session will begin a half-hour before your session start time, and takes place in the Student Enrollment Services Welcome Center. Student Success Ambassadors, along with other staff, will be there to assist you. Be sure to arrive with enough time to complete check-in before your session begins.

How long should I expect to be at New Student Orientation?
New Student Orientation program lasts approximately 4 hours. During the last hour of the session, you will self-enroll in your first semester courses. It may take longer; it's like fitting together the pieces of a puzzle. You will need to see which courses are available, which courses you need your first semester, and what works best with your schedule. Please be prepared to be present for the entire session and make your travel arrangements accordingly!

What does a typical first-semester schedule look like for a new student seeking to earn a degree or transfer to a university?
A first-time, full-time college student will enroll in English, mathematics, and reading courses, based on placement test scores, and possibly 1-2 additional courses that meet Arizona General Education Curriculum (AGEC) requirements. You will also enroll in a College Success Course (CPD150).

What is CPD150: Strategies for College Success?
New students get to take CPD150: Strategies for Student Success, in their first semester. This course will get you ready to meet the academic challenges ahead, through increased self-awareness and self-management. You will also learn how to access the college resources that will help you succeed at SMCC. You will also have the opportunity to discover, develop, and apply your own unique strengths! Data shows that students that successfully completed the college success course in their first semester were 2 times more likely to pass the majority of their courses than students that did not complete the college success course.*
2014-2015 SSI cohort Mandatory Experiences Report

What are Strengths?
Do what you do best every day! CPD150 incorporates the Clifton Strengths Finder and the Strengths Quest program, which will help you identify your own personal strengths, and ways to maximize them in pursuit of your academic, professional, and personal goals.

Many years of research conducted by The Gallup Organization suggest that the most effective people are those who understand their strengths and behaviors. These people are best able to develop strategies to meet and exceed the demands of their daily lives, their careers, and their families.*

The Strengths Quest program will help you succeed in the classroom, improve your physical wellbeing and re-duce absences, get involved and focused on college life, improve and deepen relationships with others, and provide guidance and ideas for your career. www.strengthsquest.com
© 2000, 2006-2012 Gallup, Inc.

What is the Student Success Ambassador Program?
The Student Success Ambassador Program is a year-round leadership development program

housed in the Department of Student Success Programs and Recruitment. Student Success Ambassadors are current SMCC students selected through a rigorous selection process and engage in the following roles and responsibilities:
• Serve as a representative of South Mountain Community College (SMCC).
• Be a member of the Vice President of Student Development's student advisory council.
• Attend ongoing training throughout the summer and academic year.
• Interact with new and perspective students and community members.
• Acquaint new students with campus services, programs, and activities.
• Encourage students to get involved on campus.
• Assist in New Student Orientation with the preparation and distribution of materials.
• Facilitate small group activities, ice breakers, and campus tours for potential, incoming, and continuing students.
• Assist the Student Development Division with the set-up and the break-down of New Student Orientation sessions and Recruitment events.
• Network at SMCC, and serve on Student Panels.
• Assist with New Student Orientation, Welcome Week, Student Success Workshops, Cougar Day, and other student engagement activities.
• Follow up with prospective students through phone calls, e-mails, and/or other communication methods.

What is the I Will Graduate Campaign?
The I Will Graduate Campaign is a District-wide initiative to provide faculty and staff at the Maricopa Community Colleges resources to help promote our students' successful completion of a degree or certificate. The themes Learn, Engage, and Connect are used throughout to en-gage students and connect them to on campus resources.

The Hallmark of the campaign is the annual Student Success Fair. This event:

• Establishes tasks for students that are associated with persistence and completion including program requirements, course registration, graduation timelines, course prerequisites, degree requirements and transfer opportunities.

• Provides opportunities for faculty and staff to continuously connect with students in a dialogue that rein-forces goal attainment and college completion.

• Reinforces SMCC's "I Will Graduate" culture through the lens of facilitating a student's learning, engaging them in a meaningful way, and connecting them to the resources they need to be successful.

• Increases student comprehension of tasks/deadlines/requirements in reaching their goals and engage students in personalizing and 'owning' their individual completion goals.

What is the Male Empowerment Network (MEN)?

The Male Empowerment Network (MEN) is a Maricopa Community College District Initiative designed to improve the retention and degree completion rates of its minority male students.

The primary goals of the Male Empowerment Network is to:

• Increase the access, persistence, and graduation rate of minority male students

• Connect minority male students with academic and professional support resources/services

• Create a culture of success and empowerment among minority male students

What is Women Rising?

In 2014, the Maricopa County Community College District implemented a female diversity initiative to support our population of women students throughout our District. We believe that our students represent the future leaders in our community. In 2015, the District Office and the ten colleges have worked aggressively to establish the female empowerment network, known as Women Rising, to support this effort.

I still have questions about the process—who can I talk to for help?

Student Success Programs and Recruitment staff are located in the Student Enrollment Services building. We are more than happy to work with you—we are passion-ate about your success!

TESTING SERVICES

Technology Center (TC) 243
602.243.8188

South Mountain Community College (SMCC) is committed to providing all students the opportunity for a successful academic experience. Success in the classroom begins by enrolling in the correct courses. The free ACCUPLACER assessment helps to determine proper course placement into English, math and reading classes. Students who are new to college or those without college level credits in English, reading or math are re-quired to complete assessments in all three subject are-as. The entire assessment can take approximately 3 hours to complete.

CELSA (COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT)

A 45 minute test designed to place ESL adult students in the appropriate ESL classes.

To complete the ACCUPLACER or CELSA:

• Students, including those under the age of 18, need to present a valid, original picture ID or an original temporary ID provided by the Department of Motor Vehicles (DMV).

• The MCCCD Student ID number received once a student has applied to the college.

• Please visit https://my.maricopa.edu/enrollment-services/assessment-testing for information on the accepted types of photo identification.

VETERANS SERVICES

602.243.8369

The mission of Veterans Services at South Mountain Community College is to act as a liaison between the veteran student and the Department of Veterans Affairs, for the purposes of certifying veteran educational benefits.

This office serves as the primary contact in assisting veterans with completing the necessary paperwork to insure proper VA educational entitlements. Students are provided:

• Registration Assistance

• Educational Benefits Information

• Academic Advisement

South Mountain Community College Veterans Services will also make referrals and guide the student to other campus resources including tutoring, personal and career counseling, disability services and financial aid.

Location: Student Enrollment Services Building
Registration and Records Office
Hours: Fall/Spring Semesters:
8:00 a.m. - 7:00 p.m., Monday - Thursday 9:00 a.m. - 5:00 p.m., Friday

Summer: 7:30 a.m. - 6:00 p.m., Monday - Wednesday; Thursday, 8:30 a.m. – 6:00 p.m.; Closed on Friday
Phone: 602.243.8000 or 602.243.8123
Fax: 602.243.8199

CAMPUS PROGRAMS

ACHIEVING A COLLEGE EDUCATION (ACE)

The Achieving a College Education (ACE) program was developed in 1987. South Mountain Community College was the first of the ten (10) Maricopa County Community College District colleges to implement the ACE program. Achieving a College Education Program (ACE) is a nationally recognized program that targets students who may not con-sider going to college and attaining a bachelor's degree as an achievable goal. This unique program is specifically designed to help students make a smooth transition from high school to an accredited community college, then moving on to a university in order to complete a bachelor's degree.

ACE students are high school juniors and seniors currently en-rolled in college courses while they are attending regular high school. Throughout these two years, ACE students take classes on the SMCC campus in order to experience and acclimate to a college environment in a real-time setting.

Classes meet during the regular summer sessions and every Saturday during the fall and spring semesters. Upon graduating from high school, an ACE student will have earned up to 24 transferable college credits.

The SMCC ACE Program was established in 1987 and was the first ACE Program in the Maricopa County Community College District. Besides attending classes, ACE students and their families participate in an orientation and a series of ongoing activities and events such as financial aid workshops designed to keep them informed and connected throughout the two years.

It is important to recognize that ACE students enrolled at one of the Maricopa Community Colleges are considered college students with all the corresponding rights, responsibilities, privileges and benefits.

Once an ACE prospective student has been accepted into the program the student and their families participate in an orientation and a series of activities and events. These events ranged from workshops designed to keep them informed and connected during their two years with ACE. These workshops focus on such issues as financial literacy, 7 Habits of Highly Effective Teens, Transfers Information, Personal Essay, Plagiarism, Note taking and Time Management.
http://www.southmountaincc.edu/early-college/

AMERICAN INDIAN INTERCULTURAL CENTER (AIIC)

Student Services Building, SS 106
Office: 602.243.8340
Kyle Mitchell

Imagine educational success through family and culture. South Mountain Community College would like to achieve this vision through the development of our American Indian Intercultural Center, a multicultural program that en-compasses a culturally-relevant approach to foster outreach and retention of American Indian students. The primary goal for the AIIC is to establish and coordinate programs/activities including: Outreach, Support Services, and Student-Centered Programs.

Outreach. The primary focus of AIIC is to provide intimate and extensive collaborative efforts with Tribal Communities and local community-based organizations. As a collaborative team, the partnership will coordinate to provide support for the students and their families.

Support Services. Through a sense of community, students will receive specialized and specific support services to em-power American Indian students to experience academic success. Students can receive specific services such as: Advisement, Counseling, Disability Resource Services, Mentoring and Tutoring.

Student-Centered Programs. Students will have the opportunity to experience programs that will help them grow not only as a student, but also as young professional. The student-centered programs will help them understand how to apply their personal values and abilities to achieve academic success.

Come experience the program! Our location is in the Student Services Building.

BILINGUAL NURSING FELLOWSHIP PROGRAM (BNFP)

The Bilingual Nursing Fellowship Program (BNFP) is designed to increase the number of highly qualified nurse graduates who speak, read and write English and Spanish fluently.

BNFP is collaboration between South Mountain Community College, Phoenix College, Gateway Community College, and Arizona State University. It is anticipated that each Fellow will complete an AAS in Nursing and obtain a nursing license within three to three and a half years after acceptance into the program, once all requirements are met.

PROGRAM ADVANTAGES

• Tutoring
• Employment Assistance
• Nurse Mentors

BILINGUAL NURSING FELLOWSHIP

Program Advisor
Phone: 602.243.8269, Fax: 602.243.8263

ENGLISH AS A SECOND LANGUAGE (ESL)

Dr. Steven Fountaine
602.305.5648

The intensive English Program at SMCC is intended to prepare students for the world of work as well as for a college degree program. It also allows qualified students to earn college credit while learning English as a Second Language. Classes are designed to reinforce and build on one another and our wide range of support services will help you achieve your goals. English as a Second Language Program has been in existence for over 25 Years.

Experienced faculty with advanced degrees provides instruction for four levels of ESL courses. Our class size is small to ensure attention to the student and free tutoring and other academic support services are available.

An applicant for admissions to the Intensive English must complete the application process as set forth by the Maricopa County Community College District policy. Admission forms and application are on line or simply contact the Admissions and Records Office of SMCC. Tuition will vary ac-cording to classification of student's status. For more information on cost please contact either the Admission and Records Office or the Business Services Department (Cashiers).

FITNESS CENTER

The Fitness Center offers a personalized fitness program for individuals 16 or older and of all level of ability. The facility has an extensive selection of cardiovascular and strength training equipment and is staffed with Fitness Center technicians at all times who provide the necessary attention and expertise required for safe and effective exercise sessions. New members are required to attend an orientation which includes a health assessment and instruction on proper use of the equipment; and then they may attend the center at any time during hours of operation.

It is the goal of the Fitness Center to be an educational source for wellness, and fitness related information. The Center also participates in several local health fairs each year.

HIGH SCHOOL DUAL ENROLLMENT

602 872-7756

http://www.southmountaincc.edu/early-college/

South Mountain Community College partners with several valley high schools to offer dual enrollment credit for academic and occupational classes. Dual enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. Registration is coordinated on the high school campus. Through dual enrollment we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

HONORS PROGRAM

The Honors Program provides students the opportunity to elevate their academics and become more competitive when transferring or moving into the workforce. Students can complete in-depth academic research, take classes with like-minded individuals, attend lectures and conferences and receive honors credit on their transcript. Many of the Honors students at South Mountain Community College have various leadership roles within the college, participate in athletics, or work on campus.

Other benefits of participating in the Honors Pro-gram include eligibility for special Honors Foundation scholarships, scholarship recommendations, and provisional membership in Phi Theta Kappa, the International honor society for the two-year colleges. Honors students who are graduating from SMCC are also eligible to be an Honors Program Graduate. To be an Honors Program Graduate students must be graduating from SMCC with 15 credits of Honors classes, have a cumulative GPA of 3.5 or higher, and complete all of their required co-curricular events. Honors Program Graduates are provided with a medallion to wear at commencement and receive a special designation in the commencement program.

Eligibility

The Honors Program is open to all recent high school graduates and continuing students that meet the eligibility criteria. Students entering directly from high school (within two semesters of graduating) can apply for the Presidents' Hon-ors Scholarship, which covers 15 credits of in-state/in-county tuition per semester for up to four semesters, as well as the $15 registration fee. Eligibility for the Presidents' Honors Scholarship is based in part on a student's high school academic performance and college placement test scores. Continuing students can apply for the Honors Achievement Award and must have completed a minimum of 12 college-level credits within the Maricopa College District with a cumulative GPA of 3.25 or higher. The Honors Achievement Award, which is provided after the semester ends, is based on the total number of credits completed. For more information about the Honors Program or to re-quest an application, students can stop by the Honors Office (SS-105), call (602) 243-8122, or email hon-ors@southmountaincc.edu.

HOOP OF LEARNING (HOOP)

602.243.8340

http://www.southmountaincc.edu/early- college/hoop-of-learning/

South Mountain Community College offers high school students who plan to pursue a college degree two pathways, a two- year Dynamic Learning Teacher Education and General Studies program. Enrollment in these degrees includes guaranteed acceptance of transfer courses to a four- year Arizona institution, and possible internship experience. The Summer Hoop of Learning program is designed to provide American Indian 9th through 12th grade students the opportunity to earn college credits while in high school. The program will consist of a five-week summer session offering one orientation course, an academic course and one elective course,

preparing the students to enter into their first college semester. In partnership with the Phoenix Union High School District, selected students will receive scholarships for tuition, books and assistance for transportation.

Selected applicants are required to complete the Accuplacer placement test in reading, English, and math in the Student Enrollment Services (SES) center at South Mountain Community College. Student test scores will determine appropriate placement in academic courses. In addition, South Mountain Community College will host a student/parent orientation and registration session and a financial aid seminar for graduating seniors.

Students participating in the program at South Mountain can complete as many as 24 college credits that transfer to the three Arizona Universities.

INTERNATIONAL EDUCATION

Opportunities for International Students at SMCC
Services at South Mountain Community College promotes global awareness among students, faculty and staff, advises the college community about college issues related to various services needed by international students and visitors, and assists in the development of study abroad opportunities for students and staff.

International Education Services at South Mountain Community College is made up of the International Education Office, the International/Intercultural Committee and the Study Abroad Program. The aim of the IES Office is to create and maintain a civil campus environment that values diversity.
In addition, the IES Office presents the campus community with a wide variety of events/ projects that will increase the student knowledge of culturally different groups and maintain cultural sensitivity and visibility throughout the campus.
In particular, the IES Office aids in recruitment and increased enrollment of international students,

supports an international student club (International Friends), works closely with the English as a Second Language program, creates and dis-tributes SMCC information in other languages, supports faculty for international/ intercultural projects and supports students with Study Abroad Programs.

The IESO at SMCC offers several educational opportunities for global awareness and sharing for international students. These include:
• International Friends student club (events and activities for international students)
• International Week (fall and spring semesters) promoting global awareness
• English Language Conversation Club (conducted by SMCC native English speaking students and volunteers)
• Festivals with Student Life, highlighting different cultures/ethnicities (Native Americans Heritage Week, African- American Month and Hispanic Heritage Month)
• African, Indian, Islamic and Asian cultural festivals (fall and spring semesters)
• Study Abroad programs for language and cultural development (Spain, Czech Republic and Mexico)
• Guest speakers on cultural and educational themes (art and sciences)
• International storytelling
• Tutoring in all subject areas, especially English

PERFORMING ARTS/FINE ARTS PROGRAM

The South Mountain Community College Performing Arts and Fine Arts department is the home to Music Performance, Music Business, Art, Dance, and Theatre programs. The Mu-sic and Dance programs offer transfer-level courses and performance opportunities. The Music Business, Art and Theatre programs offer degrees and certificates. The Performing Arts/Fine Arts classes are available to all students and many do not have a prerequisite. However, students are required to audition for performance classes. In some cases, scholar-ships are available for students passing the audition.

A student can complete an Associate of Arts degree in Art or Theatre at SMCC. A student may also complete an Associate in Applied Science degree in the Music Business program.

The Performing Arts/Fine Arts department presents performances throughout the year. One of the highlights of the department is the annual Arts showcase where students present their original artwork. The other premier program is the annual performance of excerpts from Handel's Messiah which features the SMCC Community Orchestra and Choir.

You may access the academic year Performing Arts Calendar of Events on the college's web page.

If you are interested in completing a degree, transferring to a four-year university or simply want to take a class for personal satisfaction, we have a class to suit your needs.

PHI THETA KAPPA

SMCC's Phi Theta Kappa Faculty Coordinators:
Dr. Carol Smith
602.243.8255
carol.smith@southmountaincc.edu

Ms. Christine Raack
602.305.5898
christine.raack@southmountaincc.edu

"Your Invitation to Success":
https://youtube/Mrgd2Fgf0Rs

Phi Theta Kappa (PTK) is "the world's largest and most prestigious honor society for two-year college students" (PTK.org). South Mountain Community College's Chapter of PTK, Alpha Eta Delta, was chartered in 1982. SMCC's chapter has earned distinction among more than 1,285 chapters around the world.

According to the PTK International website, "the mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders." PTK members engage in leadership development, travel to honors seminars and conferences, collaborate to provide service to campus and community, and support each other through fellowship and social activities.

There are many benefits to membership in PTK, including scholarship opportunities, free enrollment in CollegeFish.org , opportunities to develop leadership and service skills through participation in chapter projects, acknowledgement of membership on transcripts and graduation diploma, personal letters of recommendation for scholarships or employment, networking opportunities with over three million student scholars and alumni, and more. Applications for the fall ALL-USA Community College All Academic Team and the prestigious Guistewhite Scholarship are available online and through the Honors Office.

Member ship is extended by invitation to students after completing 12 credits at SMCC with a cumulative grade point average of 3.5 or higher. Please contact your PTK Faculty Coordinator(s) or a student officer for more information.

SI SE PUEDA PARTNERSHIP

Rosa Cota
Phone Number? Email?

SMCC established a partnership with Si Se Pueda Foundation in 2014. SMCC offers annual mixers to present the partner-ship/program to surrounding elementary and feed schools within the South Mountain Village.

The purpose of the program is to advocate nonviolent conflict resolution amongst all youth

regardless of gender, ethnicity, religion or creed by increasing positive behaviors through community service, educational/recreational activities, and by encouraging parental involvement in the lives of their children through parent/teacher and community meetings.

In the first year of our partnership, SMCC has reached out to 250 students from our charter High School (AAEC), South Mountain High School and Betty Fairfax High School. In our second year we focused on students in the 8th and 9th grade. During our third year of our Si Se Pueda partnership, SMCC plans to reach out to 7th and 8th grade students.

THE STORYTELLING INSTITUTE

The South Mountain Community College Storytelling Institute is at the center of a community of storytellers who gather to tell and hear stories of all kinds. The Institute offers foundational and advanced classes in storytelling as part of a program that leads to an Academic Certificate in Storytelling. These classes are open to anyone interested in storytelling and most have no prerequisites. Members of the storytelling faculty, storytelling students, and community storytellers also offer storytelling events throughout the year.

Storytelling is an art form that enriches the community and promotes cultural understanding for adults and children alike.

Students, faculty and staff tell personal and family stories or folktales that offer insight into cultural heritage or the human condition. Storytelling is applicable to careers in education, human relations, and any other areas where multicultural sensibility is vital.

The Storytelling Institute offers monthly workshops, numerous concerts, including the fall Myth Informed series and the spring Folktales for

Grownups series, plus an annual festival which feature workshops and performances by nationally known tellers, local tellers and student storytellers.

Students may earn a 30-credit hour Academic Certificate in Storytelling through the Program in Storytelling.

STORYTELLING INSTITUTE

Director Liz Warren, Storytelling Faculty
 Phone: 602-243-8026
Email: liz.warren@southmountaincc.edu
Website: http://www.southmountaincc.edu/storytelling/

TRIO STEP PROGRAM

Student Services Building SS 114
http://www.southmountaincc.edu/trio/
602.305.5676

The STEP Program is sponsored by South Mountain Community College and is 100% federally funded through a grant from US Department of Education TRIO Programs totaling $1,100,000.

STEP (STUDENTS TRANSFER WITH EDUCATIONAL PREPARATION)

Offers qualifying students a learning community and strong academic support system, designed to assist them in their transition to college. The primary goal is to increase the retention and graduation rates of participants who commit to transferring to four-year universities and colleges, by providing opportunities that improve their access to higher education.

STEP participants involved in:
• Tutoring
• Specialized advising
• Mentoring sessions
• Cultural enrichment programs
• 4-year college visits

To qualify for the STEP program, students need to be classified as meeting one of the following requirements:
• First generation college student (neither parent has completed a four-year degree)
• Meet federal income guidelines
• An individual with a documented disability

Why choose STEP?
The program provides qualifying students with:
• Priority Registration
• Free English & Math Tutoring
• College Orientations
• Financial Aid Assistance
• One-on-One Academic Advising
• Cultural Enrichment
• University Tours
• Workshops (Career, Transfer, and Personal Development)
• Application Fee Waivers
• Calculators, Tape Recorders, and Laptops (available for student borrowing)

ELIGIBILITY CRITERIA

To be eligible for STEP, a student must be a first generation college student, low income, or disabled, and committed to transferring to a four-year institution.
• Be a full-time student (12 units or more),
• Maintain a 2.5 grade point average or better,
• Be a US Citizen or National of the United States or meet the residency requirements for federal student financial assistance,
• Submit a completed application to the TRIO Office.

For an Application Form or additional information, please contact our TRIO office at 602.305.5676 or visit us in the Student Union (SU 105).

TRIO UPWARD BOUND PROGRAM
Student Services Building (SS 114)
602.305.5676

Upward Bound provides fundamental support to students from South Mountain High School and Central High School in their preparation for college en-trance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. The goal of Upward Bound is to increase the rate at which participants complete secondary education and en-roll in and graduate from institutions of postsecondary education.

Upward Bound participants are involved in:
• Instruction in math, lab sciences, English composition, literature and the foreign languages
• Tutoring
• Mentoring sessions
• Career counseling sessions
• SAT/ACT preparation
• Cultural enrichment programs
• One-week classroom experience at Northern Arizona University

GENERAL GRADUATION AND DEGREE INFORMATION

All students are required to complete the degree and/or certificate requirements as approved by the MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the Admissions and Records Office/ Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific

certificate programs, be credited with not fewer than the mini-mum 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 Re-quired 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. 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.

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.

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 pro-grams have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

7. Have removed any indebtedness to any MCCCD college /center.

8. Have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

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 Pro-gram Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in

Applied Science (Career Program Specified).
All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the 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 per-son 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.
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 mini-mum total of credit units required for the certificate program.

2. Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

3. 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.

4. 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.

5. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

6. have a minimum cumulative grade point average of 2.000 at the college granting the degree.

7. 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.

8. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

9. have removed any indebtedness to any MCCCD college/center.

10. 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 per-son 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 inter-actions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:
• Build self-awareness, self-respect, and self-confidence
• Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
• Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
• Access, evaluate, analyze, synthesize, and use information wisely
• Communicate effectively personally, socially, and professionally
• Think critically, make informed decisions, solve problems, and implement decisions
• Consider the ethical implications of their choices
• Value the learning process throughout their lives

• Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
• Develop a personal sense of aesthetics
• Use technological resources appropriately and productively
• Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:
• Communication
• Arts and Humanities
• Numeracy
• Scientific Inquiry in the Natural and Social Sciences
• Information Literacy
• Problem-Solving and Critical Thinking
• Cultural Diversity

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

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

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 writ-ten 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 be-tween Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

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. Stu-dents may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

EXAMPLE A:
Admitted & Earned Course Credit at a Public Community College or University
Fall '05 (Active)

Continued at a Public Community College
Spring '06, Fall '06 (Active)

Transferred to a University
Spring '07 (2005 or Any Subsequent Catalog)

EXAMPLE B:
Admitted & Earned Course Credit at a Public Community College or University
Fall '02 (Active)

Enrolled But Earned All Ws, Zs, or Fs
Spring '03 (Inactive)

Enrolled in Audit Courses Only
Fall '03 (Inactive)

Nonattendance
Spring '04 (Inactive)

Transferred to a University
Fall '04 (2004 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer

considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:
Admitted & Earned Course Credit at
a Public Community College or University
Fall '02 (Active)

Nonattendance
Spring '03, Fall '03, Spring '04 (Inactive)

Readmitted & Earned Course Credit at
a Public Community College
Fall 04 (Active)

Transferred to a University
Spring 05 (2004 or Any Subsequent Catalog)

EXAMPLE B:
Admitted & Earned Course Credit at
a Public Community College or University
Fall '02 (Active)

Nonattendance
Spring '03 (Inactive)

Readmitted & Earned Course Credit at
a Public Community College
Sum-mer '03 (Active)

Nonattendance
Fall '03, Spring '04 (Inactive)

Transferred to a University
Fall '04 (2002 or Any Subsequent Catalog)

* Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:
Admitted & Earned Course Credit at
a Public Community College or University
Summer ' 04 (Active)

Continued at a Public Community College
Fall '04, Spring '05 (Active)

Nonattendance
Fall '05 (Inactive)

Readmitted & Earned Course Credit at
a Public Community College
Spring '06 (Active)

Transferred to a University
Summer '06 (2004 or Any Subsequent Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree granting institution.

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.

Academic policies that govern the Associate degrees designed for university transfer: (Associate in Arts [AA]; Associate in Science [AS];

Associate in Arts Elementary Education [AAEE]; Associate in Fine Arts [AAFA] for Dance, Theatre or Arts; and Associate in Business General Requirements or Special Requirements [ABUSGR, ABUSSR]).

NOTE: 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: 60 credits for AA, AS, AA-EE, and AA-FA-Theatre; 62 credits for ABUS-GR and SR; 60for AA-FA-Art; 65 for AA-FA-Dance.
- 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.

General Education Requirements:
- The AGEC requirements include a designated number of courses approved for each of the following areas:
- **Core**
  - First Year Composition [FYC],
  - Mathematics Studies [MA],
  - Computer/Statistics/Quantitative Applications [CS],
  - 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 [C]
  - Global [G] or Historical [H]
  - MCCCD's Additional Requirements are as follows:

- **Oral Communication**
- **Critical Reading**

Note that there are three different AGECs each aligning with a different subset of Associate Degrees (AGEC-A for all Associate in Arts degrees, AGEC-B for all Associate in Business degrees, and AGEC-S for the Associate in Science 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. Checksheets for each of type of Associate degree indicate these details, the number of credits required in each area, and any exceptions.

- 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 ex-ample, 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 General Education Requirements for these degrees may be completed in as few as 35 credits provided that courses selected for the Awareness Areas and MCCCD's Additional Requirements can also be counted toward Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

GENERAL ELECTIVES AND OTHER 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.
• Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language.
• 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 recommend-ed, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transfer-able and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.
• 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 any institutions outside of MCCCD:

• Credits transferred from outside of MCCCD must 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.
• Courses completed at another Arizona public college or university will be based on information obtained from AZTransfer's Arizona Course Equivalency Guide (CEG).

From any AGEC granting/accepting institutions:

• The course evaluation and/or AGEC general education designation for a course is as listed in the AZTransfer's Arizona Course Equivalency Guide (CEG) for the semester in which the course was completed. Transfer credits will be counted toward the AGEC and/or Associate degree requirements based on their evaluated MCCCD equivalence for the semester in which the original coursework was done.

Credit for Prior Learning:

• 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 trans-fer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZ-Transfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

CERTIFICATES AND DEGREES

ACCOUNTING

Accounting (5665) 23-26 Credits: 23-26
Accounting (3149) 60-65 Credits: 60-65

BEHAVIORAL HEALTH SCIENCES

Advanced Behavioral Health Sciences (5521)
Credits: 48
Advanced Behavioral Health Sciences (3067)
Credits: 67-72
Basic Behavioral Health (5522) Credits: 20
Recovery Support (3032) Credits: 70-72

BUSINESS/ENTREPRENEURIAL STUDIES

Business Management (3054) Credits: 66-67
General Business (5683) Credits: 21
General Business (3148) Credits: 61-66

ENTREPRENEURIAL STUDIES

Entrepreneurial Studies: Level I (5819N) Credits: 10-11
Entrepreneurial Studies: Level II (5820) Credits: 18-19
Small Business Entrepreneurship (5192N) Credits: 11
Small Business Start-Up (5706N) Credits: 12

EARLY CHILDHOOD EDUCATION

Child Development Associate (CDA) Preparation (5710)
Credits: 16
Family Child Care Management (5714) Credits: 16
Infant and Toddler Development (5715) Credits: 16
Early Learning and Development (3124) Credits: 63-68
Instructional Assistance (5119) Credits: 27

ENGINEERING

Engineering Technology (3228) Credit: 63-93

EXERCISE SCIENCE

Exercise Science/Personal Training (3059)
Credits: 64-69.5
Personal Training Specialist (5445) Credits: 32-34.5

INFORMATION TECHNOLOGY

Information Technology Support (5163) Credits: 21-22
Information Technology: Computer Applications
Specialist (5201) Credits: 36-38

Computer/Information Technologies (3167)
Credits: 60-64
Information Technology: Computer Applications
Specialist (3098) Credits: 61-65

NETWORKING

Information Technology: Cisco Networking (5526)
Credits: 41-44
Information Technology: Cisco Networking (3095)
Credits: 63-71
Information Technology: Network Security (5530)
Credits: 40-41
Information Technology: Network Security (3097)
Credits: 62-68
Information Technology: Network Server (5529)
Credits: 39-40
Information Technology: Network Server (3096)
Credits: 61-67
Linux Professional (5204N) Credits: 12
Networking Administration: Cisco (5969N) Credits: 14-18
Network Administration: Cisco Network Professional
(5328) Credits: 16
Network Administration: Microsoft Windows Server
(5124N) Credits: 18

WEB/GRAPHICS: PROGRAMMING

Adobe Creative Suite in Business: Production
Applications Specialist (5782) Credits: 18
Adobe Foundations (5807N) – Credits: 9
Information Technology: Android/iOS Programming
(5834N) Credits: 12-15
Information Technology: Microsoft Programming
(5833N) Credits: 12-15
Information Technology: Programming and Mobile
Development (5193) Credits: 36-39
Information Technology: Programming and Mobile
Development (3099) Credits: 61
Mobile Apps Programming (5793) Credits: 16-45
Mobile Apps Programming (3139) Credits: 62-64
Programming (5047) Credits: 21-26
Web Application Development (5835N) Credits: 12
Web Design (5159) Credits: 18
Web Development and Graphic Design (5168) Credits: 38

Web Development and Graphic Design (3100)
Credits: 60-65

MANAGEMENT

Management (5729) Credits: 18
Retail Management (5286) Credits: 24
Retail Management (3048) Credits: 61-63
Supervision & Management I (5721N) Credits: 15
Supervision & Management II (5722) Credits: 30-31

MARKETING/SOCIAL MEDIA

Marketing (5094) Credits: 18
Social Media Marketing (5830) Credits: 17-20

MUSIC BUSINESS

Music Business (5258) Credits: 26
Music Business (3017) Credits: 60-63

PHARMACY

Pharmacy: Customer Service (5348) Credits: 17

REAL ESTATE

Real Estate Prelicense (5139N) Credits: 6.5

STORYTELLING

Storytelling (6200N) Credits: 30

SUSTAINABILITY

Sustainability (6240N) Credits: 15-17
Sustainability/Ecological Literacy (6232N) Credits: 16

Program Disclosures

*Any program with an "N" after the Major Code
(in parenthesis) is NOT presently eligible for Title
IV Federal Financial Aid.*

*For certificates that are Title IV Financial Aid eligible,
please visit: SMCC Programs to learn more about
Gainful Employment Information.*

ACCOUNTING

Chairperson: Mark Nielsen
Division of myCareer, Library and Center
for Teaching & Learning (mCLCTL)

CERTIFICATES/DEGREES

Certificate of Completion in Accounting (5665)
Credits: 23-26
Associate in Applied Science in Accounting (3149)
Credits: 60-65

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

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

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

*Consultation with an Academic Advisor is recommended
for course selection.*

PROGRAM PREREQUISITES: None
REQUIRED COURSES: CREDITS 23-26

ACC111	Accounting Principles I (3)	
AND		
+ACC230	Uses of Accounting Information I (3)	
AND		
+ACC240	Uses of Accounting Information II (3)	
OR		
ACC111	Accounting Principles I (3)	
AND		
+ACC112	Accounting Principles II (3)	
AND		
+ACC212	Managerial Accounting (3)	
OR		

ACC211	Financial Accounting (3)	
AND		
+ACC212	Managerial Accounting (3)	6-9
ACC105	Payroll, Sales and Property Taxes (3)	
+ACC115	Computerized Accounting (2)	
CIS114DE	Excel Spreadsheet (3)	
CIS105	Survey of Computer Information Systems (3)	
GBS151	Introduction to Business (3)	
GBS205	Legal, Ethical & Regulatory Issues in Business (3)	

ASSOCIATE IN APPLIED SCIENCE IN ACCOUNTING (3149) CREDITS: 60-65

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

PROGRAM NOTES:

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

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses. Consultation with an Academic Advisor is recommended for course selection.

PROGRAM PREREQUISITES: CREDITS: 0-3

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

REQUIRED COURSES: CREDITS: 29-32

ACC111	Accounting Principles I (3)	
AND		
+ ACC230	Uses of Accounting Information I (3)	
AND		
+ ACC240	Uses of Accounting Information II (3) OR	
ACC111	Accounting Principles I (3)	
AND		
+ ACC112	Accounting Principles II (3)	
AND		
+ ACC212	Managerial Accounting (3) OR	
ACC211	Financial Accounting (3)	
AND		
+ ACC212	Managerial Accounting (3)	6-9
ACC105	Payroll, Sales and Property Taxes (3)	
+ ACC115	Computerized Accounting	2
ACC121	Income Tax Preparation (3) OR	
+ ACC221	Tax Accounting (3)	3
CIS114DE	Excel Spreadsheet	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3
+ GBS233	Business Communication	3

RESTRICTED ELECTIVES: CREDITS: 9

ACC+++++	Any ACC Accounting course(s) except courses used to satisfy Required Courses area.	9
CIS117DM	Microsoft Access: Database Management	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	
GBS131	Business Calculations	3
GBS207	Business Law (General Corporate (3)	
+ GBS220	Quantitative Methods in Business (3)	

GENERAL EDUCATION REQUIREMENT CREDITS: 22-24

GENERAL EDUCATION CORE: CREDITS: 12-14

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 in the Oral Communication area.

Critical Reading: Credits: 0
Met by CRE101, College Critical Reading and Critical Thinking
OR
Equivalent as indicated by assessment in Program Prerequisites area. 0

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

GENERAL EDUCATION DISTRIBUTION: CREDITS: 10
Humanities, Arts and Design: Credits: 3
Any approved General Education course in the Humanities and Fine Arts area.

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

Natural Sciences: Credits: 4
Any approved General Education course in the Natural Sciences area.

BEHAVIORAL HEALTH SCIENCES
Chairperson: Dr. Troy Melendez
Division of Counseling, Health, and Wellness (CNSLG)

CERTIFICATES/DEGREES
Certificate of Completion in Basic Behavioral Health Sciences (5522)

Certificate of Completion in Advanced Behavioral Health Sciences (5521)

Associate in Applied Science in Advanced Behavioral Health Sciences (3067)

Associate in Applied Science in Recovery Support (3032)

CERTIFICATE OF COMPLETION IN BASIC BEHAVIORAL HEALTH (5522) CREDITS: 23-26
DESCRIPTION: The Certificate of Completion (CCL) in Basic Behavioral Health is designed to prepare students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic behavioral health services. The core focus of the program is practical training and service learning experiences.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

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

PROGRAM PREREQUISITES: NONE REQUIRED COURSES: CREDITS: 20

BHS101	Introduction to Ethical Counseling Issues (3)	
BHS105	Introduction to Human Relations (2)	
+ BHS151	Communication Skills in Counseling I (3)	
+ BHS204	Counseling in Multicultural Setting (3)	
+ BHS205	Therapeutic Intervention Models (3)	
+ BHS260	Case Report Writing (1)	
+ BHS290	Child and Family Advocacy (3)	
BPC101AA	Introduction to Computers I (1)	
CWE198AA	Career Work Experience (1)	

CERTIFICATE OF COMPLETION IN ADVANCED BEHAVIORAL HEALTH (5521) CREDITS: 48

DESCRIPTION: The Certificate of Completion (CCL) in Advanced Behavioral Health Sciences prepares students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 38

BPC101AA	Introduction to Computers I (1)
BHS101	Introduction to Ethical Counseling Issues (3)
BHS105	Introduction to Human Relations (2)
BHS115	Group Dynamics (3)
BHS/SWU130	Addictions and Substance Use Disorders (3)
+ BHS151	Communication Skills in Counseling I (3)
+ BHS156	Supervised Practice I (3)
+ BHS204	Counseling in Multicultural Setting (3)
+ BHS205	Therapeutic Intervention Models (3)
+ BHS215	Group Process (3)
+ BHS260	Case Report Writing (1)
+ BHS263	Applied Case Report Writing (1)
+ BHS290	Child and Family Advocacy (3)
PSY101	Introduction to Psychology (3)
+ PSY240	Developmental Psychology (3)
OR	
+ PSY266	Abnormal Psychology (3) 3

RESTRICTED ELECTIVES: CREDITS: 10

Note: Students must select one of the following three (3) Tracks:

TRACK 1: VIOLENCE AND ABUSE PREVENTION CREDITS: 10

AJS101	Introduction to Criminal Justice	3
BHS265	Violence and Abuse Matters	2
+ BHS266	Violence and Abuse Counseling (3)	
BHS268	Grief and Bereavement Issues	2

TRACK 2: GRIEF AND BEREAVEMENT RECOVERY CREDITS: 10

BHS168	Hospice Volunteer Training	2
BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS281	Introduction to Art Therapy	3

TRACK 3: GENERAL INTEGRATED CREDITS: 10

Select a total of 10 credits from the following courses:

BHS265	Violence and Abuse Matters	2
+ BHS266	Violence and Abuse Counseling (3)	
+ BHS267	Introduction to Play Therapy	3
BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS270	Introduction to Dance and Movement Therapy	3
+ BHS272	Managing Difficult Children	3
+ BHS281	Introduction to Art Therapy	3
+ BHS285	Facilitating Art Therapy Groups (3)	
STO289AC	Using Storytelling in Healing Settings	1

ASSOCIATE IN APPLIED SCIENCE IN ADVANCED BEHAVIORAL HEALTH SCIENCES (3067) CREDITS: 67-72

DESCRIPTION: The Associate in Applied Science (AAS) in Advanced Behavioral Health Sciences program is designed to prepare students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

PROGRAM NOTES:

+ *Indicates course has prerequisites and/or co requisites.*

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

Student must select one of the following tracks in the Restricted Electives area:
> Track 1: Violence and Abuse Prevention Track
> Track 2: Grief and Bereavement Recovery Track
> Track 3: General Integrated Track

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 38

BPC101AA	Introduction to Computers I	1
+BHS101	Introduction to Ethical Counseling Issues	3
BHS105	Introduction to Human Relations (2)	
BHS115	Group Dynamics	3
BHS/SWU130	Addictions and Substance Use Disorders	3
+ BHS151	Communication Skills in Counseling I	3
+ BHS156	Supervised Practice I	3
+ BHS204	Counseling in Multicultural Setting (3)	
+ BHS205	Therapeutic Intervention Models (3)	
+ BHS215	Group Process (3)	
+ BHS260	Case Report Writing	1
+ BHS263	Applied Case Report Writing	1
+ BHS290	Child and Family Advocacy	3
PSY101	Introduction to Psychology	3
+ PSY240	Developmental Psychology (3)	
OR		
+ PSY266	Abnormal Psychology (3)	3

RESTRICTED ELECTIVES: CREDITS: 10

Student must select one of the following three (3) Tracks.

TRACK 1: VIOLENCE AND ABUSE PREVENTION CREDITS: 10

AJS101	Introduction to Criminal Justice (3)	
BHS265	Violence and Abuse Matters	2
+ BHS266	Violence and Abuse Counseling (3)	
BHS268	Grief and Bereavement Issues	2

TRACK 2: GRIEF AND BEREAVEMENT RECOVERY CREDITS: 10

BHS168	Hospice Volunteer Training	2
BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS281	Introduction to Art Therapy	3

TRACK 3: GENERAL INTEGRATED CREDITS: 10

Select a total of 10 credits from the following courses:

+ BHS264	Understanding Trauma	3
BHS265	Violence and Abuse Matters	2
+ BHS266	Violence and Abuse Counseling (3)	
+ BHS267	Introduction to Play Therapy	3
BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS270	Introduction to Dance and Movement Therapy	3
+ BHS272	Managing Difficult Children	3
+ BHS281	Introduction to Art Therapy	3
+ BHS285	Facilitating Art Therapy Groups (3)	
STO289AC	Using Storytelling In Healing Settings	1

GENERAL EDUCATION REQUIREMENT: CREDITS: 19-24

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)

OR
COM100AA	Introduction to Human Communication Part I (1)
AND
COM100AB	Introduction to Human Communication Part II (1)
AND
COM100AC	Introduction to Human Communication Part III (1)

OR
COM110	Interpersonal Communication (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

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

GENERAL EDUCATION DISTRIBUTION: CREDITS: 7

Humanities, Arts and Design: Credits: 3

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

Social-Behavioral Sciences: Credits: 0

Met by PSY101, PSY240 or PSY266 in the Required Courses area.

Natural Sciences: Credits: 4

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

ASSOCIATE IN APPLIED SCIENCE IN RECOVERY SUPPORT (3032) CREDITS: 70-72

DESCRIPTION: The Associate in Applied Science (AAS) in Recovery Support program prepares students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

Students must earn a grade of "C" or better in each course in the Required Course area.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 45

BHS101	Introduction to Ethical Counseling Issues (3)	
+ BHS105	Introduction to Human Relations (2)	
BHS115	Group Dynamics (3)	
BHS/SWU130	Addictions and Substance Abuse Disorders (3)	
+ BHS151	Communications Skills in Counseling I (3)	
+ BHS152	Communication Skills in Counseling II (3)	
+ BHS156	Supervised Practice I	3
BHS178	Peer Training for Behavioral Health Paraprofessionals (3)	

OR

+ BHS278	Recovery Coaching (3)	3
+ BHS204	Counseling in Multicultural Setting (3)	
+ BHS205	Therapeutic Intervention Models (3)	
+ BHS215	Group Process	3
+ BHS260	Case Report Writing	1
+ BHS263	Applied Case Report Writing	1
+ BHS290	Child & Family Advocacy	3
CPD102AD	Eliminating Self-Defeating Behavior (2)	
PSY101	Introduction to Psychology	3
+ PSY240	Developmental Psychology	3

GENERAL EDUCATION REQUIREMENT: CREDITS: 25-27

GENERAL EDUCATION CORE CREDITS: 15-17

First Year Composition: Credits 6

+ENG101	First Year Composition (3)

AND

+ENG102	First Year Composition (3)

OR

ENG107	First-Year Composition for ESL (3)

AND

ENG108	First-Year Composition for ESL (3) 6

Oral Communication: Credits 3

COM100	Introduction to Human Communication (3)

OR

COM100AA	Intro to Human Communication Part I (1)

AND

COM100AB	Intro to Human Communication Part II (1)

AND

COM100AC	Intro to Human Communication Part III (1)

OR

COM110	Interpersonal Communication (3)

OR

COM230	Small Group Communication (3) 3

Critical Reading: Credits 3

+ CRE101	College Critical Reading and Critical Thinking (3)

OR

	Equivalent as indicated by assessment. 3

Mathematics: Credits: 3-5

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

GENERAL EDUCATION DISTRIBUTION: CREDITS 10

Humanities, Arts and Design: Credits: 3

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

Social-Behavioral Sciences: Credits: 3

Any approved general education course in the Social-Behavioral Sciences area. 3

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

BUSINESS – ENTREPRENEURIAL STUDIES
Chairperson: Mark Nielsen
Division of myCareer, Library and Center for
Teaching & Learning (mCLCTL)

CERTIFICATES/DEGREES
Associate in Applied Science in Business
Management (3054)

Certificate of Completion in General Business
(5683)

Associate in Applied Science in General Business
(3148)

Certificate of Completion in Entrepreneurial
Studies: Level I (5819N)

Certificate of Completion in Entrepreneurial
Studies: Level II (5820)

Certificate of Completion in Management (5729)

Certificate of Completion in Small Business
Entrepreneurship: (5192N)

Certificate of Completion in Small Business
Start-Up: (5706N)

ASSOCIATE IN APPLIED SCIENCE
IN BUSINESS MANAGEMENT: (3054)
CREDITS: 66-67
DESCRIPTION: The Associate in Applied Science
(AAS) in Business Management program is to
provide students with a basic inventory of skills
and competencies that will meet their needs when
they become practitioners in the field. Recognizing
that many persons already involved in business
and industry desire to improve their skills, the

program also seeks to offer alternative for the
increase of knowledge and the improvement of
skills by current practitioners in the field.

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

*Students must earn a grade of "C" or better for
each course listed in the Required Courses area*

PROGRAM PREREQUISITES: None

REQUIRED COURSES CREDITS: 30-31

ACC107	Bookkeeping Theory and Practice (4)	
OR		
ACC111	Accounting Principles I (3)	3-4
CIS105	Survey of Computer Information Systems	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+ GBS233	Business Communication	3
MGT229	Management and Leadership I	3
+ MGT230	Management and Leadership II (3)	
MGT251	Human Relations in Business	3
MKT271	Principles of Marketing (3) OR	
MGT276	Personnel/Human Resources Management (3)	3

RESTRICTED ELECTIVES: CREDITS: 12
Note: Students should select from the following
courses in consultation with a Department Advisor:

MGT135	Purchasing Management	3
MGT253	Owning & Operating a Small Business	3
MGT275	Office Management & Procedures (3)	
MGT277	Labor Relations	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3

+ MGT296WA	Cooperative Education (1)	

OR
+ MGT296WB   Cooperative Education (2)
OR
+ MGT296WC   Cooperative Education (3)

GENERAL STUDIES REQUIREMENTS: CREDITS 24-25

GENERAL EDUCATION CORE CREDITS: 15

First-Year Composition: Credits: 6
+ENG101   First-Year Composition (3)
AND
+ENG102   First-Year Composition (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: 3
+CRE101   College Critical Reading and Critical
               Thinking (3)
OR
+CRE111   Critical Reading for Business &
               Industry (3)
OR   equivalent by assessment.   3

Mathematics: Credits: 3
MAT102   Mathematical Concepts/
               Applications (3)
OR   Equivalent by assessment
OR   satisfactory completion of a higher
               level math course   3

General Education Distribution Credits: 9-10
Humanities, Arts and Design: Credits: 2-3

Any approved general education course in the
Humanities, Arts and Design area   2-3

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

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

CERTIFICATE OF COMPLETION IN GENERAL BUSINESS: (5683) CREDITS: 21
DESCRIPTION: The Certificate of Completion
(CCL) in General Business is designed to provide
business training for various entry-level positions
in business. The courses include an introduction
to business concepts, accounting and computer
principles, and legal issues related to business. An
Associate in Applied Science (AAS) is also available.

PROGRAM NOTES:
*+ Indicates course has prerequisites and/or co
requisites.*

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 12
ACC111   Accounting Principles I 3
CIS105   Survey of Computer Information
               Systems   3
GBS151   Introduction to Business   3
GBS205   Legal, Ethical and Regulatory Issues
               in Business   3

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

IBS+++++	Any IBS International Business courses
MGT+++++	Any MGT Management courses
MKT+++++	Any MKT Marketing courses
REA+++++	Any REA Real Estate courses
SBS+++++	Any SBS Small Business Management courses
CIS114DE	Excel Spreadsheet 3
CIS117DM	Microsoft Access: Database Management 3
CIS133DA	Internet/Web Development Level I (3)
EPS+++++	Any EPS Entrepreneurial Studies course(s) 1-3

ASSOCIATE IN APPLIED SCIENCE IN GENERAL BUSINESS: (3148) CREDITS 61-66

DESCRIPTION: The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

Students must earn a grade of "C" or better in all courses within the program

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDIT 21

ACC111	Accounting Principles I 3
CIS105	Survey of Computer Information Systems 3
GBS110	Human Relations in Business and Industry (3)
OR	
MGT175	Business Organization and Management (3)
OR	
MGT251	Human Relations in Business (3)3
GBS151	Introduction to Business 3
GBS205	Legal, Ethical and Regulatory Issues in Business 3
GBS233	Business Communication 3
MKT271	Principles of Marketing 3

RESTRICTED ELECTIVES: Credits: 18

Students should select eighteen (18) credits from the following courses:

Any 100/200 level prefixed courses may be selected, except courses use to satisfy the Required Courses area.

ACC+++++	Any ACC Accounting course(s)
GBS+++++	Any GBS General Business course(s)
IBS+++++	Any IBS International Business prefixed 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
Any approved General Education course in
the Oral Communication area. 3

Critical Reading: Credits: 0-3
+ Met by CRE101 in the Program Prerequisites area.

Mathematics: Credits: 3-5
+MAT120   Intermediate Algebra (5)
OR
+MAT121   Intermediate Algebra (4)
OR
+MAT122   Intermediate Algebra (3)

**GENERAL EDUCATION DISTRIBUTION:
CREDITS: 10**
Humanities and Fine Arts: Credits: 3
Any approved General Education course
in the Humanities and Fine Arts area.

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

Natural Sciences: Credits: 4
Any approved General Education course
in the Natural Sciences area.

CERTIFICATE OF COMPLETION IN ENTREPRENEURIAL STUDIES: LEVEL I (5819N) CREDITS: 10-11

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.

PROGRAM NOTES:
*CCL/5819N is not eligible for Title IV Federal
Financial Aid.*

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES CREDITS: CREDITS: 10-11
EPS150 Introduction to Entrepreneurship   3
EPS160   New Venture Creation 2
EPS180   Technology Business Planning (3)
OR
EPS195   Business Start-Up and Planning (2)
GBS/HEC132   Personal and Family Financial
               Security   3

CERTIFICATE OF COMPLETION IN ENTREPRENEURIAL STUDIES: LEVEL II (5820) CREDITS: 18-19

DESCRIPTION: The Certificate of Completion
(CCL) in Entrepreneurial Studies Level II program is
designed to provide students with the necessary
skills, knowledge, and abilities to start and run
their own business. Courses include new venture
legal issues, financial projections, and alternatives,
in addition to market research to determine
business feasibility. Also covers management
skills and entrepreneurial thinking for owning and
operating a small business.

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES CREDITS: 8

Certificate of Completion in Entrepreneurial Studies Level I (5819N) 10-11

AND

EPS161	New Venture Law and Finance (3)

OR

EPS162	Introduction to Social Entrepreneurship (3) 3
EPS165	New Venture Feasibility Analysis (2)
MGT253	Owning and Operating a Small Business (3)

CERTIFICATE OF COMPLETION IN MANAGEMENT (5729) CREDITS: 18

DESCRIPTION: The Certificate of Completion (CCL) 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. An Associate in Applied Science (AAS) is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES CREDITS: 18

| ACC111 | Accounting Principles I 3 |
| BPC110 | Computer Usage and Applications (3) |

OR

CIS105	Survey of Computer Information Systems (3)
GBS151	Introduction to Business 3
GBS205	Legal, Ethical, and Regulatory Issues in Business 3

| MGT229 | Management and Leadership I3 |
| MGT251 | Human Relations in Business   3 |

CERTIFICATE OF COMPLETION IN SMALL BUSINESS ENTREPRENEURSHIP: (5192N) CREDITS 11

DESCRIPTION: The Certificate of Completion (CCL) in Small Business Entrepreneurship program prepares students to acquire the skills, tools and knowledge necessary for successful start- up and operations of a profit-making business. Emphasis is placed on evaluating potential business opportunities, developing a business plan, and practical application of small business operating principles. Students develop a foundation of business start-up strategies and practices that will enable them to prosper in the ever- changing small business environment.

PROGRAM NOTES:

CCL/5192N 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 co requisites.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 9

EPS195	The Business Plan and Business Start-Up 2
SBS200	Small Business Operations 2
SBS202	Small Business Bookkeeping and Tax Preparation 1
SBS203	Financing and Cash Management for a Small Business 1
SBS204	Small Business Marketing and Advertising 2
SBS213	Hiring and Managing Employees (1)

RESTRICTED ELECTIVES: CREDITS 2

Students should select two (2) credits from any of the following courses:

SBS211	Small Business Computer Applications	1
SBS214	Small Business Customer Relations	(1)
SBS215	Managing Stress in Small Business	(1)
+ SBS216	Planning for a Small Business	2
SBS217	Starting/Managing a Home Business	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business	2
+ SBS298AA	Special Projects	1
MGT253	Owning and Operating a Small Business	3

CERTIFICATE OF COMPLETION IN SMALL BUSINESS START-UP: CREDITS: 12 (5706N)

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:

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

CCL/5706N is not eligible for Title IV Federal Financial Aid.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 12

MGT253	Owning & Operating a Small Business	3
MKT271	Principles of Marketing	3
SBS213	Hiring & Management Employees	(1)
SBS214	Small Business Customer Relations	(1)
SBS220	Internet Marketing for Small Business	2
SBS230	Financial & Tax Management for Small Business	2

EARLY CHILDHOOD EDUCATION

Chairperson: Dr. Jerome Garrison
Division of Communication, Fine Arts, and Social Sciences (CFASS)

CERTIFICATES/DEGREES

Certificate of Completion in Child Development Associate (CDA) Preparation (5710)

Certificate of Completion in Family Child Care Management (5714)

Certificate of Completion in Infant and Toddler Development (5715)

Certificate of Completion in Instructional Assistance (5119)

Associate in Applied Science Degree in Early Learning and Development (3124)

CERTIFICATE OF COMPLETION IN CHILD DEVELOPMENT ASSOCIATE (CDA) PREPARATION (5710) CREDITS: 16

DESCRIPTION: The Certificate of Completion (CCL) in Child Development Associate (CDA) Preparation program is designed to provide documented training in preparation for application to become a Child Development Associate. This program is intended for individuals interested in early childhood education who intend to pursue the national credential of CDA from the Council for Professional Recognition.

Students completing the described CCL coursework must apply independently to the Council for final evaluation and validation.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 16

CFS/ECH176	Child Development (3)	
OR		
CFS235	Developing Child: Theory into Practice, Prenatal - Age 8 (3)	
EED200	Foundations of Early Childhood Education	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED220	Child, Family, Community and Culture (3)	
OR		
CFS157	Marriage and Family Life (3)	3
+EED260	Early Childhood Infant/Toddler Internship (1)	
OR		
+EED261	Early Childhood Preschool Internship (1)	1
CFS157	Marriage and Family Life (3)	3
+EED260	Early Childhood Infant/Toddler Internship (1)	
OR		
+EED261	Early Childhood Preschool Internship (1)	1

CERTIFICATE OF COMPLETION IN FAMILY CHILD CARE MANAGEMENT (5714) PROGRAM CREDITS: 16

DESCRIPTION: The Certificate of Completion (CCL) in Family Child Care Management program provides individuals with a foundation in early childhood care theories, practices and administration. Topics include curriculum development, health and safety guidelines, business procedures, and cognitive and physical

development of the young child.

PROGRAM NOTES:
Students must earn a grade of "C" or better in all courses within the program.

+ Indicates course has prerequisites and/or co requisites.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 16

CFS163	Family Child Care: Introduction to Business Management	3
CFS164	Family Child Care: Curriculum and Environment	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3
EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED260	Early Childhood Infant/Toddler Internship	1

CERTIFICATE OF COMPLETION IN INFANT AND TODDLER DEVELOPMENT (5715) CREDITS: 16

DESCRIPTION: The Certificate of Completion (CCL) in Infant and Toddler Development program prepares individuals with foundational knowledge on the development of the young child. Included topics are child health, physical milestones, and cognitive development. Also covered are adult/child relationship building, and communication and language acquisition.

PROGRAM NOTES:
Students must earn a grade of "C" or better in all courses within the program.

+ Indicates course has prerequisites and/or co requisites.

++ *Indicates any module/suffixed course*

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 16

EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED260	Early Childhood Infant/Toddler Internship	1
+ ITD200	The Physical Child: Birth to Age Three	3
+ ITD210	Early Attachments, Relationships and Families: Birth to Age Three	(3)
+ ITD220	Cognition and Communication: Birth to Age Three	3

CERTIFICATE OF COMPLETION IN INSTRUCTIONAL ASSISTANCE (5119) CREDITS: 27

DESCRIPTION: The Certificate of Completion (CCL) in Instructional Assistance program is designed to prepare students to assist the classroom teacher in grades K through 12. Program requirements include coursework in foundations of education and language as well as practical application coursework, including a practicum within a classroom setting.

PROGRAM NOTES:

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

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSE CREDITS: 18

CFS/ECH176	Child Development	3
EDU220	Introduction to Serving English Language Learners (ELL)	3
EDU221	Introduction to Education	3
EDU222	Introduction to the Exceptional Learner	3
EDU230	Cultural Diversity in Education	3
EDU/ENH291	Children's Literature	3

RESTRICTED ELECTIVES: CREDITS: 9

(BPC110 or CIS105), COM225, and (ENG101 OR
ENG107) courses are recommended if completing coursework for the Associate in Arts Elementary Education (AAEE) degree.

BPC110 OR	Computer Usage and Applications	(3)
CIS105	Survey of Computer Information Systems	(3)
+COM225	Public Speaking	3
EDU101A+	Tutor Training and Practicum (any suffixed course)	1-3
EDU236	Classroom Relationships	3
+EDU282A+	Service-Learning Experience in Education (any suffixed course)	(1-3)
EDU/HUM/ STO292	The Art of Storytelling	3
+ECH/ EDU298A+	Special Projects (any suffixed course)	3
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL	(3)

Any foreign language course   3-4

ASSOCIATE IN APPLIED SCIENCE DEGREE IN EARLY LEARNING AND DEVELOPMENT (3124) CREDITS: 63-68

DESCRIPTION: The Associate in Applied Science (AAS) in Early Learning and Development program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade

and expand their skills. The program emphasizes the roles of early care and education professionals, families and the wider society as they together meet the contemporary needs of young children. Course work includes the principles of developmental science, professionalism in early childhood work, philosophies and methods of early learning, and the impact of standards on practice. To apply planning, management and evaluation skills, students will observe, participate, and intern in state licensed early childhood programs.

PROGRAM NOTES:
Students must earn a grade of "C" or better in all courses within the program.

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 32

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

RESTRICTED ELECTIVES: CREDITS 9
Students must complete one of the following Blocks:

BLOCK ONE: Infant and Toddler Development:

ITD200	The Physical Child: Birth to Age Three	3
ITD210	Early Attachments, Relationships and Families: Birth to Age Three (3)	
ITD220	Cognition and Communication: Birth to Age Three (3)	

BLOCK TWO: Family Child Care Management:

CFS163	Family Child Care: Introduction to Business Management	3
CFS164	Family Child Care: Curriculum and Environment	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3

BLOCK THREE: Early Childhood Business Management:

CFS207	Organization and Community Leadership in Child and Family Organizations	3

BLOCK FOUR: Any CFS, ECH, EED, ITD or FCS
Prefixed courses not listed in the Required Courses area 9

CFS+++++	Any CFS Child/Family Studies course(s)
ECH+++++	Any ECH Early Childhood Education course(s) except courses used to satisfy Required Courses area.

EED+++++   Any EED Early Education course(s) except courses used to satisfy Required Courses area.

ITD+++++   Any ITD Infant/Toddler Development course(s)

FCS+++++   Any FCS Family and Consumer Science course(s)

GENERAL EDUCATION: 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
Any approved General Education course in the Oral Communication Area   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
Any approved general education course in the Mathematics area   3-5

GENERAL EDUCATION DISTRIBUTION: CREDITS 10
Humanities, Arts and Design: Credits: 3
Any approved general education course in the Humanities, Arts and Design area   3

Social-Behavioral Sciences: Credits: 3
CFS/ECH176   Child Development (3)
OR
EED205   The Developing Child: Prenatal to Age Eight (3)
OR
CFS235   Developing Child: Theory into Practice, Prenatal - Age 8 (3)

Natural Sciences: Credits: 4
Any approved General Education course in the Natural Sciences area

ENGINEERING

Chairperson: Dr. Jacqueline (Jacky) Levy
Division of Mathematics, Science, and Engineering (MSE)

ASSOCIATE OF ARTS DEGREE IN ENGINEERING TECHNOLOGY (3228), CREDITS: 63-93

DESCRIPTION: The Associate in Applied Science (AAS) in Engineering Technology program is designed to provide skills required of entry-level engineering technicians. Students are provided with the fundamentals of physics, engineering, computer hardware, programming, engineering design fundamentals, and computer software program usage. A solid foundation in mathematics, science, communication skills, humanities, and social sciences provides a well rounded curriculum.

PROGRAM NOTES:
+ Indicates course has a prerequisite and/or co requisites.

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

PROGRAM PREREQUISITES: CREDITS: 0-17
The credit hour range is subject to change depending on the student`s educational experiences. PHY111 AND PHY112 are also strongly recommended for those who have not completed one year of high school physics with a grade of C or better.
+CHM130   Fundamental Chemistry (3)
AND

+CHM130LL   Fundamental Chemistry Lab (1)
OR
+CHM130AA   Fundamental Chemistry with Lab (4)
OR   one year of high school chemistry
             with a grade of C or better taken
             within the last five years (0-4)
+MAT120   Intermediate Algebra (5)
OR
+MAT121   Intermediate Algebra (4)
 OR
+MAT122   Intermediate Algebra (3)
OR   Equivalent by assessment 0-5
+MAT187   Precalculus (5)
OR
+MAT150   College Algebra/Functions (5)
OR
+MAT151   College Algebra/Functions (4)
OR
+MAT152   College Algebra/Functions (3)
AND
+MAT182   Plane Trigonometry (3)
OR   Equivalent by assessment   0-8

REQUIRED COURSES: CREDITS: 32-38

+ECE102   Engineering Analysis Tools and
             Techniques (2) \OR
+ECE102AA   Engineering Analysis Tools and
             Techniques (2) 2

+ECE103   Engineering Problem Solving and
             Design (2)

OR
+ECE103AB   Engineering Problem Solving and
              Design (2)

OR
+ECE103EP   Engineering Problem Solving and
             Design (EPICS projects) (2)   2
+EEE202   Circuits and Devices   5
+MAT220   Calculus with Analytic Geometry I (5)
OR
+ MAT221   Calculus with Analytic Geometry I (4)
+ MAT230   Calculus with Analytic Geometry II (5)
OR

+ MAT231   Calculus with Analytic Geometry II (4)
+ MAT240   Calculus with Analytic Geometry III (5)
OR
+ MAT241   Calculus with Analytic Geometry III (4)
+ MAT276   Modern Differential Equations (4)
OR
+ MAT277   Modern Differential Equations (3)

+PHY115   University Physics I (5)
OR
+PHY121   University Physics I: Mechanics (4)
+PHY116   University Physics II (5)
OR
+PHY131   University Physics II: Electricity
             and Magnetism (4)

RESTRICTED ELECTIVES: CREDITS: 16-20

Students should select 16-20 credits from the following list of electives based on their area of Engineering and interests. Consultation with Program Director is recommended particularly for students considering transfer to the university so that they optimize their transferable course work.

+BIO181   General Biology (Majors) I (4)
+BIO182   General Biology (Majors) II (4)
+CHM150   General Chemistry I (4)
OR
+CHM151   General Chemistry I (3)
AND
+CHM151LL   General Chemistry I Laboratory (1)
OR
+CHM150AA   General Chemistry I (5)
OR
+CHM151AA   General Chemistry I (4)
+CHM152   General Chemistry II (3)
AND
+CHM152LL   General Chemistry II Laboratory (1)
OR
+CHM152AA   General Chemistry II (4)
+CHM230   Fundamental Organic Chemistry (3)
AND

+CHM230LL   Fundamental Organic Chemistry
             Laboratory (1)
OR
+CHM235   General Organic Chemistry I (3)
AND
+CHM235LL   General Organic Chemistry I
             Laboratory (1)
+CHM236   General Organic Chemistry IIA (3)
OR
+CHM238   General Organic Chemistry IIB (3)
+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
+CSC110AB   Introduction to Computer Science
             (Java) (4)
+ CSC205   Object Oriented Programming and
             Data Structures (3)
OR
+ CSC205AB   Object Oriented Programming and
             Data Structures (4)
+CSC/EEE120 Digital Design Fundamentals (4)
OR
+ECE216   Computer-Aided Engineering (2)
AND
+ECE216LL   Computer-Aided Engineering
             Laboratory (1)
ECE105   MATLAB Programming (1)
ECE111   Bioengineering Systems (3)
+ECE211   Engineering Mechanics-Statics (3)
+ECE212   Engineering Mechanics-Dynamics (3)
+ECE214   Engineering Mechanics (4)
+ECE215   Mechanics of Materials (3)
+CSC/EEE220 Programming for Computer
             Engineering (3)

+CSC/EEE230 Computer Organization and
             Assembly Language (4)
GLG101   Introduction to Geology I - Physical
             Lecture (3)
+MAT225   Elementary Linear Algebra (3)
+MAT227   Discrete Mathematical Structures (3)
+PHY241   University Physics III:
             Thermodynamics, Optics, and Wave
             Phenomena (4)

GENERAL EDUCATION: CREDITS: 15-18

GENERAL EDUCATION CORE: CREDITS: 9-12

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
in the Oral Communication Area   3

COM100 or COM110 or COM230 recommended.

Critical Reading: Credits: 0- 3
+ CRE101   College Critical Reading and Critical
             Thinking (3)
OR
+ CRE111   Critical Reading for Business and
             Industry (3)
 OR   Equivalent as indicated by
             assessment (0-3)

Mathematics: Credits: 0
Met by any Mathematics course listed
in the Required Courses area.

GENERAL EDUCATION DISTRIBUTION CREDITS: 6
Humanities, Arts and Design: Credits: 3

Any approved General Education course in the Humanities, Arts and Design Area (3)

Social-Behavioral Sciences: Credits: 3
Any approved General Education course in the Social Behavioral Sciences Area

Natural Sciences: Credits: 0
Met by PHY115 or PHY121 in the Required Courses area.

EXERCISE SCIENCE

Chairperson: Mark Nielsen
Division of myCareer, Library and Center for Teaching & Learning (mCLCTL)

CERTIFICATES/DEGREES
Certificate of Completion in Personal Training Specialist (5445)

Associate in Applied Science Degree in Exercise Science and Personal Training (3059)

CERTIFICATE OF COMPLETION IN PERSONAL TRAINING SPECIALIST (5445) 32-34.5 CREDITS

DESCRIPTION: The Certificate of Completion (CCL) in Personal Training Specialist program is designed to help prepare students for employment in the fitness industry as a Personal Trainer. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, introduction into career options in the field of Exercise Science, Kinesiology and Physical Education/Coaching, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength and cardio respiratory training techniques; a fundamental knowledge of nutrition, exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

++ 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: 28-28.5

BIO160	Introduction to Human Anatomy and Physiology (4)
OR	
+ BIO156	Introductory Biology for Allied Health (4)
OR	
+ BIO181	General Biology (Majors) I (4)
EMT101	Basic Life Support/ Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50)
OR	
HES106	Cardiopulmonary Resuscitation (CPR)/Automated External/ Defibrillator (AED) (0.50)
OR	Current Basic Life Support (BLS) Health Care Provider/Professional Rescuer certification 0-0.50
EXS101	Introduction to Exercise Science (3)
EXS112	Professional Applications of Fitness Principles 3
EXS125	Introduction to Exercise Physiology 3
EXS130	Strength Fitness: Physiological Principles and Training Techniques 3
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques 3
EXS145	Guidelines for Exercise Testing and Prescription 3
FON100	Introductory Nutrition (3) OR
FON105	Nutrition Principles for Fitness Professionals (3)

OR
FON241   Principles of Human Nutrition (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)

RESTRICTED ELECTIVES CREDITS: 4-6
Choose a total of 4-6 credits from EXS, FON, HES, PED, and/or WED courses except courses used to satisfy Required Courses area.

EXS+++++   Any EXS Exercise Science courses
FON+++++   Any FON Food and Nutrition
               courses
HES+++++   Any HES Health Science courses
PED+++++   Any PED Physical Education courses
               (maximum of 3 credits)
WED+++++   Any WED Wellness Education
               courses

ASSOCIATE IN APPLIED SCIENCE DEGREE IN EXERCISE SCIENCE AND PERSONAL TRAINING (3059) 64-69.5 CREDITS

DESCRIPTION: The Associate in Applied Science (AAS) in Exercise Science and Personal Training program is designed to prepare students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, the National Academy of Sports Medicine (NASM) personal trainer certification and the American Council on Exercise (ACE) personal trainer certification. The curriculum is designed to strengthen students

educational background in fitness and nutrition potentially increasing their marketability in these fields. This degree may also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health may also find this program appropriate.

PROGRAM NOTES:
Students must earn a grade of "C" or better required for all courses within the program.

+ Indicates course has prerequisite and/or co requisites.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 36-36.5
EMT101   Basic Life Support/Cardiopulmonary
               Resuscitation (CPR) for Health Care
               Providers (0.50)
OR
HES106   Cardiopulmonary Resuscitation
               (CPR)/Automated External
               Defibrillator (AED) (0.50)
OR   Current Basic Life Support (BLS)
               Health Care Provider/Professional
               Rescuer certification   0-0.50
EXS101   Introduction to Exercise Science3
EXS112   Professional Applications of Fitness
               Principles   3
EXS125   Introduction to Exercise Physiology 3
EXS130   Strength Fitness-Physiological
               Principles and Training Techniques 3
EXS132   Cardiovascular Fitness:
               Physiological Principles AND
               Training Techniques   3
EXS145   Guidelines for Exercise Testing and

	Prescription 3
EXS214	Instructional Competency: Flexibility and Mind-Body Exercises 2
EXS216	Instructional Competency: Muscular Strength and Conditioning 2
EXS218	Instructional Competency: Cardio respiratory 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)
FON100	Introductory Nutrition (3)
OR	
FON105	Nutrition Principles for Fitness Professionals (3)
OR	
FON241	Principles of Human Nutrition (3)
+ FON210	Sports Nutrition and Supplements for Physical Activity 3
+ FON247	Weight Management Science 3

RESTRICTED ELECTIVES: CREDITS: 6

Choose a total of six (6) credits from EXS, FON, HES, PED, and/or WED courses except courses used to satisfy Required Courses area.

EXS+++++	Any EXS Exercise Science courses
FON+++++	Any FON Food and Nutrition courses
HES+++++	Any HES Health Science courses
PED+++++	Any PED Physical Education courses (maximum of 3 credits)
WED+++++	Any WED Wellness Education courses

GENERAL EDUCATION REQUIREMENTS 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

| + COM225 | Public Speaking   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

Any approved general education course from the Mathematics area except MAT112. The following courses or higher are recommended:

+ MAT120	Intermediate Algebra (5)
OR	
+ MAT121	Intermediate Algebra (4)
OR	
+ MAT122	Intermediate Algebra (3)

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

HES100 Healthful Living (3) OR
PSY101 Introduction to Psychology (3) 3

Natural Sciences Credits: 4

BIO160 Introduction to Human Anatomy and Physiology (4)
OR

+ BIO156   Introductory Biology for Allied Health (4) OR
+ BIO181   General Biology (Majors) I (4)   4

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 as indicated by assessment   0-3

Mathematics Credits: 3-5
Any approved general education course from the Mathematics area except MAT112. The following courses or higher are recommended:
+ MAT120   Intermediate Algebra (5)
OR
+ MAT121   Intermediate Algebra (4)
OR
+ MAT122   Intermediate Algebra (3)

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
HES100 Healthful Living (3)
OR
PSY101 Introduction to Psychology (3) 3

Natural Sciences Credits: 4
BIO160   Introduction to Human Anatomy and Physiology (4)
OR
+ BIO156   Introductory Biology for Allied Health (4)
OR
+ BIO181   General Biology (Majors) I (4)

INFORMATION TECHNOLOGY

Chairperson: Mark Nielsen
Division of myCareer, Library and Center for Teaching & Learning (mCLCTL)

GENERAL IT; APPLICATIONS - CERTIFICATES/DEGREES

Certificate of Completion in Information Technology Support (5163)

Certificate of Completion in Information Technology: Computer Applications Specialist (5201)

Associate in Applied Science Degree in Computer and Information Technology (3167)

Associate in Applied Science Degree Information Technology: Computer Applications Specialist (3098)

Networking - Certificates/Degrees
Certificate of Completion in Information Technology: Cisco Networking (5526)

Certificate of Completion in Information Technology: Network Security (5530)

Certificate of Completion in Information Technology: Network Server (5529)

Certificate of Completion in Networking

Administration: Cisco (5969N)

Certificate of Completion in Network Administration: Cisco Network Professional (5328)

Certificate of Completion in Linux Professional (5204N)

Associate in Applied Science Degree Information Technology: Cisco Networking (3095)

Associate in Applied Science Degree Information Technology: Network Security (3097)

Associate in Applied Science Degree Information Technology: Network Server (3096)

WEB/GRAPHICS: PROGRAMMING - CERTIFICATES/DEGREES

Certificate of Completion in Adobe Creative Suite in Business: Production Applications Specialist (5782)

Certificate of Completion in Adobe Fundamentals (5807N)
Certificate of Completion in Information Technology: Android/iOS Programming (5834N)

Certificate of Completion in Information Technology: Microsoft Programming (5833N)

Certificate of Completion in Information Technology: Programming and Mobile Development (5193)

Certificate of Completion in Web Development and Graphic Design (5168N)
Certificate of Completion in Web Application Development (5835N)

Certificate of Completion in Mobile Apps Programming (5793)
Certificate of Completion in Programming (5047)

Certificate of Completion in Web Design (5159)

Associate in Applied Science Degree Web Development and Graphic Design (3100)

Associate in Applied Science Degree Information Technology: Programming and Mobile Development (3099)

Associate in Applied Science Degree in Mobile Apps Programming (3139)

GENERAL IT: APPLICATIONS - CERTIFICATES/DEGREES

Certificate of Completion in Information Technology Support (5163)

Certificate of Completion in Information Technology: Computer Applications Specialist (5201)

Associate in Applied Science Degree in Computer and Information Technology (3167)

Associate in Applied Science Degree Information Technology: Computer Applications Specialist (3098)

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY SUPPORT: (5163) CREDITS 21-22

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology Support program is designed to provide training in the fundamental competencies of information technology in business or industry and prepares the student for employment in entry-level information technology support positions.

PROGRAM NOTES:
+ *Indicates course has a prerequisite and/or co requisites.*

++ Indicates any module/suffixed course.

Grade of "C" or better is required for all courses within the program.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 9-20

CIS105	Survey of Computer Information Systems (3)	
+CIS190	Introduction to Local Area Networks (3)	
OR		
CNT140AA	Introduction to Networks (4)	
OR		
MST150++	Microsoft Windows (Any MST150++module) (3)	
GBS151	Introduction to Business	3

RESTRICTED ELECTIVES: CREDITS: 11-12

CIS114D+	Spreadsheet (any CIS114 D module)	3
CIS117D+	Database Management (any CIS117 D module)	3
CIS120D+	Computer Graphics (any CIS120 D module)	3
CIS121AB	Microsoft Command Line Operations	1
CIS121AE	Windows Operating System: Level I	1
+ BPC170	A+ Exam Prep: Computer Hardware Configuration and Support	3
CIS126AL	Linux Operating System I (1) OR	
CIS126DL	Linux Operating System (3)	1-3
CIS133DA	Internet/Web Development Level I	3
+ CIS15+	Programming (any CIS15+) (3) OR	
CIS15+++	Programming (any CIS15+++ module) (3)	
OR		
+ CIS16+	Programming (any CIS16+) (3)	
OR		
CIS16+++	Programming (any CIS16+++ module) (3)	3
CNT150AA	Cisco – Routing and Switching Essentials	4

+ ITS110	Information Security Fundamentals	4
+ MST157DA	Active Directory Windows Server Configuration	4

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY: COMPUTER APPLICATIONS SPECIALIST: (5201) CREDITS: 36-38

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Computer Applications Specialist is designed to enhance the information technology skills gained through the Certificate in Information Technology, focusing on advanced Microsoft software skills including application implementation, development, and operating systems - necessary for entry-level software technician support positions. An Associate in Applied Science (AAS) is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 21-22

CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118DB	Desktop Presentation: PowerPoint	(3)
CIS105	Survey of Computer Information Systems (3)	
+CIS190	Introduction to Local Area Networks (3)	
OR		
*CNT140	Cisco Networking Basic (4)	
OR		
CNT140AA	Introduction to Networks (4)	
GBS151	Introduction to Business (3)	
MST150++	Microsoft Windows (any MST150	

level suffixed course) (3)

Final term of CNT140 is Fall 2017

RESTRICTED ELECTIVES: CREDITS: 15-16

*CIS120AK	Introduction to Digital Video Editing (1)
CIS120DC	Adobe Animate: Digital Animation (3)
CIS120DF	Adobe Photoshop Level I: Digital Imaging (3)
CIS120DH	Computer Graphics: Microsoft Visio (3)
CIS121AB	Microsoft Command Line Operations (1)
CIS121AE	Windows Operating System: Level I (1)
CIS133DA	Internet/Web Development Level I (3)
+CIS138DA	Desktop Design and Publishing Using Adobe InDesign (3)
+BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)
CIS126DL	Linux Operating System (3)
+CIS159	Visual Basic Programming I (3)
OR	
+CIS162AD	C#: Level I (3)
OR	
+CIS163AA	Java Programming: Level I (3)
+CIS169	Introduction to Visual Basic for Applications (3)
+CIS214DE	Advanced Excel Spreadsheet: Level II (3)
+CIS217AM	Advanced Microsoft Access: Database Management (3)
+CIS220DF	Advanced Photoshop Level II (3)
+CIS238DL	Linux System Administration (3)
+MST157DA	Active Directory Windows Server Configuration (4)

Final term of CIS120AK and CIS169 is Fall 2017

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER AND INFORMATION TECHNOLOGIES: (3167) CREDITS: 60-64

DESCRIPTION: The Associate in Applied Science (AAS) degree in Computer and Information Technologies is designed to provide training for positions in the Information Technology field as computer and information technology support specialists. This degree is intended to provide the student with flexibility in designing a program of study that is relevant to the rapidly changing needs of business and industry while allowing the student to match their own talents, interests, and goals. This degree is also intended for students who desire to transfer to university Bachelor of Applied Science degree programs which accept Associate of Applied Science degree block transfer.

PROGRAM NOTES:
Students must earn a grade of "C" or better in all courses within the program.

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 9-10

CIS105	Survey of Computer Info. Systems (3)
+CIS190	Introduction to Local Area Networks (3)
OR	
CNT140AA	Introduction to Networks (4)
OR	
MST150++	Microsoft Windows (Any MST150 level suffixed course) (3)
GBS151	Introduction to Business (3)

RESTRICTED ELECTIVES: CREDITS: 26-27

Students should select from the Restricted Electives courses in consultation with a Department Advisor. Students must complete a minimum of 12 credit hours of 200-level Restricted Elective coursework in the BPC, CIS, CNT, and/or MST prefixes.

Courses completed 5 or more years prior to graduation do not meet the restricted elective requirement and will not be included in the hours required for degree completion.

ART100	Introduction to Computer Graphic Art (1)	+CIS126CL	Linux Operating System III (1)
ART111	Drawing I (3)	CIS133AA	Internet/Web Development Level I-A (1)
ART112	Two-Dimensional Design (1)	+CIS133BA	Internet/Web Development Level I-B (1)
OR			
+ART122	Drawing and Composition II (3)	+CIS133CA	Internet/Web Development Level I-C (1)
ART142	Introduction to Digital Photography (3)		
BPC110	Computer Usage and Applications (3)	CIS133DA	Internet/Web Development Level I (3)
BPC121AB	Microsoft Command Line Operations (1)	+CIS214DE	Advanced Excel Spreadsheet: Level II (3)
+BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)	+CIS217AM	Advanced Microsoft Access: Database Management (3)
+BPC270	A+ Exam Prep: Operating System Configuration and Support (3)	+CIS220DF	Advanced Photoshop Level II (3)

CIS120AK, CIS122AB, CIS126BL and CIS126CL final term is Fall 2017

CIS114DE	Excel Spreadsheet (3)		
CIS117AM	Database Management: Microsoft Access- Level I (1)	CIS126AL	Linux Operating System I (1)
		OR	
AND		CIS126DL	Linux Operating System (3)
+CIS117BM	Database Management: Microsoft Access- Level II (1)	+CIS15+	Programming (any CIS150-level course) (3)
AND		+CIS15+++	Programming (any CIS150-level suffixed course) (3)
+CIS117CM	Database Management: Microsoft Access- Level III (1)	+CIS16+	Programming (any CIS160-level course) (3)
OR		+CIS16+++	Programming (any CIS160-level suffixed course) (3)
CIS117DM	Microsoft Access: Database Management (3)		
CIS118DB	Desktop Presentation: PowerPoint (3)	+CIS220DC	Flash: Advanced Animation and ActionScript (3)
+CIS119DO	Introduction to Oracle: SQL (3)	+CIS225	Business Systems Analysis and Design (3)
CIS120AF	Computer Graphics: Adobe Photoshop: Level I (1)	OR	
+CIS120BF	Computer Graphics: Adobe Photoshop: Level II (1)	+CIS225AB	Object-Oriented Analysis and Design (3)
+CIS120CF	Computer Graphics: Adobe Photoshop: Level III (1)	+CIS233DA	Internet/Web Development Level II (3)
CIS120AK	Introduction to Digital Video Editing (1)	+CIS235	e-Commerce 3
CIS120D+	Computer Graphics (any CIS120 D suffixed course) (3)	+CIS238	Advanced UNIX System Administration (3)
CIS121AB	Microsoft Command Line Operations (1)	OR	
		+CIS238DL	Linux System Administration (3)
CIS121AE	Windows Operating System: Level I (1)	+CIS243D+	Internet/Web Development (any CIS243-level course) (3)
CIS122AB	OS/400 Operating System (1)	+CIS259	Visual Basic Programming II (3)
+CIS126BL	Linux Operating System II (1)	+CIS262AD	C# Level II (3)

+CIS263AA	Java Programming: Level II (3)
CNT+++++	Cisco (any CNT-level suffixed course) (3-4)
+MST140	Microsoft Networking Essentials (3)
MST150++	Microsoft Windows (any MST150-level suffixed course) (3)
+MST152++	Microsoft Windows (any MST152-level suffixed course) (4)
+MST157++	Microsoft Windows (any MST157-level suffixed course) (4)
+MST2++	Microsoft (any MST200-level course) (3-4)

GENERAL EDUCATION: CREDITS: 25-27

GENERAL EDUCATION CORE: CREDITS: 15-17

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 3
Any approved general education course in the Critical Reading Area

Mathematics: Credits: 3-5
Any approved general education course in 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
Any approved general education course in the Social-Behavioral Sciences Area

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

ASSOCIATE IN APPLIED SCIENCE DEGREE INFORMATION TECHNOLOGY: COMPUTER APPLICATIONS SPECIALIST (3098) (CREDITS: 61-65)

DESCRIPTION: The Associate in Applied Science (AAS) degree in Information Technology: Computer Applications Specialist is designed to enhance the information technology skills gained, focusing on advanced software skills - including application implementation, development, and operating systems - necessary for entry-level software technician support positions. A Certificate of Completion (CCL) is also available.

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

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

Students should select from the following courses in consultation with a department advisor.

PROGRAM PREREQUISITES: None
REQUIRED COURSES: CREDITS: 21-22

CIS114DE	Excel Spreadsheet (3)
CIS117DM	Microsoft Access: Database Management (3)
CIS118DB	Desktop Presentation: PowerPoint (3)
CIS105	Survey of Computer Information Systems (3)
+CIS190	Introduction to Local Area Networks (3)
OR	
CNT140AA	Introduction to Networks (4)
GBS151	Introduction to Business (3)
MST150++	Microsoft Windows (any MST150-level suffixed course) (3)

RESTRICTED ELECTIVES: CREDITS: 15-16

CIS120AK	Introduction to Digital Video Editing (1)
CIS120DC	Adobe Animate: Digital Animation (3)
CIS120DF	Adobe Photoshop Level I: Digital Imaging (4)
CIS120DH	Computer Graphics: Microsoft Visio (3)
CIS121AB	Microsoft Command Line Operations (1)
CIS121AE	Windows Operating System: Level I (1)
CIS133DA	Internet/Web Development Level I (3)
+CIS138DA	Desktop Design and Publishing Using Adobe InDesign (3)
+BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)
CIS126DL	Linux Operating System (3)
+CIS159	Visual Basic Programming I (3)
OR	
+CIS162AD	C#: Level I (3)
OR	
+CIS163AA	Java Programming: Level I (3)
+CIS169	Introduction to Visual Basic for Applications (3)
+CIS214DE	Advanced Excel Spreadsheet: Level II (3)
+CIS217AM	Advanced Microsoft Access: Database Management (3)
+CIS220DF	Advanced Photoshop Level II (3)
+CIS238DL	Linux System Administration (3)
+MST157DA	Active Directory Windows Server Configuration (4)

*CIS120AK and CIS169 Final Term is Fall 2017

GENERAL EDUCATION REQUIREMENT: CREDITS: 25-27

GENERAL EDUCATION CORE: CREDITS: 15-17

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 3
Any approved general education course in the Critical Reading Area

Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5)
OR	
MAT121	Intermediate Algebra (4)
OR	
MAT122	Intermediate Algebra (3)
OR	
MAT151	Intermediate Algebra (4)

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
Any approved general education course in the Social Behavioral Sciences Area

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

NETWORKING CERTIFICATES/DEGREES
Certificate of Completion in Information Technology: Cisco Networking (5526)

Certificate of Completion in Information Technology: Network Security (5530)

Certificate of Completion in Information Technology: Network Server (5529)

Certificate of Completion in Networking Administration: Cisco (5969N)

Certificate of Completion in Network Administration: Cisco Network Professional (5328)

Certificate of Completion in Network

Administration: Microsoft Windows Server (5124N)

Certificate of Completion in Linux Professional (5204N)

Associate in Applied Science Degree Information Technology: Cisco Networking (3095)

Associate in Applied Science Degree Information Technology: Network Security (3097

Associate in Applied Science Degree Information Technology: Network Server (3096)

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY: CISCO NETWORKING (5526) CREDITS: 41-44

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Cisco Networking program focuses on the skills needed to prepare for industry-recognized certifications with an emphasis on certifications at the professional level. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network. Courses in the program also focus on the skills needed to prepare for various Cisco certifications including the Cisco Certified Networking Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP). 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.

Students should select from the following courses in consultation with a Department Advisor.

+ *Indicates course has prerequisites and/or co requisites.*

++ *Indicates any module/suffixed courses.*

PROGRAM PREREQUISITES: CREDITS: 0-3
CIS105 — Survey of Computer Information Systems (3)
OR — Permission of Program Director (0-3)

REQUIRED COURSES CREDITS: 41
CNT140AA — Introduction to Networks (4)
+ CNT150AA — Cisco - Routing and Switching Essentials (4)
+ CNT160AA — Scaling Networks (4)
+ CNT170AA — Cisco - Connecting Networks (4)

Select any 200-level CNT courses to complete 16 credits:
+ CNT2++++ — Any 200-level CNT Cisco Network Technology courses
CIS126DL — Linux Operating System (3)
MST150++ — Microsoft Windows (any MST150-level suffixed course) (3)
+ BPC170 — A+ Exam Prep: Computer Hardware Configuration and Support (3)

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY: NETWORK SECURITY (5530) CREDITS: 40-41

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Network Security program is designed to focus on the necessary skills required to secure a network including the security of various operating systems and network devices. Emphasis is placed on developing the theoretical 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 disciplines which include both vendor- neutral and vendor-specific information technology (IT) security training. The Information

Technology: Network Security 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) is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed course

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

Students should select from the following courses in consultation with a department advisor.

PROGRAM PREREQUISITES: CREDITS: 3
CIS105, Survey of Computer Information Systems (3) OR Permission of Program Director

REQUIRED COURSES: CREDITS: 37

CIS126DL	Linux Operating System (3)
CNT140AA	Introduction to Networks (4)
+CNT150AA	Cisco – Routing and Switching Essentials (4)
+CNT160AA	Scaling Networks (4)
+CNT170AA	Cisco – Connecting Networks (4)
+CNT205	Cisco Certified Network Associate Security (4)
+CNT202	Cisco Secure Firewall Appliance Configuration (4)
+ITS110	Information Security Fundamentals (4)
MST150++	Microsoft Windows (any MST150-level suffixed course) (3)
+MST157DA	Active Directory Windows Server Configuration (4)

RESTRICTED ELECTIVE: CREDITS: 3-4
Courses selected cannot apply in both Required Courses and Restricted Elective areas.

+BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)
+BPC270	A+ Exam Prep: Operating System Configuration and Support (3)
+ CIS238DL	Linux System Administration (3)
+ MST15+	Microsoft Windows (any MST150-level suffixed course) (3-4)
+ MST2++	Microsoft (any MST200-level suffixed course) (3-4)
+CNT2++++	Cisco (Any CNT200-level suffixed course) (4)

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY: NETWORK SERVER (5529) CREDITS: 39-40

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Network Server program focuses on the skills needed to install, implement, manage, and troubleshoot networks and systems in both a Linux and Microsoft server environment. Most complex networking environments today include multiple operating system platforms which include Unix/Linux and Microsoft servers. An Associate in Applied Science (AAS) is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses

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

Students should select from the following courses in consultation with a Department Advisor.

PROGRAM PREREQUISITES: CREDITS: 3
CIS105, Survey of Computer Information Systems (3) OR permission of Program Director

REQUIRED COURSES: CREDITS 32

CIS126DL   Linux Operating System (3)
+CIS238DL   Linux System Administration (3)
CNT140AA   Introduction to Networks (4)
+CNT150AA   Cisco – Routing and Switching Essentials (4)
+CNT160AA   Scaling Networks (4)
+CNT170AA   Cisco – Connecting Networks (4)
MST150++   Microsoft Windows (any MST150++ module) (3)
+MST157DA   Active Directory Windows Server Configuration (4)
+BPC170   A+ Exam Prep: Computer Hardware Configuration and Support (3)

RESTRICTED ELECTIVE: CREDITS: 7-8

+ BPC270   A+ Exam Prep: Operating System Configuration and Support (3)
+ CIS15+   Programming (any CIS150-level course (3)
OR
+ CIS15+++   Programming (any CIS150-level suffixed course) (3)
CIS190   Introduction to Local Area Networks (3)
OR
MST140   Microsoft Networking Essentials (3)
+ MST15+   Microsoft Windows (any MST150-level course) (3-4)
+ MST12++   Microsoft (any MST200-level course) (3-4)
+ITS110   Information Security Fundamentals (3)
+ CIS239DL   Linux Shell Scripting (3)

CERTIFICATE OF COMPLETION IN NETWORKING ADMINISTRATION: CISCO (5969N) CREDITS: 16

DESCRIPTION: The Certificate of Completion (CCL) in Networking Administration: Cisco provides training for a position working with Cisco Systems networking and Internet hardware. A Cisco Systems recognized Regional or Local Academy prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). The courses in the program also prepare students for the Cisco Certified Networking Associate examination.

PROGRAM NOTES:
CCL 5569N is 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 co requisites.

PROGRAM PREREQUISITES: None
REQUIRED COURSES: CREDITS 16
CNT140AA   Introduction to Networks (4)
+ CNT150AA   Cisco – Routing and Switching Essentials (4)
+ CNT160AA   Scaling Networks (3-4)
+ CNT170AA   Cisco – Connecting Networks (3-4)

CERTIFICATE OF COMPLETION IN NETWORK ADMINISTRATION: CISCO NETWORK PROFESSIONAL (5328) CREDITS: 16

DESCRIPTION: The Certificate of Completion (CCL) in Network Administration: Cisco Network Professional program equip students with marketable skills for learning the specific tasks and industry-recognized standards associated with network professional who can install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks comprised of 100 to 500 or more nodes. The coursework emphasizes security, converged networks, quality of service (QoS), virtual private networks (VPN), broadband technologies, and integrating technologies in the network infrastructure. The program also prepares

students to complete the required certification tests in Cisco Certified Network Professional (CCNP) certification, which indicates advanced or journeyman knowledge of networks.

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses.

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

PROGRAM PREREQUISITES: CREDITS: 0-4

CNT170AA	Cisco – Connecting Networks (4)
OR	Cisco Certified Network Associate (CCNA) Industry Certification (0-4)

REQUIRED COURSES: CREDITS: 16

+CNT200	CCNP ROUTE: Implementing Cisco IP Routing (4)
+CNT202	Cisco Secure Firewall Appliance Configuration (4)
OR	
+CNT205	Cisco Certified Network Associate Security (4)
OR	
+CNT206	Cisco Certified Network Associate Wireless (4)
OR	
+CNT208	Cisco Certified Network Associate Voice (4)
+CNT220	CCNP SWITCH: Implementing Cisco IP Switching (4)
+CNT231	CCNP TSHOOT: Maintaining and Troubleshooting Cisco IP Networks (4)

CERTIFICATE OF COMPLETION IN NETWORK ADMINISTRATION: MICROSOFT WINDOWS SERVER (5124N) CREDITS: 18

DESCRIPTION: The Certificate of Completion (CCL) in Network Administration: Microsoft Windows Server program provides students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. This program also prepares students to complete the required certification tests for Microsoft Administrator.

PROGRAM NOTES:
CCL 5124N is not eligible for Title IV Financial Aid
+ Indicates course has prerequisites and/or co requisites.

++ Indicates any modules/suffixed courses
Students must earn a grade of "C" or better for all courses within the program.

The Network core courses will also prepare students towards certification in Microsoft and Novell.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 6

CERTIFICATE OF COMPLETION IN LINUX PROFESSIONAL CREDITS: 12 (5204N)

DESCRIPTION: The Certificate of Completion (CCL) in Linux Professional program is designed to help to prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux operating system basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

PROGRAM NOTES:

CCL 5204N is not eligible for Title IV Financial Aid

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any modules/suffixed courses

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 6

CIS126DL	Linux Operating System (3)
+ CIS238DL	Linux System Administration (3)

RESTRICTED ELECTIVES: CREDITS: 6

+ BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3)
CIS105	Survey of Computer Information Systems (3)
+ CIS197	VMware ESXI Server Enterprise (4)
CIS121AH	Microsoft PowerShell/Command Line Operations (3)
+ CIS226AL	Internet/Intranet Server Administration-Linux (3)
+ CIS239DL	Linux Shell Scripting (3)
+ CIS240DL	Linux Network Administration (3)
+ CIS241DL	Apache Web Server Administration (Linux/Unix) (3)
+ CIS270	Essentials of Network and Information Security (3)
+ CIS271DL	Linux Security (3)
+ CIS190	Introduction to Local Area Networks (3)
OR	
CNT140AA	Introduction to Networks (4)
OR	

MST140	Microsoft Networking Essentials (3)
+ CNT150AA	Cisco – Routing and Switching Essentials (4)
MST150++	Microsoft Windows (any MST150-suffixed course) (3)
CIS280	Current Topics in Computing (3)
+ CIS290++	Computer Information Systems Internship (any CIS290-suffixed course) (1-3)

ASSOCIATE IN APPLIED SCIENCE DEGREE INSTRUCTIONAL TECHNOLOGY: CISCO NETWORKING (3095) CREDITS: 63-71

DESCRIPTION: The Associate in Applied Science (AAS) in Information Technology: Cisco Networking program focuses on the skills needed to prepare for industry-recognized certifications with an emphasis on certifications at the professional-level. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network. Courses in the program also focus on the skills needed to prepare for various Cisco certifications including the Cisco Certified Networking Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP). A Certificate of Completion (CCL) is also available.

PROGRAM NOTES:

Students must earn a grade of "C" or better in all courses within the program.
Students should select from the following courses in consultation with a Department Advisor.
+ Indicates course has prerequisites and/or co requisites.
++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: CREDITS 0-3

CIS105	Survey of Computer Information

Systems

OR   permission of Program Director (3)

REQUIRED COURSES: CREDITS: 41

CNT140AA	Introduction to Networks (4)	
+ CNT150AA	Cisco - Routing and Switching Essentials (4)	
+ CNT160AA	Scaling Networks (4)	
+ CNT170AA	Cisco - Connecting Networks (4)	

Select any 200-level CNT courses to complete 16 credits:

+ CNT2++++	Any 200-level CNT Cisco Network Technology courses (16)
CIS126DL	Linux Operating System (3)
MST150++	Microsoft Windows (any suffixed course) (3)
+ BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)

GENERAL EDUCATION REQUIREMENTS: CREDITS: 22-27

EDUCATION CORE: CREDITS: 12-17

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 0-3
Any approved general education course in the Critical Reading Area OR Equivalent as indicated by assessment

Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5)
OR	
MAT121	Intermediate Algebra (4)
OR	
MAT122	Intermediate Algebra (3)
OR	
MAT151	Intermediate Algebra (4)

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
Any approved general education course in the Social Behavioral Sciences Area

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

ASSOCIATE IN APPLIED SCIENCE IN INFORMATION TECHNOLOGY: NETWORK SECURITY (3097) CREDITS: 62-68

DESCRIPTION: The Associate of Applied Science (AAS) in Information Technology: Network Security program is designed to focus on the necessary skills required to secure a network including the security of various operating systems and network devices. Emphasis is placed on developing the theoretical 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 disciplines which include both vendor- neutral and vendor-specific information technology (IT) security training. The Information Technology: Network Security program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry and government. A Certificate of Completion (CCL) is also available.

PROGRAM NOTES:
+ *Indicates course has prerequisites and/or*

co requisites.

++ Indicates any module

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

Students should select from the following courses in consultation with a Department Advisor.

PROGRAM PREREQUISITES: CREDITS: 3
CIS105, Survey of Computer Information Systems OR permission of Program Director

REQUIRED COURSES: CREDITS: 37

CIS126DL	Linux Operating System	(3)
CNT140AA	Introduction to Networks	(4)
+CNT150AA	Cisco – Routing and Switching Essentials	(4)
+CNT160AA	Scaling Networks	(4)
+CNT170AA	Cisco – Connecting Networks	(4)
+CNT205	Cisco Certified Network Associate Security	(4)
+CNT202	Cisco Secure Firewall Appliance Configuration	(4)
+ITS110	Information Security Fundamentals	(4)
MST150++	Microsoft Windows (any MST150-level suffixed course)	3
+MST157DA	Active Directory Windows Server Configuration	4

RESTRICTED ELECTIVES: CREDITS: 3-4

+CIS238DL	Linux System Administration	3
+MST15+	Microsoft Windows (any MST150-level suffixed course)	3-4
+MST2++	Microsoft (any MST200-level course)	3-4
+BPC170	A+ Exam Prep: Computer Hardware Configuration and Support	3
+BPC270	A+ Exam Prep: Operating System Configuration and Support	3
+CNT2++	Cisco (Any CNT200-level course)	(4)

GENERAL EDUCATION REQUIREMENTS: CREDITS: 22-27

GENERAL EDUCATION CORE: CREDITS: 12-17

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 0-3
Any approved general education course in the Critical Reading Area OR Equivalent as indicated by assessment.

Mathematics: Credits: 3-5

MAT120	Intermediate Algebra	(5)
OR		
MAT121	Intermediate Algebra	(4)
OR		
MAT122	Intermediate Algebra	(3)
OR		
MAT151	Intermediate Algebra	(4)

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
Any approved general education course in the Social Behavioral Sciences Area

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

ASSOCIATE IN APPLIED SCIENCE DEGREE INFORMATION TECHNOLOGY: NETWORK SERVER (3096) CREDIT: 61-67

DESCRIPTION: The Associate in Applied Science (AAS) in Information Technology: Network Server program focuses on the skills needed to install, implement, manage, and troubleshoot networks and systems in both a Linux and Microsoft server environment. Most complex networking environments today include multiple operating system platforms which include Linux and Microsoft servers. A Certificate of Completion (CCL) is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

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

Students should select from the following courses in consultation with a department advisor.

PROGRAM PREREQUISITES: CREDITS: 3

CIS105	Survey of Computer Information Systems (3)
OR	permission of Program Director

REQUIRED COURSES: CREDITS: 32

CIS126DL	Linux Operating System (3)
+CIS238DL	Linux System Administration (3)
CNT140AA	Introduction to Networks (4)
+CNT150AA	Cisco – Routing and Switching Essentials (4)
+CNT160AA	Scaling Networks (4)
+CNT170AA	Cisco – Connecting Networks (4)
MST150++	Microsoft Windows (any MST150-level suffixed course) (3)
+MST157DA	Active Directory Windows Server Configuration (4)
+BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)

RESTRICTED ELECTIVES: COURSES: 7-8

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3)
+ CIS15+++	Programming (any CIS150-level suffixed course) (3)
CIS190	Introduction to Local Area Networks (3)
OR	
MST140	Microsoft Networking Essentials (3)
+ MST15+	Microsoft Windows (any MST150-level course) (3-4)
+ MST2++	Microsoft (any MST200-level course) (3-4)
+ ITS110	Information Security Fundamentals (4)
+ CIS239DL	Linux Shell Scripting 3

GENERAL EDUCATION REQUIREMENT: CREDITS: 22-27

GENERAL EDUCATION CORE: CREDITS: 12-17

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 0-3
Any approved general education course in the Critical Reading Area OR Equivalent as indicated by assessment.

Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5)
OR	
MAT121	Intermediate Algebra (4)
OR	
MAT122	Intermediate Algebra (3)
OR	
MAT151	Intermediate Algebra (4)

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
Any approved general education course in the Social-Behavioral Sciences Area

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

WEB/GRAPHICS: PROGRAMMING

CERTIFICATES/DEGREES

Certificate of Completion in Adobe Creative Suite in Business: Production Applications Specialist (5782)

Certificate of Completion in Adobe Foundations (5807N)

Certificate of Completion in Information Technology: Android/iOS Programming (5834N)

Certificate of Completion in Information Technology: Microsoft Programming (5833N)

Certificate of Completion in Information Technology: Programming and Mobile Development (5193)

Certificate of Completion in Information Technology: Web Application Development (5835N)

Certificate of Completion in Mobile Apps Programming (5793)

Certificate of Completion in Programming (5047)

Certificate of Completion in Web Design (5159)

Certificate of Completion in Web Development and Graphic Design (5168)

Associate in Applied Science Degree Information Technology: Programming and Mobile Development (3099)

Associate in Applied Science Degree in Mobile Apps Programming (3139)

Associate in Applied Science Degree in Web Development and Graphic Design (3100)

CERTIFICATE OF COMPLETION IN ADOBE CREATIVE SUITE IN BUSINESS: PRODUCTION APPLICATIONS SPECIALIST (5782) CREDITS: 18

DESCRIPTION: The Certificate of Completion (CCL) in Adobe Creative Suite in Business: Production Applications Specialist program is designed to develop proficiency with one of the professional Creative Suite software packages offered by Adobe. Developing skill with the software in this package provides useful tools for those interested in effective incorporation of video, audio and special effects in web pages and other applications. In addition to a second CCL focused on the Design and Web package in the Creative Suite family, there is also Adobe Creative Suite in Business: Master Suite Applications CCL available for students looking for a curriculum that covers the complete software collection

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

Students must earn a grade of "C" or better in all required courses within the program.

Instruction on the use of other supporting programs included with the Adobe Creative suite will be incorporated into the required courses where these applications are topically relevant.

Editor's Note: SMCC no longer offers the Adobe

Creative Suite in Business: Master Suite Applications Specialist CCL 5778 referenced in the program description. See Department and/or Program Advisor for shared college.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 18

CIS120DF	Computer Graphics: Adobe Photoshop (3)
CIS120DB	Computer Graphics: Adobe Illustrator (3)
CIS120DC	Adobe Animate: Digital Animation (3)
CIS120DA	Introduction to Digital Video Production: Adobe Premiere (3)
CIS120DL	Digital Video Compositing: After Effects (3)
CIS120DO	Adobe Audition: Audio Editing (3)

CERTIFICATE OF COMPLETION IN ADOBE FOUNDATIONS (5807N) CREDITS: 9

DESCRIPTION: The Certificate of Completion (CCL) in Adobe Foundations program helps develop proficiency with three of Adobe's foundational graphics programs: Photoshop, Illustrator, and Flash. The courses in this CCL are the common subset of those required for the other Adobe Creative Suite CCLs. Thus all the courses in the Adobe Foundations CCL may be applied towards the requirements of any of these more comprehensive certificates.

PROGRAM NOTES:

CCL 5807N is not currently eligible for Title IV Federal Financial Aid

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

REQUIRED COURSES: CREDITS: 9

CIS120DF	Computer Graphics: Adobe Photoshop (3)
CIS120DB	Computer Graphics:

	Adobe Illustrator (3)
CIS120DC	Adobe Animate: Digital Animation (3)

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY: ANDROID/ IOS PROGRAMMING: (5834N) CREDITS 12

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Android/iOS Programming provides students with entry-level programming skills and knowledge in developing software for both Android and iOS devices. It includes programming in both Java and Objective-C or Swift languages.

PROGRAM NOTES:

CCL 5834N is not currently eligible for Title IV Federal Financial Aid

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

Students should consult with a Department Advisor in arranging their schedules.

+ Indicates course has prerequisites and/or co requisites.

PROGRAM PREREQUISITES: CREDITS: 0-3

CIS105	Survey of Computer Information Systems (3)
OR	Permission of division chair or department coordinator (0-3)

REQUIRED COURSES: CREDITS: 12

+ CIS163AA	Java Programming: Level I (3)
+ CIS165	Introduction to iPhone Application Programming (3)
+ CIS165DA	Android Mobile Device Programming (3)
+ CIS263AA	Java Programming: Level II (3)

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY:

MICROSOFT PROGRAMMING: (5833N) CREDITS 12

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Microsoft Programming would provide students with entry-level programming skills and knowledge in developing software for Windows devices, both desktop and mobile devices. It includes programming in both VB.NET and C#.

PROGRAM NOTES:

CCL 5833N is not currently eligible for Title IV Federal Financial Aid

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

Students should select from the following courses in consultation with a Department Advisor.

+ Indicates course has prerequisites and/or co requisites.

PROGRAM PREREQUISITES: CREDITS: 0-3
CIS105 Survey of Computer Information Systems (3) OR Permission of division chair or department coordinator

REQUIRED COURSES: CREDITS: 12-15

+ CIS159	Visual Basic Programming I (3)	
+ CIS162AD	C#: Level I (3)	
+ CIS165DB	C#/VB.NET:Windows 8 App Development (3)	
+ CIS259	Visual Basic Programming II (3)	
OR		
+ CIS262AD	C#: Level II (3)	

CERTIFICATE OF COMPLETION IN INFORMATION TECHNOLOGY: PROGRAMMING AND MOBILE DEVELOPMENT (5193) CREDITS: 36-39

DESCRIPTION: The Certificate of Completion (CCL) in Information Technology: Programming and Mobile Development program is designed to provide students with the design and programming skills necessary for entry-level computer programming support positions, with an emphasis on mobile apps. An Associate in Applied Science (AAS) in Information Technology: Programming and Mobile Development program is also available.

PROGRAM NOTES:

+ Indicates course has prerequisites and/or co requisites.

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

Students should consult with a Department Advisor in arranging their schedules.

PROGRAM PREREQUISITES: 0-6

CIS105	Survey of Computer Information Systems (3)
OR	Permission of division chair or department coordinator (0-3)
+ CIS150	Programming Fundamentals (3)
OR	Permission of division chair or department coordinator (0-3)

REQUIRED COURSES: CREDITS: 36

CIS120DF	Adobe Photoshop Level I: Digital Imaging (3)
CIS132	HTML/CSS (3)
OR	
CIS133DA	Internet/Web Development Level I (3)
+ CIS159	Visual Basic Programming I (3)
+ CIS162AD	C#: Level I (3)
+ CIS163AA	Java Programming: Level I (3)
+ CIS165	Introduction to iPhone Application Programming (3)
+ CIS165DA	Android Mobile Device Programming (3)
+ CIS165DB	C#/VB.NET: Windows 8 App Development (3)
+ CIS166AA	Introduction to JavaScripting (3)

+ CIS233D+   Internet/Web Development (Any module) (3)

+ CIS259   Visual Basic Programming II (3)

OR

+ CIS262AD   C#: Level II (3)

+ CIS263AA   Java Programming: Level II (3)

CERTIFICATE OF COMPLETION IN WEB DEVELOPMENT AND GRAPHIC DESIGN: (5168) CREDITS: 38

DESCRIPTION: The Certificate of Completion in Information Technology: Web and Graphic Design prepares students for a career in the design and development of web sites and other visual communications. An Associate in Applied Science (AAS) is also available.

PROGRAM NOTES:

+ *Indicates course has prerequisites and/or co requisites.*

++ *Indicates any suffixed courses.*

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

Students should select from the following courses in consultation with a Department Advisor.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 21

CIS105   Survey of Computer Info. Systems (3)

CIS133DA   Internet/Web Development Level I (3)

OR

CIS132   HTML/CSS (3)

+ CIS233DA   Internet/Web Development Level II (3)

OR

+ CIS233DC   Internet Web Development: Dreamweaver (3)

+ CIS235   e-Commerce (3)

+ CIS120DF   Adobe Photoshop Level I: Digital Imaging 3

CIS120DC   Adobe Animate: Digital Animation (3)

CIS120DB   Computer Graphics:

   Adobe Illustrator (3)

RESTRICTED ELECTIVES: CREDITS: 17
Students must select one (1) of three (3) tracts.

TRACK I: Graphic Design: Credits 17
Select courses from the following list to complete 17 credits:

+CIS220DF   Adobe Photoshop Level II: Advanced Digital Imaging (3)

CIS136   Content Management Systems: WordPress (3)

+CIS138DA   Desktop Design and Publishing Using Adobe InDesign (3)

CIS120DA   Introduction to Digital Video Editing: Adobe Premiere (3)

OR

CIS120DK   Introduction to Digital Video Editing (3)

CIS120DL   Digital Video Composting: After Effects (3)

CIS120DO   Adobe Audition: Audio Editing (3)

+CIS220DK   Advanced Digital Video Production: Premiere (3)

+CIS220DC   Flash: Advanced Animation and ActionScript (3)

+CIS166AA   Introduction to JavaScripting (1)

CIS121AI   Mac Operating System (1)

ART111   Drawing I (3)

+ART181   Graphic Design I (3)

ART142   Introduction to Digital Photography (3)

+CIS298AA   Special Projects (1)

OR

+CIS108   Electronic Portfolio Development (1)

OR

+CIS290AA   Computer Information Systems Internship (1)

OR

+CIS296WA   Cooperative Education (1)

+CIS298AB   Special Projects (2)

OR

+CIS290AB   Computer Information Systems

Internship (2)
OR
+CIS296WB   Cooperative Education (2)
+CIS298AC   Special Projects (3)
OR
+CIS290AC   Computer Information Systems
Internship (3)

OR
+CIS296WC   Cooperative Education (3)

TRACK II: Developer: Credits 17
Complete the following electives:
+CIS166AA   Introduction to JavaScripting (3)
+CIS166AE   Web Scripting with PHP: Hypertext
Preprocessor (PHP) (3)
+CIS276DA   MySQL Database (3)

*In addition, select courses from the following
to complete eight (8) credits:*
+CIS150   Programming Fundamentals (3)
+CIS159   Visual Basic Programming I (3)
+CIS162AD   C#: Level I (3)
+CIS163AA   Java Programming: Level I (3)
CIS121AI   Mac Java Programming: Level I (3)
+CIS165   Introduction to IOS Application
Development (3)

+CIS165DA   Android Mobile Device
Programming (3)
+CIS165DB   C#VB.NET: Windows 9 App
Development (3)
+CIS220DC   Flash: Advanced Animation
and ActionScript (3)
+CIS259   Visual Basic Programming II (3)
+CIS262AD   C#: Level II (3)
+CIS263AA   Java Programming: Level II (3)
+CIS234   XML Application Development (3)
CIS136   Content Management Systems:
WordPress (3)
+CIS298AA   Special Projects (1)
OR
+CIS290AA   Computer Information Systems
Internship (1)

OR
+CIS296WA   Cooperative Education (1)
+CIS298AB   Special Projects (2)
OR
+CIS290AB   Computer Information Systems
Internship (2)
OR
+CIS296WB   Cooperative Education (2)
+CIS298AC   Special Projects (3)
OR
+CIS290AC   Computer Information Systems
Internship (3)

OR
+CIS296WC   Cooperative Education (3)

TRACK III: Entrepreneurship: Credits: 17
*Select courses from the following to complete
17 credits:*
EPS150   Introduction to Entrepreneurship (3)
EPS160   New Venture Creation (2)
EPS180   Technology Business Planning (3)
EPS195   Business Start-Up and Planning (2)
GBS/HEC132 Personal and Family Financial
Security (3)
CIS136   Content Management Systems:
WordPress (3)
GBS151   Introduction to Business (3)
SBS217   Starting/Managing a Home
Business (1)
+CIS298AA   Special Projects (1)
OR
+CIS290AA   Computer Information Systems
Internship (1)

OR
+CIS296WA   Cooperative Education (1)
+CIS298AB   Special Projects (2)
OR
+CIS290AB   Computer Information Systems
Internship (2)

OR
+CIS296WB   Cooperative Education (2)
+CIS298AC   Special Projects (3)
OR

+CIS290AC   Computer Information Systems Internship (3)

OR

+CIS296WC   Cooperative Education (3)

ASSOCIATE IN APPLIED SCIENCE DEGREE IN WEB DEVELOPMENT AND GRAPHIC DESIGN: (3100) CREDITS: 60-65

DESCRIPTION: The Associate in Applied Sciences (AAS) degree in Web Development and Graphic Design prepares students for careers in the design and development of web sites and other visual communications. Career titles may include web developer, web designer, web master, and graphic designer.

A Certificate of Completion (CCL) which does not include the general education courses, is embedded in this Associate in Applied Science (AAS) Degree. The Certificate, which focuses entirely on career oriented technology courses, is also available as a stand-alone Certificate.

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

++ Indicates any suffixed courses.

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

Students should select from the following courses in consultation with a Department Advisor.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 21

CIS105   Survey of Computer Information Systems (3)

CIS133DA   Internet/Web Development Level I (3)

OR

CIS132   HTML/CSS (3)

+ CIS233DA   Internet/Web Development Level II (3)

OR

+ CIS233DC   Internet Web Development: Dreamweaver (3)

+ CIS235   e-Commerce (3)

+ CIS120DF   Adobe Photoshop Level I: Digital Imaging (3)

CIS120DC   Adobe Animate: Digital Animation (3)

CIS120DB   Computer Graphics: Adobe Illustrator (3)

RESTRICTED ELECTIVES: CREDITS: 17

Students must select one (1) of three (3) tracts.

TRACK I: Graphic Design: Credits 17

Select courses from the following list to complete 17 credits:

+CIS220DF   Adobe Photoshop Level II: Advanced Digital Imaging   3

CIS136   Content Management Systems: WordPress   3

+CIS138DA   Desktop Design and Publishing Using Adobe InDesign 3

CIS120DA   Introduction to Digital Video Editing: Adobe Premiere (3) OR

CIS120DK   Introduction to Digital Video Editing (3)

CIS120DL   Digital Video Composting: After Effects (3)

CIS120DO   Adobe Audition: Audio Editing (3)

+CIS220DK   Advanced Digital Video Production: Premiere (3)

+CIS220DC   Flash: Advanced Animation and ActionScript (3)

+CIS166AA   Introduction to JavaScripting (1)

CIS121AI   Mac Operating System (1)

ART111   Drawing I (3)

+ART181   Graphic Design I (3)

ART142   Introduction to Digital Photography (3)

+CIS298AA   Special Projects (1)

OR

+CIS108   Electronic Portfolio Development (1)

OR

+CIS290AA	Computer Information Systems Internship (1)
OR	
+CIS296WA	Cooperative Education (1)
+CIS298AB	Special Projects (2)
OR	
+CIS290AB	Computer Information Systems Internship (2)
OR	
+CIS296WB	Cooperative Education (2)
+CIS298AC	Special Projects (3)
OR	
+CIS290AC	Computer Information Systems Internship (3)
OR	
+CIS296WC	Cooperative Education (3)

TRACK II: DEVELOPER: Credits 17

Complete the following electives:

+CIS166AA	Introduction to JavaScripting (3)
+CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) (3)
+CIS276DA	MySQL Database (3)

In addition, select courses from the following to complete eight (8) credits:

+CIS150	Programming Fundamentals (3)
+CIS159	Visual Basic Programming I (3)
+CIS162AD	C#: Level I (3)
+CIS163AA	Java Programming: Level I (3)
CIS121AI	Mac Java Programming: Level I (3)
+CIS165	Introduction to IOS Application Development (3)
+CIS165DA	Android Mobile Device Programming (3)
+CIS165DB	C#VB.NET: Windows 9 App Development (3)
+CIS220DC	Flash: Advanced Animation and ActionScript (3)
+CIS259	Visual Basic Programming II (3)
+CIS262AD	C#: Level II (3)
+CIS263AA	Java Programming: Level II (3)
+CIS234	XML Application Development (3)

CIS136	Content Management Systems: WordPress (3)
+CIS298AA	Special Projects (1) \OR
+CIS290AA	Computer Information Systems Internship (1)
OR	
+CIS296WA	Cooperative Education (1)
+CIS298AB	Special Projects (2)
OR	
+CIS290AB	Computer Information Systems Internship (2)
OR	
+CIS296WB	Cooperative Education (2)
+CIS298AC	Special Projects (3)
OR	
+CIS290AC	Computer Information Systems Internship (3)
OR	
+CIS296WC	Cooperative Education (3)

TRACK III: Entrepreneurship: Credits: 17

Select courses from the following to complete 17 credits:

EPS150	Introduction to Entrepreneurship (3)
EPS160	New Venture Creation (2)
EPS180	Technology Business Planning (3)
EPS195	Business Start-Up and Planning (2)
GBS/HEC132	Personal and Family Financial Security (3)
CIS136	Content Management Systems: WordPress (3)
GBS151	Introduction to Business (3)
SBS217	Starting/Managing a Home Business 1
+CIS298AA	Special Projects (1)
OR	
+CIS290AA	Computer Information Systems Internship (1)
OR	
+CIS296WA	Cooperative Education (1)
+CIS298AB	Special Projects (2)
OR	

+CIS290AB	Computer Information Systems Internship (2)
OR	
+CIS296WB	Cooperative Education (2)
+CIS298AC	Special Projects (3)
OR	
+CIS290AC	Computer Information Systems Internship (3)
OR	
+CIS296WC	Cooperative Education (3)

GENERAL EDUCATION REQUIREMENTS: CREDITS: 22-27

GENERAL EDUCATION CORE: CREDITS: 12-17

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 3
Any approved general education course in the Critical Reading Area

Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5)
OR	
MAT121	Intermediate Algebra (4)
OR	
MAT122	Intermediate Algebra (3)
OR	
MAT151	Intermediate Algebra (4)

General Education Distribution Credits: 10
Humanities and Fine Arts: Credits: 3
Any approved general education course in the Humanities, Arts and Design Area

Social and Behavioral Sciences: Credits: 3

Any approved general education course in the Social-Behavioral Sciences Area

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

CERTIFICATE OF COMPLETION IN WEB APPLICATION DEVELOPMENT (5835N) CREDITS: 12

Description: The Certificate of Completion (CCL) in Web App Development program is designed to provide students with the design and programming skills necessary for entry-level positions creating web apps for multiple mobile device platforms using HTML, CSS, and JavaScript.

PROGRAM NOTES:
CCL 5835N is currently not eligible for Title IV Federal Financial Aid

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

Students should consult with a Department Advisor/faculty member in arranging their schedules.

+ Indicates course has prerequisites and/or co requisites.
++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: CREDITS: None

REQUIRED COURSES: CREDITS: 12

CIS120DF	Adobe Photoshop Level I: Digital Imaging (3)
CIS133DA	Internet/Web Development Level I (3)
+CIS166AA	Introduction to JavaScripting (3)
+CIS233D+	Internet Web Development Level II (any module) (3)

CERTIFICATE OF COMPLETION IN MOBILE APPS PROGRAMMING: (5793) CREDITS 16-45

DESCRIPTION: The Certificate of Completion (CCL) in Mobile Apps Programming is designed to prepare individuals with the skills necessary to develop and distribute applications for mobile devices. Courses will include Mac Operating System, Adobe Photoshop, and Hypertext Markup Language (HTML)/Cascading Styles Sheets (CSS) for the development of iPhone, Android, and Windows 8 App development.

PROGRAM NOTES:

The 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 certificate program. Consult with an Academic Advisor for complete information.

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

+ Indicates course has prerequisites and/or co requisites.

PROGRAM PREREQUISITES: CREDITS: 0-29

+ CIS150	Programming Fundamentals (3)
AND	Certificate of Completion in Programming (5047) (21-26)
OR *	Certificate of Completion in Programming and System Analysis (5048) (24)
OR	Permission of Department or Division Chair. (0-29)

Editor's Note: CCL in Programing and System Analysis (5048) is not offered at SMCC.

Student may acquire this program at one of the following schools: CGC, EMC, GCC, MCC, PC, PVC or SCC

REQUIRED COURSES: CREDITS 16

CIS120DF	Computer Graphics: Adobe Photoshop (3)
CIS121AI	Mac Operating System (1)
CIS132	HTML/CSS (3)
+ CIS165	Introduction to IOS Application Development (3)
+ CIS165DA	Android Mobile Device Programming (3)
+ CIS165DB	C#/VB.NET: Windows 8 Mobile App Development (3)

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MOBILE APPS PROGRAMMING: CREDITS: 62-64 (3139)

DESCRIPTION: The Associate in Applied Science (AAS) in Mobile Apps Programming is designed to provide information and training on the programming aspect of technology. Individuals will be provided with the opportunity to develop skills necessary to work in the programming field including mobile applications programming. The program also includes a Certificate of Completion (CCL) in Programming, a Certificate of Completion (CCL) in Programming and System Analysis, and a Certificate of Completion (CCL) in Mobile Apps Programming.

PROGRAM NOTES:

Students must earn a grade of "C" or better for all courses within the program
+ Indicates course has prerequisites and/or co requisites

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 37-45

Certificate of Completion in Programming (5047) (21-26)
OR
Certificate of Completion in Programming and System Analysis (5048) (24)
AND

Certificate of Completion in Mobile Apps Programming (5793) (16-19)

Editor's Note: CCL in Programing and System Analysis (5048) is not offered at SMCC.

Student may acquire this program at one of the following schools: CGC, EMC, GCC, MCC, PC, PVC or SCC

GENERAL EDUCATION REQUIREMENTS: CREDITS: 19-27

GENERAL EDUCATION CORE: CREDITS: 9-17

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
Any approved general education course in the Oral Communication area.

Critical Reading: Credits: 0-3
+ CRE101   College Critical Reading and Critical Thinking (3)
+ CRE111   Critical Reading for Business and Industry (3)
OR   Equivalent as indicated by assessment. (0-3)

Mathematics: Credits: Credits: 0-5
Mathematics may be met by MAT120, or MAT121, or MAT122 if taken in Required Courses area.
+ MAT120   Intermediate Algebra (5)
OR
+ MAT121   Intermediate Algebra (4)

OR
+ MAT122   Intermediate Algebra (3)
OR   Satisfactory completion of a higher level mathematics course. (0-5)

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

CERTIFICATE OF COMPLETION IN PROGRAMMING: (5047) CREDITS 21-26
DESCRIPTION: The Certificate of Completion (CCL) in Programming is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

PROGRAM NOTES:
The Computer Information System (CIS) or the Computer Science (CSC) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the certificate program. Consult with an Academic Advisor for complete information.

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

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: CREDITS: 0-5

Students selecting CSC110 in the Required Courses area must complete MAT120/MAT121/MAT122.

+ MAT120	Intermediate Algebra (5)	
OR		
+ MAT121	Intermediate Algebra (4)	
OR		
+ MAT122	Intermediate Algebra (3)	
OR	Permission of Instructor (0-5)	

REQUIRED COURSES: CREDITS 21

CIS105	Survey of Computer Information Systems (3)
+ CIS119DO	Introduction to Oracle: SQL (3)
OR	
+ CIS276DA	MySQL Database (3)
OR	
+ CIS276DB	SQL Server Database (3)
+ CIS159	Visual Basic Programming I (3)
+ CIS162AD	C#: Level I (3)
+ CIS163AA	Java Programming: Level I (3)
OR	
+ CSC110	Introduction to Computer Science (Java) (3)
+ CIS225AB	Object-Oriented Analysis and Design (3)
OR	
+ CSC205	Object Oriented Programming and Data Structures (3)
+ CIS259	Visual Basic Programming II (3)
OR	
+ CIS262AD	C# Level II (3)
OR	
+ CIS263AA	Java Programming: Level II (3)

CERTIFICATE OF COMPLETION IN WEB DESIGN: CREDITS 18 (5159)

DESCRIPTION: The Certificate of Completion (CCL) in Web Design is intended for those interested in designing and maintaining web pages for personal or small business use.

PROGRAM NOTES:

Students must earn a grade of "C" or better

for all courses within the program.

+ Indicates course has prerequisites and/or co requisites.

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 18

CIS120DC	Adobe Animate: Digital Animation (3)
CIS120DF	Adobe Photoshop Level I: Digital Imaging (3)
OR	
CIS120AF	Computer Graphics: Adobe Photoshop: Level I (1)
AND	
CIS120BF	Computer Graphics: Adobe Photoshop: Level II (1)
AND	
CIS120CF	Computer Graphics: Adobe Photoshop: Level III (1) 3
CIS133DA	Internet/Web Development Level I (3)
+ CIS166++	Any Web Scripting course(s) (3)
+ CIS233DA	Internet/Web Development Level II (3)
+ CIS235	e-Commerce (3)

ASSOCIATE IN APPLIED SCIENCE DEGREE IN INFORMATION TECHNOLOGY: PROGRAMMING AND MOBILE DEVELOPMENT: (3099) CREDITS: 61

DESCRIPTION: The Associate in Applied Science (AAS) in Information Technology: Programming and Mobile Development program is designed to provide students with the design and programming skills necessary for entry-level computer programming support positions, with an emphasis on mobile apps. A Certificate of Completion (CCL) in Information Technology: Programming and Mobile Development program is also available.

PROGRAM NOTES:

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

Students should consult with a Department Advisor in arranging their schedules.

+ Indicates course has prerequisites and/or co requisites.

PROGRAM PREREQUISITES: CREDITS: 0-3

CIS105   Survey of Computer Information Systems (3)

 OR   Permission of division chair or department coordinator (0-3)

REQUIRED COURSES: CREDITS: 36

CIS120DF   Adobe Photoshop Level I: Digital Imaging (3)

CIS132   HTML / CSS (3)
OR
CIS133DA   Internet/Web Development Level I (3)

+ CIS159   Visual Basic Programming I (3)

+ CIS162AD   C#: Level I (3)

+ CIS163AA   Java Programming: Level I (3)

+ CIS165   Introduction to IOS Application Development (3)

+ CIS165DA   Android Mobile Device Programming (3)

+ CIS165DB   C#/VB.NET: Windows 8 App Development (3)

+ CIS166AA   Introduction to JavaScripting (3)

+ CIS233D+   Internet/Web Development (Any module) (3)

+ CIS259   Visual Basic Programming II (3)
OR
+ CIS262AD   C#: Level II (3)

+ CIS263AA   Java Programming: Level II (3)

RESTRICTED ELECTIVES: CREDITS: 0-3

Students may select zero (0) to three (3) credits from the following list of courses to complete the minimum 61 credits for the AAS degree, except

courses used to satisfy the Required Courses area.

CIS117DM   Microsoft Access: Database Management (3)

CIS120DC   Adobe Animate: Digital Animation (3)

CIS190   Introduction to Local Area Networks (3)

CIS220DF   Adobe Photoshop Level II: Advanced Digital Imaging (3)

+ CIS259   Visual Basic Programming II (3)
OR
+ CIS262AD   C#: Level II (3)

CSC100   Introduction to Computer Science (C++) (3)

EPS150   Introduction to Entrepreneurship (3)

EPS180   Technology Business Planning (3)

GBS151   Introduction to Business (3)

GENERAL EDUCATION REQUIREMENTS: CREDITS: 22-25

GENERAL EDUCATION CORE: CREDITS: 12-15

First-Year Composition: Credits: 6
Any approved general education course in the First-Year Composition Area

Oral Communication: Credits: 3
Any approved general education course in the Oral Communication Area

Critical Reading: Credits: 0-3
Any approved general education course in the Critical Reading area OR equivalent as indicated by assessment.

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

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

MANAGEMENT

Chairperson: Mark Nielsen
Division of myCareer, Library and Center
for Teaching & Learning (mCLCTL)

CERTIFICATES/DEGREES
Certificate of Completion in Management
Credits: 18 (5729)

Certificate of Completion in Retail Management
Credits: 24 (5286)

Associate in Applied Science in Retail Management
Credits: 64 (3048)

CERTIFICATE OF COMPLETION IN MANAGEMENT (5729) CREDITS: 18

DESCRIPTION: The Certificate of Completion
(CCL) 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. An Associate in Applied Science (AAS) is
also available.

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

+ Indicates course has prerequisites and/or
co requisites.

PREREQUISITES: None

REQUIRED COURSES CREDITS: 18

ACC111	Accounting Principles I 3	
BPC110	Computer Usage and Applications (3)	
OR		
CIS105	Survey of Computer Information Systems (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 IN RETAIL MANAGEMENT (5286) CREDITS: 24

DESCRIPTION: The Certificate of Completion
(CCL) in Retail Management is designed to
prepare individuals working in the Retail
industry, and related fields, for the industry
training needs in supervision and management,
marketing, financial management, and business
planning. The curriculum encompasses several
business essentials and also emphasizes the
skill sets needed for effective management and
communication in the work environment.

PROGRAM NOTES:
+ Indicates course has a prerequisite and/or
co requisites.

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

P**ROGRAM PREREQUISITES:** None

REQUIRED COURSES: CREDITS 24

ACC111	Accounting Principles I (3)	
OR		
ACC211	Financial Accounting (3)	
BPC110	Computer Usage and Applications (3)	

OR

CIS105	Survey of Computer Information Systems (3)
COM100	Introduction to Human Communication (3)
GBS110	Human Relations in Business and Industry (3)

OR

MGT251	Human Relations in Business (3)
MGT180	Retail Management (3)

OR

GBS270AC	Business Internship (3)

OR

GBS296WC	Cooperative Education (3)

OR

GBS298AC	Special Projects (3) 3
MGT101	Techniques of Supervision (3)

OR

MGT229	Management and Leadership I (3)
MGT179	Utilizing the Human Resources Department (3)

OR

MGT276	Personnel/Human Resources Management (3)
MKT271	Principles of Marketing (3)

ASSOCIATE IN APPLIED SCIENCE IN RETAIL MANAGEMENT (3048) CREDITS: 61-63

DESCRIPTION: The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

PROGRAM NOTES:
Students must earn a grade of "C" or better in all courses within the program.

+ Indicates course has prerequisites and/or co requisites.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 24-27
Choose one of the following three accounting sequences:

ACC111	Accounting Principles I (3)

AND

+ ACC230	Uses of Accounting Information I (3)

AND

+ ACC240	Uses of Accounting Information II (3)

OR

ACC111	Accounting Principles I (3)

AND

+ ACC112	Accounting Principles II (3)

AND

+ ACC212	Managerial Accounting (3)

OR

ACC211	Financial Accounting (3)

AND

+ ACC212	Managerial Accounting (3)
BPC110	Computer Usage and Applications (3)

OR

CIS105	Survey of Computer Information Systems (3)
GBS110	Human Relations in Business and Industry (3)

OR

MGT251	Human Relations in Business (3)
MGT101	Techniques of Supervision (3)

OR

MGT229	Management and Leadership I (3)
MGT179	Utilizing the Human Resources Department (3)

OR

MGT276	Personnel/Human Resources Management (3)

MKT268   Merchandising (3)
OR
MGT180   Retail Management (3)
MKT271   Principles of Marketing

RESTRICTED ELECTIVES CREDITS: 9-15
Student must complete additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area nor excluded below) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS+++++   Any GBS General Business course(s) 0-12
MGT+++++   Any MGT Management course(s) except MGT180 0-12 MKT+++++
Any MKT Marketing course(s) except MKT268 3-15

GENERAL EDUCATION REQUIREMENTS: 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)
OR
+ENG111   Technical Writing (3)
ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.

Oral Communication: Credits: 3
COM100   Introduction to Human Communication (3)

Critical Reading: Credits: 0-3
CRE101   College Critical Reading and Critical Thinking (3)

OR   Equivalent by assessment (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 theHumanities, 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.

CERTIFICATE OF COMPLETION IN SUPERVISION AND MANAGEMENT I (5721N) CREDITS: 15

DESCRIPTION: The Certificate of Completion (CCL) in Supervision and Management I is designed to provide knowledge in the following areas: Computer concepts of information processing, supervision, and human relations. Students completing this program will be able to perform the supervisory and management functions of first-line supervisors. Students should have a desire to supervise employees and work in a business environment.

PROGRAM NOTES:
CCL 5721N is currently not eligible for Title IV Federal Financial Aid

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

+ Indicates course has a prerequisite and/or co requisites

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 12

CIS105   Survey of Computer Information Systems (3)
MGT229   Management & Leadership I (3)
+ MGT230   Management & Leadership II (3)
MGT251   Human Relations in Business   3

CERTIFICATE OF COMPLETION IN SUPERVISION AND MANAGEMENT II (5722) CREDITS: 30-31

DESCRIPTION: The Certificate of Completion (CCL) in Supervision and Management II is designed to provide knowledge in the following areas: accounting, business communications, business organizations, and management leadership trends. Students completing this program will be able to perform supervisory functions beyond that of a first- line supervisor. Students pursuing this occupation should have a desire to supervise employees, oversee management and decisions of first line supervisors, and make supervisory decisions in a business.

PROGRAM NOTES:

+ Indicates course has a prerequisite and/or co requisites.

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

PROGRAM PREREQUISITE: CREDITS 15

Certificate of Completion in Supervision and Management I (5721)

CCL 5721N is currently not eligible for Title IV Federal Financial Aid

REQUIRED COURSES: CREDITS 15-16

ACC107 Bookkeeping Theory & Practice (4)
OR
ACC111 Accounting Principles I (3)
GBS131 Business Calculations (3)
+GBS233   Business Communication (3)

GBS205   Legal, Ethical/Reg. Issues In Business (3)
MKT271   Principles of Marketing (3) OR
MGT276   Personnel/Human Resources Management (3)

MARKETING/SOCIAL MEDIA

Chairperson: Mark Nielsen
Division of myCareer, Library and Center for Teaching & Learning (mCLCTL)

CERTIFICATES/DEGREES
Certificate of Completion in Marketing Credits: 18 (5094)

Certificate of Completion in Social Media Marketing Credits: 17-20 (5830)

CERTIFICATE OF COMPLETION IN MARKETING (5094) CREDITS:18

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 to apply competencies needed for successful performance in a variety of marketing/ management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

PROGRAM NOTES:
++ Indicates any module/suffixed courses.

+ Indicates course has prerequisites and/or co requisites.

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 15

BPC110	Computer Usage and Applications (3)
OR	
CIS105	Survey of Computer Information Systems (3)
GBS151	Introduction to Business (3)
MKT263	Advertising Principles (3)
MKT267	Principles of Salesmanship (3)
MKT271	Principles of Marketing (3)

RESTRICTED ELECTIVES: CREDITS: 3

Students should select from the following courses in consultation with Department Advisor.

MGT251	Human Relations in Business (3)
MKT101	Introduction to Public (3)
MKT110	Marketing and Social (3)
MKT268	Merchandising (3)
MKT280++	Marketing Internship (1-3)

CERTIFICATE OF COMPLETION IN SOCIAL MEDIA MARKETING: (5830) CREDITS: 17-20

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 brand management.

PROGRAM NOTES:

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

+ Indicates course has prerequisite and/or c o requisites.

PROGRAM PREREQUISITES: CREDITS: 0-3

+ENG101	First-Year Composition (3)
OR	
+ENG107	First-Year Composition for ESL (3)
OR	Permission of Instructor (0-3)

REQUIRED COURSES: CREDITS: 17

CIS103	Introduction to Social Media (3)
+GBS233	Business Communication (3)
OR	
+JRN203	Writing for Online Media (3)
MKT271	Principles of Marketing (3)
MKT110	Marketing and Social Networking (3)
+MKT111	Applied Marketing and Social Networking (3)
+GBS282AB	Voluntarism General Business: Service Learning Experience (2)
OR	
+MKT280AB	Marketing Internship (2)
OR	
+MKT296WB	Cooperative Education (2)
OR	
+MKT298AB	Special Projects (2)

MUSIC BUSINESS

Chairperson: Dr. Jerome Garrison
Division of Communication, Fine Arts, and Social Sciences (CFASS)

CERTIFICATES/DEGREES
Certificate of Completion in Music Business (5258)

Associate in Applied Science in Music Business (3017)

CERTIFICATE OF COMPLETION IN MUSIC BUSINESS:(5258) CREDITS: 26

DESCRIPTION: The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today`s music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

PROGRAM NOTES:

+ Indicates course has prerequisite and/or co requisites.

++ Indicates any module/suffixed courses.

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 11

MUC109	Music Business: Merchandising and the Law (3)	
MUC110	Music Business: Recording and Mass Media (3)	
MUC293	Self Promotion for Music (1)	
+MUC209	Music Industry Entrepreneurship (3)	
OR		
MGT253	Owning and Operating a Small Business (3)	
+MUC290AA	Music Business Internship (1)	
OR		
+MUC296WA	Cooperative Education (1)	

RESTRICTED ELECTIVES: CREDITS: 15

Students must select fifteen (15) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

ASSOCIATE IN APPLIED SCIENCE IN MUSIC BUSINESS: CREDITS: 60-63 (3017)

DESCRIPTION: The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today`s music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

PROGRAM NOTES:

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

+ Indicates course has prerequisite and/or co requisites.

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 14

MUC109	Music Business: Merchandising and the Law (3)	
MUC110	Music Business: Recording and Mass Media (3)	
MUC293	Self Promotion for Music (1)	
+MUC209	Music Industry Entrepreneurship (3)	
OR		
MGT253	Owning and Operating a Small Business (3)	
+MUC290AA	Music Business Internship (1)	
OR		
MUC296WA	Cooperative Education (1)	
MHL+++++	Any MHL Music: History/Literature course (3)	

RESTRICTED ELECTIVES: CREDITS: 12

Students must select twelve (12) credits from the approved list of Restricted Elective courses below to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications.

Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

FREE ELECTIVES: CREDITS: 12

Students should choose twelve (12) credits from the following list of Free Elective courses except courses used to satisfy the Restricted Electives area.

ACC111	Accounting Principles I (3)
BPC128	Introduction to Desktop Publishing (1)
CIS131AA	Doing Business on the Internet (1)
GBS151	ntroduction to Business (3)
+GBS233	Business Communication (3)
MKT110	Marketing and Social Networking (3)
MKT271	Principles of Marketing (3)
MTC101	Introduction to Music Theory (3)
OR	
MTC105	Music Theory I (3)
OR	
MTC103	Introduction to Aural Perception (1)
OR	
MTC106	Aural Perception I (1)
MTC113	Songwriting Techniques (1)
+MUC111	Digital Audio Workstation I (DAWI) (3)
MUC135	Introduction to Disc Jockey Techniques (3)
MUC145	Recording Studio Business Operations (2)
+MUC180	Computer Literacy for the Music Business (3)
MUC195	Studio Music Recording I (3)
OR	
MUC195AA	Studio Music Recording I (3)
+MUC210	Advanced Industry Topics: Concert Promotion and Training (3)
+MUC211	Advanced Industry Topics: Artist Management and Talent Development (3)
MUC215	Music Industry Seminar: Innovation in Music Technology (1)
+MUC240	Creative Music Production (4)
+MUC241	Business Principles of Music Production (3)
MUC274	Music Industry Study Tour (2)
+MUC294	Portfolio for Music (1)
+MUC298AA	Special Projects (1)
+MUC298AB	Special Projects (2)

+MUC298AC	Special Projects (3)
SBS230	Financial and Tax Management for Small Business (2)

GENERAL EDUCATION REQUIREMENTS: CREDITS 22-25

GENERAL EDUCATION CORE: CREDITS: 12-15

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)

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	
+CRE111	Critical Reading for Business and Industry (3)
OR	Equivalent as indicated by assessment (0-3)

Mathematics: Credits: 3

+ Any approved general education course from the Mathematics Area

GENERAL EDUCATION DISTRIBUTION: CREDITS: 10
Humanities and Fine Arts: Credits: 3

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

Social and 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

PHARMACY: CUSTOMER SERVICE

Chairperson: Dr. Jacqueline (Jacky) Levy
Division of Mathematics, Science, and Engineering (MSE)

CERTIFICATES/DEGREES
CERTIFICATE OF COMPLETION IN PHARMACY: CUSTOMER SERVICE (5348) CREDITS: 17

DESCRIPTION: The Certificate of Completion (CCL) in Pharmacy: Customer Service program is designed to provide students with the knowledge and skills needed to meet the challenges of working in the retail pharmacy environment. The courses will cover federal and state pharmacy regulations and pharmacy services including prescription dispensing and drug distribution and control. Emphasis will be on providing quality customer service and using effective communications and interpersonal skills when dealing with pharmacy customers and personnel.

ADMISSION CRITERIA:
- A high school diploma or GED
- Submit current CPR card for Health Care Provider and maintain current status throughout the program.
- Proof of current immunization: Tuberculosis skin test (TB).

PROGRAM NOTES:
+ Indicates course has prerequisites and/or co requisites.

Students must earn a grade of "C" or better

for all courses within the program.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 17
CSR139	Introduction to Retail Pharmacy Customer Care (3)
+CSR156	Retail Pharmacy Procedures (2)
+CSR160	Pharmacy Practice for the Customer Service Representative (1)
+CSR162	Pharmacy Operations for the Customer Service Representative (3)
+CSR280AB	Customer Service Internship (2)
GBS120	Workplace Communication Skills (3)
PHT120	Pharmacy Technician Responsibilities (3)

REAL ESTATE

Chairperson: Mark Nielsen
Division of myCareer, Library and Center for Teaching & Learning (mCLCTL)

CERTIFICATES/DEGREES
CERTIFICATE OF COMPLETION IN REAL ESTATE: PRELICENSE (5139N) CREDITS: 6.5

DESCRIPTION: The Certificate of Completion (CCL) in Real Estate: Prelicense program is designed to prepare students with the minimum coursework required by the state of Arizona for eligibility to take the state's real estate salesperson's license exam.

PROGRAM NOTES:
CCL 5139N is currently 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 co requisites

ADMISSION CRITERIA:
- High school diploma or GED or equivalent.
- Current ASSET/COMPASS/ACCUPLACER placement tests reflecting eligibility for the following:

CRE101	College Critical Reading and Critical Thinking
OR	Equivalent
ENG101	First Year Composition
OR	
ENG107	First-Year Composition for ESL
OR	Equivalent
MAT112	Mathematical Concepts/ Applications
OR	Completion of higher level mathematics course OR
GBS131	Business Calculations

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS: 6.5

REA179	Real Estate Principles I (3)
AND	
+ REA180	Real Estate Principles II (3)
OR	
REA201	Real Estate Principles I and II (6)
+ REA290AH	Real Estate Seminar: Contract Writing (0.5)

STORYTELLING

Chairperson: Dr. Jerome Garrison
Division of Communication, Fine Arts, and Social Sciences (CFASS)

ACADEMIC CERTIFICATE OF COMPLETION IN STORYTELLING: CREDITS 30 (6200N)

DESCRIPTION: The Academic Certificate (AC) in Storytelling is not designed to prepare students for employment in a specific occupation. This program is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. While completion of this certificate does not lead to a particular degree program, it does provide interactive storytelling training, which will enhance the skills of persons in areas such as education, library science, the arts, human relations, law, mental health, law enforcement, business, prevention programs, the ministry, and interpretive settings such as museums and parks. This program will also aid students interested in enhancing interpersonal relations skills and in using stories in family settings.

PROGRAM NOTES:
CCL 6200N is currently 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 co requisites.

++ Indicates any module/suffixed courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: CREDITS 18
STO289 courses may not be applied to both Required Courses and Restricted Electives areas.

+STO282AC	Voluntarism for Education: A Service Learning Experience (3)
STO286	Using Storytelling in a Variety of Settings (3)
OR	
EDU283AA/ STO289AA	Using Storytelling in Educational Settings (1)
OR	
STO289AB	Using Storytelling in Business Settings (1)
OR	

STO289AC   Using Storytelling in Healing
Settings (1)

OR

STO289AD   Using Storytelling in Interpretive
Settings (1)

STO292   The Art of Storytelling (3)

OR

EDU292   The Art of Storytelling (3)

OR

HUM292   The Art of Storytelling (3)

+STO293   The Art of Storytelling II (3)

STO294   Multicultural Folktales (3)

OR

EDU294   Multicultural Folktales (3)

OR

ENH294   Multicultural Folktales (3)

+STO295   Multicultural Folktales II (3)

RESTRICTED ELECTIVES: CREDITS 12

ENH251	Mythology (3)
EDU/ENH291	Children's Literature (3)
HUM260	Intercultural Perspectives (3)
MUP133	Class Voice I (2)
STO101	Storytelling for Literacy (1)
STO200AA	Biographical Storytelling (1)
STO288	Telling Sacred Stories From Around the World (3)
EDU283AA/ STO289AA	Using Story in Educational Settings (1)
STO289AB	Using Story in Business Settings (1)
STO289AC	Using Story in Healing Settings (1)
STO289AD	Using Story in Interpretive Settings (1)
+STO291AA	Storytelling Circle (1-3)
+STO297	Telling Personal Stories (3)
STO298++	Special Projects (any module) (1-3)
THP112	Acting I (3)
THP211AB	Creative Drama: Storytelling and Puppets (1)

SUSTAINABILITY

Chairperson: Dr. Jacqueline (Jacky) Levy
Division of Mathematics, Science, and

Engineering (MSE)

CERTIFICATES/DEGREES
Academic Certificate of Completion
in Sustainability: Credits 15-17 (6240)

Academic Certificate of Completion in
Sustainability/Ecological Literacy: Credits 16 (6232)

ACADEMIC CERTIFICATE OF COMPLETION IN SUSTAINABILITY: (6240N) CREDITS 15-17

DESCRIPTION: The Academic Certificate (AC)
in Sustainability is interdisciplinary and builds
a strong academic expertise along one of four
significant pillars of sustainability, where students
will examine and assess how to minimize
unintended consequences and enhance a
mutually productive relationship between man
and nature. The five (5) pillars are organized
into specialized tracks, including land use and
human transformations of the earth, competition
for water and other natural resources from
the earth systems, political and economic
treatment of the earth, and coupled human-
environment interactions, and entrepreneurship
for transforming ideas for sustainable products/
services into viable businesses.

PROGRAM NOTES:
*CCL 6240N is currently 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
co requisites.*

PROGRAM PREREQUISITES: CREDITS: 0-6
Student selecting GPH211 or GPH210 must
complete the following prerequisites:
+ENG101   First-Year Composition (3)
OR

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

Student selecting HRM290 must complete the following prerequisites:

HRM110 Introduction to Hospitality and Tourism Management (3)

REQUIRED COURSES: CREDITS 6
SSH111 Sustainable Cities (3)
SUS110 Sustainable World (3)

RESTRICTED ELECTIVES: CREDITS 9-11
Students must select one (1) of the following five (5) tracks:

TRACK I: Sustainability:
Earth Systems: Credits: 10-11
Students will choose two (2) to three (3) courses from the following list:
AGS260 Soils (4)
BIO105 Environmental Biology (4)
BIO108 Plants and Society (4)
+BIO181 General Biology (Majors) I (4)
+ BIO182 General Biology (Majors) II (4)
GLG110 Geological Disasters and the Environment (3)
AND
GLG111 Geological Disasters and the Environment Lab (1)
GLG140 Introduction to Oceanography (3)
GPH111 Introduction to Physical Geography (4)
+ GPH211 Landform Processes 4
GPH213 Introduction to Climatology (3)
AND
+ GPH215 Introduction to Climatology Laboratory (1)
CHM107 Chemistry and Society (3)
AND
+CHM107LL Chemistry and Society Laboratory (1)
ASM104 Bones, Stones, and Human Evolution (4)

Students will choose one (1) course from the following:
ASB226 Human Impacts on Ancient Environments (3)

COM263 Elements of Intercultural Communication (3)
ENH206 Nature and Environmental Literature (3)
ENH280 Literature of the Southwest (3)
GCU102 Introduction to Human Geography (3)
GCU141 Introduction to Economic Geography (3)
HUM201 Humanities: Universal Themes (3)
PHI216 Environmental Ethics (3)
POS120 World Politics (3)
+RDG112 Successful College Reading for Life Sciences, Mathematics, Physical Sciences or Technology (3)
SBU200 Society and Business (3)
SOC251 Social Problems (3)
SUS100 Introduction to Sustainability (3)

TRACK II: Sustainability: Social, Political, **Economic Treatment of the Earth Credits: 9-10**
Students will choose two (2) courses from the following list:
ASB102 Introduction to Cultural Anthropology (3)
SUS100 Introduction to Sustainability (3)
COM263 Elements of Intercultural Communication (3)
ECN212 Microeconomic Principles (3)
+ECN263 The Economics of Natural Resources, Population and the Environment (3)
GCU102 Introduction to Human Geography (3)
GCU141 Introduction to Economic Geography (3)
+HRM290 Ecotourism (3)
POS120 World Politics (3)
PSY132 Psychology and Culture (3)
SBU200 Society and Business (3)

SOC180   Social Implications of Technology (3)

Students will choose one (1) to two (2) courses from the following list:

BIO105   Environmental Biology (4)
+BIO181   General Biology (Majors) I (4)
+BIO182   General Biology (Majors) II (4)
CHM107   Chemistry and Society (3) and
+CHM107LL   Chemistry and Society Laboratory (1)
ENH206   Nature and Environmental Literature (3)
ENH260   Literature of the Southwest (3)
GLG110   Geological Disasters and the Environment (3)
AND
GLG111   Geological Disasters and the Environment Lab (1)
+GPH210   Society and Environment (3)
HUM201   Humanities: Universal Themes (3)
PHI216   Environmental Ethics (3)

TRACK III: Sustainability: Coupled Human Environment Systems Credits: 9-10

Students will choose two (2) courses from the following list:

ASB102   Introduction to Cultural Anthropology (3)
SUS100   Introduction to Sustainability (3)
ASB222   Buried Cities and Lost Tribes: Old World (3)
OR
ASB223   Buried Cities and Lost Tribes: New World (3)
ASB226   Human Impacts on Ancient Environments (3)
COM263   Elements of Intercultural Communication (3)
ENH206   Nature and Environmental Literature (3)
ENH260   Literature of the Southwest (3)
HUM201   Humanities: Universal Themes (3)
PHI216   Environmental Ethics (3)
REC150AB   Outdoor Adventure Skills (3)

Students will choose one (1) to two (2) courses from the following list:

ASM104   Bones, Stones, and Human Evolution (4)
BIO105   Environmental Biology (4)
BIO108   Plants and Society (4)
+BIO181   General Biology (Majors) I (4)
+BIO182   General Biology (Majors) II (4)
CHM107   Chemistry and Society (3)
+CHM107LL   Chemistry and Society Laboratory (1)
GLG110   Geological Disasters and the Environment (3)
AND
GLG111   Geological Disasters and the Environment Lab (1)
+ GPH210   Society and Environment (3)
PHI104   World Philosophy (3)
POS120   World Politics (3)

TRACK IV: Sustainability: Human Transformation of the Earth Credits: 9-11

Students will choose 9-11 credits from the following list:

ASB100   Introduction to Global Health (3)
ASB226   Human Impacts on Ancient Environments (3)
CNS205   Sustainable Construction/LEED Certification (3)
ECE101   Origins of Science and Engineering (3)
ECE111   Bioengineering Systems (3)
FON135   Sustainable Cooking (3)
FON143   Food and Culture (3)
FON161   Sustainable Food Production Systems (3)
HES210   Cultural Aspects of Health and Illness (3)
+ INT170   Interior Materials (3)
SCT100   Introduction to Sustainable Built Environments (3)
SCT271AA   Sustainable Design Internship (1)
OR

SCT271AB	Sustainable Design Internship (2)
SOC180	Social Implications of Technology (3)
WED124	Environmental Wellness (3)

TRACK V: Sustainability: Business and Entrepreneurship Credits: 10-11
Students will choose one option from the following list:

EPS150	Introduction to Entrepreneurship (3)
AND	
EPS195	Business Start-Up and Planning (2)
MGT253	Owning and Operating a Small Business (3)
AND	
+MGT298AA	Special Project (1)
OR	
+SSH298AA	Special Project (1)

Students will choose one (1) option from the following list:

GBS151	Introduction to Business (3)
OR	
GBS205	Legal, Ethical, and Regulatory Issues in Business (3)

Students will choose one (1) option from the following list:

ECN212	Microeconomic Principles (3)
OR	
SBU200	Society and Business (3)

SUSTAINABILITY AND ECOLOGICAL LITERACY: (6232N) CREDITS 16

DESCRIPTION: The interdisciplinary Academic Certificate (AC) in Sustainability and Ecological Literacy enhances students' understanding of sustainable living practices associated with economics, equity and the environment. Through a combination of coursework and experiential learning, students engage in critical thinking, inquiry, and discourse, skills necessary for becoming socially responsible citizens who are ecologically and environmentally aware. The certificate is designed for, although not limited to, students seeking an Associate in Arts Degree and planning transfer to four-year colleges and universities.

PROGRAM NOTES:
CCL 6232N is currently 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 co requisites.

PROGRAM PREREQUISITES: CREDITS: 3

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

REQUIRED COURSES: CREDITS 7

PHI216	Environmental Ethics (3)
BIO105	Environmental Biology (4)
OR	
GLG110	Geological Disasters and the Environment (3)
AND	
GLG111	Geological Disasters and the Environment Lab (1)

RESTRICTED ELECTIVES: CREDITS 9
Humanities, Social Science and Wellness:
Credits: 9
Students will choose 2 different courses
from the following list:

+ ECN263	The Economics of Natural Resources, Population and the Environment (3)	
ENH206	Nature and Environmental Literature (3)	
ENH260	Literature of the Southwest (3)	
HUM201	Humanities: Universal Themes (3)	
REC150AB	Outdoor Adventure Skills (3)	
SBU200	Society and Business (3)	

Students will choose 1 course
from the following list:

HIS110	World History to 1500 (3)
HIS111	World History 1500 to the Present (3)
HUM250	Ideas and Values in the Humanities (3)
PHI104	World Philosophy (3)
POS120	World Politics (3)
PSY132	Psychology and Culture (3)
SOC101	Introduction to Sociology (3)

OCCUPATIONAL PROGRAM MATRIX

OCCUPATIONAL PROGRAMS

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.

Air Conditioning/Refrigeration/Facilities **GW**

Architectural Technology **SC**

Building Inspection **MC**

Construction Trades: Carpentry **GW**

Construction Trades: Construction Management **GW**

Construction Trades: Millwrighting **GW**

Construction Trades: Painting and Drywalling **GW**

Construction Trades: PreApprenticeship **GW**

Construction Trades: Electricity **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: General Construction Worker **GW**

Computer Aided Drafting **MC**

Computer Aided Design and Drafting CADD Level I **MC**

Construction Management **MC**

Construction Trades: Heavy Equipment Operations **GW**

Mechanical Drafting **MC**

Power Plant 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**

AGRICULTURE, FOOD, AND NATURAL RESOURCES

Equine Science **SC**

Environmental and Natural Resource

Conservation **PC**

Environmental and Natural Resource Sustainability **PC**

Equine Science **SC**

Landscape Aide **MC**

Landscape Horticulture **MC**

Landscape Specialist **MC**

Sustainable Agriculture **MC**

Veterinary Technology **MC**

ARCHITECTURE AND CONSTRUCTION
ART, A/V TECHNOLOGY, AND COMMUNICATION

Adolescent Development **RS**

Adult Development and Aging **RS**

Alteration Specialist **MC**

Apparel Construction **PC**

Audio Production Technologies **GC/MC/PC/PV/SC**

Beginning Piano Pedagogy **MC**

Intermediate Piano Pedagogy   **MC**

Costume Design and Production   **MC**

Costuming   **PC**

Computer Graphic Design   **PC**

Dance Technology   **SC**

Disc Jockey Techniques   **MC/SC**

Digital Media Arts   **GC**

Family Life Education   **GC/RS**

Fashion Design   **PC**

Fashion Design Level I   **PC**

Fashion Design Level II   **PC**

Fashion Illustration   **PC**

Fashion Merchandising   **PC**

Fashion Merchandising & Design   **MC**

Fashion Design Entrepreneurship   **PC**

Graphic Design: Visual Communication   **SC**

Interior Merchandising   **MC/PC/EM**

Interior Design   **MC/PC/SC**

Interior Design: Advanced   **MC**

Image Consultant   **MC**

Journalism and New Media Studies   **GC/PV/MC/SC**

Music Business   **CG/GC/MC/PC/PV/SC/SM**

Photography   **GC/PC**

Parent Education   **RS**

Pattern Design Level I   **PC**

Pattern Design Level II   **PC**

Workforce Development: Graphic Arts Level I   **RS**

Workforce Development: Graphic Arts Level II   **RS**

BUSINESS, MANAGEMENT, AND ADMINISTRATION

Accounting   **GC/PC/GW/RS/SM/CG/EM**

Accounting – Specialized Para-Professional   **PV**

Accounting Paraprofessional   **GC**

Administrative Professional   **PV**

Administrative Technology   **GW**

Administrative Professional   **PC/MC**

Automobile Insurance: Customer Service   **RS**

Automobile Insurance Claims:

Customer Service   **RS**

Broadband Telecommunications: Account Services   **RS**

Broadband Telecommunications   **RS**

Broadband Telecommunications:

Field Operation   **RS**

Broadband Telecommunications: Technical Support Services   **RS**

Bookkeeping   **SC**

Business   **MC/SC**

Business (Fastrack)   **SC**

Business Management   **SM**

Business Technology Specialist   **GW**

Business Office Assistant   **GC**

Computer Applications   **PC**

Court Reporting: Judicial   **GW**

Credit Counseling: Customer Service   **RS**

Entrepreneurial Studies Level I   **GW/MC/PV/RS/SM**

Entrepreneurial Studies Level II   **GW/MC/PV/RS/SM**

General Business   **CG/GC/MC/PC/RS/SC/SM**

General Business Specialized   **PV**

Human Resources Management   **PC**

Human Services-Assistance: Public Assistance Eligibility **RS**

Human Services-Specialist: Customer Service **RS**

Human Services - Unemployment Insurance:

Customer Service **RS**

Insurance Studies **GC/MC/RS**

International Business **PV**

International Trade **MC**

Management **PC/MC/PV**

Middle Management **GC/PV**

Military Leadership **RS**

Motor Vehicle: Customer Service **RS**

Office Technology **GW**

Organizational Leadership **CG/GC/EM/GW/MC/PV/RS**

Organizational Management **CG/GC/EM/GW/MC/RS**

Pharmacy: Customer Service **SM**

Paralegal Studies **PC**

Project Management **MC**

Quality Customer Service **RS**

Realtime Reporting Scoping **GW**

Public Relations **MC/GC**

Retail Management **CG/GC/GW/MC/PC/RS/SM/SC**

Retail Sales Manager **MC**

Retail Pharmacy: Customer Service **RS**

Small Business **MC**

Small Business Entrepreneurship **GC/SM/GW**

Small Business Management **EM/GW**

Small Business Start-Up **CG/MC/PC/PV/RS/SM**

Sports Management **PV/SC**

Social Media Marketing **CG/MC/SC/SM**

Supervision and Management I **SM**

Supervision and Management II **SM**

Supervision **GC**

Technology Support Analyst **MC**

Utilities Customer Service **RS**

Water Services: Customer Service **RS**

EDUCATION AND TRAINING

Adult Learning and Development **RS**

Adult Learning and Coaching Development **RS**

Bilingual Education/Dual Language Immersion (BE/DLI) **MC**

Child and Family Organizations Management and Administration **GC/RS**

Child and Family Organizations Management and Administration **GC/RS**

Child Development Associate (CDA) Preparation **GC/PVC/SM/EM**

Curriculum for Young Children **PC**

Early Care Specialist **MC**

Early Childhood Development **SM**

Early Childhood Education and Administration: Birth through Age Five **PC**

Early Childhood Classroom Management **PC**

Early Childhood Education **PV/GC/EM**

Early Childhood Administration and Management **GC/RS**

Early Learning and Development **CG/MC/RS/SM**

Family Child Care Management **RS/SM**

Foundations of Student Services **EM**

Gifted Education **EM**

Instructional Assistance **MC/SM**

Infant and Toddler Development **RS/SM**

Reading Specialist **MC**

Senior Living Management **RS**

Workforce Development
and Community Re-Entry   **RS**

Workforce Development: Trim Plumbing   **RS**

ENVIRONMENTAL TECHNOLOGY

Environmental Science Technology   **GW**

Energy Systems Technology   **RS**

Geospatial Technologies   **MC**

Occupational Safety and Health Technology   **GW**

Safety, Health and Environmental Studies   **PV**

Wastewater Treatment   **GW**

Water Resources Technologies   **GW**

Water Treatment   **GW**

FINANCE

Banking and Finance   **PC**

Bank Account Management: Customer Service   **RS**

Certified Residential Appraiser   **MC**

Licensed Real Estate Appraiser   **MC**

Real Estate   **PC**

Real Estate: Prelicense   **MC/SM**

Residential Appraisal Trainee   **MC**

GOVERNMENT AND PUBLIC ADMINISTRATION

Public Administration   **RS**

Public Administration: Legal Services   **RS**

Tribal Development   **SC**

HEALTH SCIENCE

Advanced Behavioral Health Sciences   **GC/SM**

Advanced Emergency Medical Technology
(Paramedic)   **PC/PV**

Basic Behavioral Health   **GC/SM**

Computed Tomography   **GW**

Community Emergency Response Team (CERT):
Level I   **PC**

Clinical Dental Assisting   **RS**

Community Dental Health Coordination   **RS**

Developmental Disabilities Specialist   **GC**

Diagnostic Medical Sonography   **GW**

Dental Assisting   **PC**

Dental Hygiene   **PC/RS/MC**

Dental Assisting Technology   **RS**

Diagnostic Medical Sonography: Vascular
Technology   **GW**

Electroneurodiagnostic (END) Technology   **GW**

Emergency Communications and Deployment   **PC**

Fast Track Practical Nursing   **GW**

Health Care Insurance   **RS**

Healthcare Regulatory Compliance   **GW**

Health Information: Long Term Care Settings   **PC**

Health Information Technology   **PC**

Health Services Management   **GW**

Health Unit Coordinating/Patient
Care Associate   **GW**

Histologic Technology   **PC**

Hospital Central Service Technology   **GW**

Laboratory Assisting   **PC**

Magnetic Resonance Imaging   **GW**

Medical Laboratory Sciences   **PC**

Medical Assisting   **PC**

Medical Coding: Hospital-Based   **PC**

Medical Billing and Coding: Physician-Based   **PC**

Medical Radiography   **GW**

Nursing   **CG/EM/GC/GW/MC/PC/PV/SC**

Nurse Assisting   **GW/MC/PC/PV/EM**

Nursing Refresher   **GW/MC**

Phlebotomy   **PC**

Physical Therapist Assisting   **GW**

Polysomnographic Technology   **GW**

Practical Nursing   **CG/GC/GW/MC/PV/SC/EM**

Recovery Support   **SM**

Respiratory Care   **GW**

Speech Language Pathology Assistant   **EM**

Surgical Technology   **GW**

Surgical Technology for the Operating
Room Nurse   **GW**

HOSPITALITY AND TOURISM

Airline Operations   **RS**

Airline Operations: Ground Operations   **RS**

Airline Operations: Passenger Services   **RS**

Airline Operations: Reservations and Ticketing
Services   **RS**

Baking and Pastry   **EM/PC**

Commercial Food Preparation   **PC**

Commercial Bakery and Pastry Arts   **SC**

Culinary Arts   **SC**

Culinary Studies   **EM/PC**

Culinary Fundamentals   **SC**

Culinary Principles   **EM**

Dietetic Technology   **CG/PV**

Food Service Administration   **PC**

Hospitality and Tourism/Golf Management   **SC**

Hospitality and Tourism/Hotel Management   **SC**

Hospitality and Tourism/Restaurant
Management   **SC**

Hospitality and Tourism/Spa and Wellness
Center Management   **SC**

Hospitality/Hotel Management   **EM**

Hospitality and Tourism/Tourism Development
and Management   **SC**

Sustainable Food Systems   **MC/RS**

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**

Clinical Research Coordinating   **GW**

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**

Nutrition for Fitness and Wellness   **GC/MC/SC**

Massage Therapy   **CG/PC**

Personal Trainer   **GC/MC**

Professional Addictions Counseling   **RS**

Personal Training Specialist   **CG/ GC/MC/PV/SC/SM**

Recreation Management   **MC/SC**

Teaching, Healing, Meditation for Stress
Management   **PV**

Yoga Instruction   **SC**

Yoga Therapy   **SC**

INFORMATION TECHNOLOGY

Advanced Computer Usage and Applications **RS**

Advanced Web Designer **MC**

Applications in Geospatial Technologies **MC**

Adobe Foundations **GC/MC/SM/PV**

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**

Business Applications **CG**

Business Applications Specialist **CG**

Business Office Computer Applications **GC**

Comic and Sequential Art **PC**

Computer and Information Technologies **SM**

Computer Applications Technology **EM**

Computer Applications: Microsoft Office
Specialist/Advanced **MC**

Computer Applications: Microsoft Office
Specialist/Basic **MC**

Computer Hardware and Desktop Support **CG/EM**

Computer Hardware and Network Support **SC**

Computer Information Systems **GC/GW/PC/PV**

Computer Information Systems Technologies **SC**

Computer Information Technology **PV**

Computer Networking Technology **PV**

Computer Programming **MC**

Computer Systems Maintenance **PV**

Computer Technology **RS**

Computer Usage and Applications **RS**

Data Analytics **SC**

Digital Arts **MC**

Digital Design **RS**

Digital Photography **PC**

Digital Arts: Digital Illustration **MC**

Digital Arts: Digital Photography **MC**

Digital Arts: Graphic Design **MC**

Database Development **SC**

Desktop Publishing **EM**

Digital Cinema Arts **GC**

Editing **SC**

eLearning Design Specialist **RS**

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 **SM**

Information Technology:
Microsoft Programming **SM**

Information Technology: Network Server **SM**

Information Technology: Network Security **SM**

Information Technology: Programming
and Mobile Development **SM**

Information Technology Support **SM**

IT and Power Systems Security **EM**

Linux Associate **CG/EM/MC**

Linux Networking Administration **EM/GC/MC**

Linux Professional **CG/EM/GC/GW/PC/SC/SM/MC/PV**

Microsoft Desktop Support Technology **EM/GC/PV**

Microsoft Networking Technology **EM/GC/GW/PV**

Microsoft Technical Specialist **EM/GW/PV**

Microsoft Server Administration **EM/GC**

Microsoft Certified Information Technology Professional (MCITP) Administrator **EM/GW**

Mobile Apps Programming **EM/PV/RS/SM**

Multimedia and Business Technology **MC**

Media Arts: Computer Art/Illustration **CG/PC**

Media Arts: Digital Animation **PC**

Media Arts: Digital Imaging **CG/PC**

Media Arts: Web Design **PC**

Motion Picture/Television Production **SC**

Multimedia Technology **MC**

Network Administration **SC**

Network Administration: CISCO Network Professional **MC/SM**

Network Administration: Microsoft Windows Server **CG/GW/MC/SM**

Networking: Design and System Support **RS**

Networking Administration: Cisco **CG/EM/GC/GW/SM/MC**

Networking System Administration **MC**

Networking Technology: Cisco **CG/EM/GC/GW**

Oracle Database Operations **CG**

Production Film **SC**

Production Television **SC**

Programming **RS/EM/SM**

Programming and System Analysis **CG/EM/GC/MC/PC/PV/SC**

Software Development **SC**

Screenwriting **SC**

Technical Theatre **PC/SC**

Web Application Development **SM**

Web Design **GC/PV/EM/PC/CG/SM**

Web Design Technologies **SC**

Web Design: User Interface **RS**

Web Designer **MC**

Web Developer **GC/MC/PC/PV/EM**

Web Development **SC**

Web Development and Graphic Design **SM/EM**

Web Server Administrator **MC**

MANUFACTURING

Advanced CAM Systems Programming **MC**

Automation Technology **MC**

Automation Technology Level I **MC**

Automation Technology Level II **MC**

Automation Technology Level III **MC**

Applied Electrical Technologies **RS**

CAD Application **GC**

CAD Fundamental **GC**

CNC Machining I **MC**

CNC Machining II **MC**

CAD Technology **GC**

Computer and Networking Technology **GC**

Electro/Mechanical Drafting **MC**

Electromechanical Manufacturing Technology **MC**

Electric Utility Technology **CG**

Electric Utility Design Technology **CG**

Electrical Technology: Residential Wiring **GW**

Electromechanical Automation Technology **MC**

Electronics Engineering Technology **MC**

Electronics Technology **MC**

Industrial Design Technology   **GW**

Industrial Design Technology: Design Specialist: SolidWorks **GW**

Lineman Technology Level I   **RS**

Lineman Technology Level II   **RS**

Lineman Technology Level III   **RS**

Lineman Technology Level IV   **RS**

Machining I   **MC**

Machining II   **MC**

Manufacturing Engineering Technology   **MC**

Manufacturing Management   **MC**

Manufacturing Welding   **MC**

Micro Circuit Mask Design   **MC**

Meter Technology   **CG**

Network Maintenance   **GC**

Nuclear Power Technology   **EM**

Production Technology   **GW**

Production Technology: CNC Technology   **GW**

Production Technology: Quality Assurance   **GW**

Workforce Development: Electrical Level I   **RS**

Workforce Development: Electrical Level II   **RS**

Welding   **MC**

MARKETING, SALES, AND SERVICE
Marketing   **PC/PV/SC**

Salesmanship   **MC**

Law, Public Safety, Corrections, and Security
Administration of Justice   **GC/PC/PV/RS**

Administration of Justice-Comprehensive   **PC**

Administration of Justice-Fundamentals   **PC**

Administration of Justice Studies   **CG/MC/SC/GW**

Advanced Corrections   **RS**

Basic Corrections   **RS**

Corrections   **RS**

Correctional Studies   **CG**

Crime and Accident Scene Photography   **PC/SC**

Crime Scene Investigation   **SC/PC**

Crime Scene Technology   **SC/PC**

Detention Services   **RS**

Domestic Preparedness and Homeland Security   **PC**

Driver Operator   **GC/EM/MC/PC/PV**

Evidence Technology   **PC**

Evidence Technology   **EM**

Emergency Medical Technology   **CG/GC/MC/PC/PV/SC**

Emergency Management   **MC/PV**

Emergency Response and
Operations   **EM/GC/MC/PC/PV/SC**

Fire Academy   **GC, SC**

Fire Officer Leadership   **MC/EM/GC/PC/PV**

Fire Science   **PV/EM/MC**

Firefighter Operations   **GC/MC/PC/PV/EM**

Fingerprint Classification and Identification   **PC/SC**

Forensic Investigation   **MC**

Forensic Technology   **PC**

Forensic Science: Crime Lab   **SC**

Fire Investigation   **EM/GC/PC/PV**

Global Citizenship   **MC**

Homeland Security   **CG/GW**

Hazardous Materials Response   **PC**

Judicial Studies   **MC**

Justice Studies   **CG/SC/EM**

Juvenile Corrections   **RS**

Law Enforcement Investigator   **GC**

Law Enforcement Technology Academy   **RS**

Law Enforcement   **SC**

Law Enforcement Training Academy   **GC/CG**

Legal Studies   **MC**

Paralegal   **RS**

Paramedicine   **GC/PC/PV/MC**

Police Academy Preparation Level I   **SC**

Police Science   **MC**

Public Safety Technology   **RS**

Tribal Court Advocacy   **SC**

Victimology   **MC**

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

Aircraft Maintenance Technology   **CG**

Aircraft Maintenance Technology   **CG**

Airframe Maintenance   **CG**

Airway Science Technology, Flight Emphasis   **CG**

Biotechnology   **MC**

Biotechnology and Molecular Biosciences   **GC**

Certified Flight Instructor Instrument Airplane Rating   **CG**

Engineering Technology   **GC/CG/EM/SM**

Flight Technology   **CG**

Nanotechnology   **RS**

Powerplant Maintenance   **CG**

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

Air Conditioning and Electrical Accessories   **GW**

Air Conditioning   **MC**

Automotive Chassis   **GC**

Automotive Drive Trains   **GW**

Automotive Electrical Systems   **MC**

Automotive Engines and Drive Trains   **GC**

Automotive Performance Technology   **MC**

Automotive Suspension, Steering and Brakes   **GW**

Automotive Technology   **GC/GW**

Automotive Maintenance and Light Repair   **GC**

Automotive Engine Performance   **GC**

Automotive Heating, Ventilation and Air Conditioning (HVAC)   **GC**

Automotive Technology   **GC**

Brakes, Alignment, Suspension and Steering   **MC**

Engine Performance and Diagnosis   **GW/MC**

Transmissions and Power Trains   **MC**

Workforce Development: Automotive Technology Level I   **RS**

Workforce Development: Automotive Technology Level II   **RS**

CURRICULUM (AGEC)

MCCCD ARIZONA GENERAL EDUCATION

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

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

There are three types of AGECs in MCCCD. They are the AGEC-A, the AGEC-B, and the 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 is the general education block of the five different MCCCD Associate in Arts (AA) degrees, the AGEC-B is part of the two MCCCD Associate in Business (ABUS) degrees, and the AGEC-S defines the general education requirements in MCCCD 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 majors 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.

2. 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 eight additional credits of math and/or science appropriate to their major.

3. Academic Policies that Govern the AGEC-A, -B, -S:
• Requires completion of 35-38 credit hours 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.
• All courses applied to the AGEC must be completed with a grade of "C" or better.
• A single course can simultaneously count to-ward 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 General Education Requirements for these certificates may be completed in as few as 35 credits provided that courses selected for the Awareness Areas can also be counted toward Core Areas.

TRANSFER CREDIT:

From any institutions outside of MCCCD:

• Credits transferred from outside of MCCCD must at a grade of "C" (2.0 on a 4.0 scale) or better.

• Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.

• External courses either with AGEC designations (from an AGEC granting/accepting institution at which they were taken) or evaluated as equivalent to an MCCCD course with one or more AGEC designations may be applied toward the minimum credits for certificate completion. A course evaluation and/or general education designation may be subject to change. The AGEC designations are determined by how they are listed in AZTransfer's Arizona Course Equivalency Guide (CEG) for the semester in which the courses were completed. Given that curriculum is dynamic at both MCCCD and the institutions from or to which MCCCD students transfer, students have the option to petition for exceptions to official course evaluations and/or general education designations.

Credit for Prior Learning

• 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

The 35-38 semester credits required for each of the three AGECs follow. Descriptions and definitions of each requirement area follow. View specific course information via the following web-site: https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation by clicking on the statewide AGEC link. The lists provided for AGEC-A, -B, -S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the different Core Areas and/or Awareness Areas where each course will apply.

AGEC-A REQUIREMENTS

Note that for students pursuing majors in the Fine Arts (Art, Theatre, Dance) or Elementary Education the required courses for some of the Core and/or Awareness Areas are much more prescriptive.

Students in these majors should consult corresponding specialized Associate in Arts degree requirements and/or an academic advisor for guidance in the selection of their general education course work to minimize loss of credits).

CREDITS
A. Core Areas (35)
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. (See AGEC matrix for current course values.)
1. First-Year Composition (FYC) (6)

2. Literacy and Critical Inquiry [L] (3)

3. Mathematics [MA] (3-5)
Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other mathematics course designated with the [MA] general education value and for which college algebra is a prerequisite.)

4. Computer/Statistics/Quantitative Applications [CS] (3)

5. Humanities, Arts and Design [HU] (6)
Students are encouraged to choose courses from more than one discipline

6. Social Behavioral Sciences [SB] (6)
Students are encouraged to choose courses from more than one discipline

7. Natural Sciences [SQ/SG] (8)

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG 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)

AGEC-B REQUIREMENTS
CREDITS
A. Core Areas (35)
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. (See AGEC matrix for current course values.)
1. First-Year Composition (FYC) (6)

2. Literacy and Critical Inquiry [L] (3)

3. Mathematics [MA] (3-5)
Requires a course in brief calculus (MAT212) or a higher level mathematics course such as MAT220, or MAT221 or any course for which these courses are prerequisites.

4. Computer/Statistics/Quantitative Applications [CS] (3), CIS105 Survey of Computer Information Systems

5.HHumanities, Arts and Design [HU] (6)
Students are encouraged to choose courses from more than one discipline

6. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose courses from more than one discipline

7. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG 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)

AGEC-S REQUIREMENTS
CREDITS
A. Core Areas (35)
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). (See AGEC matrix for current course values.)

1. First-Year Composition (FYC) (6)

2. Literacy and Critical Inquiry [L] (3)
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (See AGEC matrix for current course values.)

3. Mathematics [MA] (3-5)
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

4. Humanities, Arts and Design [HU] (6)
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. (See AGEC matrix for current course values.)

5. Social-Behavioral Sciences [SB] (6)
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. (See AGEC matrix for current course values.)

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) and CHM151LL General Chemistry I and
CHM152 and CHM152LL General Chemistry II
OR
PHY115 and PHY116 University Physics I and II
OR
PHY121 and PHY131 University Physics I: Mechanics and II: Electricity and Magnetism
OR
BIO181 and BIO182 General Biology (Majors) I and II

7. Subject Options (Subject based on major) 6-8
Use a transfer guide to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.
Mathematics course(s) [MAT] above Calculus I
AND/OR
Computer Science course(s) [CSC] and/or Science course(s) from the fol-lowing disciplines: Astronomy, Biology, Botany,

Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, EEE, ECE, 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 Ar-ea(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 AND 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 Studies [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.

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 areas.

Cultural Diversity in the United States [C]

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

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

Global Awareness [G]

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

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

ASSOCIATE IN ARTS

ASSOCIATE IN ARTS (AA) DEGREE

TOTAL CREDITS: 60 – 64
Includes AGEC-A: Arizona General Education Curriculum-Arts

DESCRIPTION
The Maricopa County Community College District Associate in Arts degree requires 60-64 semester credits for the program of study. The degree includes the following components:

I. General Education:
Arizona General Education Curriculum for Arts (AGEC-A)
MCCCD Additional Requirements
II. General Electives

PURPOSE OF THE DEGREE
The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Arts will apply to general university graduation requirements of the majors that align with the Associate in Arts 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 Associate in Arts with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

DEGREE REQUIREMENTS
The 60-64 semester credits required for the Associate in Arts 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 each MCCCD college's website.

CREDITS
I. MCCCD General Education (35-47)
AGEC-A (35-41)

Core Areas (35)
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. (See AGEC matrix for current course values.)

a. First-Year Composition (FYC) (6)
ENG101
OR
ENG107
AND
ENG102
OR
ENG108

b. Literacy and Critical Inquiry [L] (3)

c. Mathematics [MA] (3)
Requires a course in college mathematics (MAT140, MAT141, MAT142)
OR
college algebra (MAT150, MAT151, MAT152)
OR
precalculus (MAT187)
OR
any other [MA] designated course for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative

Applications [CS] (3)

e. Humanities, Arts and Design [HU] (6)
Students are encouraged to choose course work from more than one discipline

f. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose course work from more than one discipline

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

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.)
   a. Cultural Diversity in the United States [C] (0-3)

   b. Global Awareness [G] OR Historical Awareness [H] (0-3)

MCCCD Additional Requirements (0-6)
As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.
1. 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)
OR
COM100AA and COM100AB and COM100AC [SB] (3)
OR
COM110AA and COM110AB and COM110AC [SB] (3)

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

II. General Electives (13-29)
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Ideally students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

ELEMENTARY EDUCATION (AAWE)
TOTAL CREDITS: 60 - 66

DESCRIPTION

The MCCCD Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components:

I. General Education:
Arizona General Education Curriculum for Arts (AGEC-A)
MCCCD Additional Requirements
II. Elementary Education Requirements
Education Foundations
Restricted Electives

PURPOSE OF THE DEGREE

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

DEGREE REQUIREMENTS
CREDITS
I. MCCCD General Education (35-41)
AGEC-A (35-38)

Core Areas (35)
a. First-Year Composition (FYC) (6)
ENG101
OR ENG107
AND ENG102
OR
ENG108

b. Literacy and Critical Inquiry [L] (3)
COM225 Public Speaking

c. Mathematics [MA] (3)
Requires a course in college mathematics (MAT140, MAT141, MAT142)
OR
college algebra (MAT150, MAT151, MAT152)
OR
precalculus (MAT187) or any other [MA] designated course for which college algebra is a prerequisite.
(Note that MAT256, MAT257, MAT182, and MAT206 are excluded)

d. Computer/Statistics/Quantitative Applications [CS] (3)
BPC110 Computer Usage and Applications
OR
CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU] (6)
Note that some of these courses also have Awareness Areas designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (See AGEC matrix for cur-rent course values.)

1. Select one of the following ARH, DAH, MHL
OR
THE courses : 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
THE 220 Modern Drama
AND

2. Select one of the following EDU, ENH
or HUM courses:
EDU/ENH291 Children's Literature
OR
ENH110 Introduction to Literature
OR
ENH241 American Literature Before 1860
OR
ENH242 American Literature After 1860
OR
HUM250
OR
HUM251 Ideas and Values in the Humanities

f. 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]. (See AGEC
matrix for cur-rent course values.)

1. Select one of the following US History/
Government course. 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 (GCU/POS227 if taken prior to Fall
2016) United States and Arizona Social Studies
AND

2. Select one of the following CFS, ECH, GCU,
ECN, HIS
OR PSY courses
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

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural
Sciences must include or be accompanied by
the corresponding laboratory course for a total
of 4 credits each. 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) SQ
OR
SG in Biology (BIO)
AND

2. Physical Sciences or Earth/Space Sciences:
Select four (4) credits of SQ or SG from one of
the following prefixes: 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.*

Awareness Areas (0-3)

a. Cultural Diversity in the United States [C] (0)
Met by Elementary Education Requirements below. No additional coursework required.

b. Global Awareness [G] OR Historical Awareness [H] (0-3)
May be met by [HU] and/or [SB] course depending on specific courses selected. (See AGEC matrix for current course values.)

MCCCD Additional Requirements (0-3)

1. Oral Communication (0)
Met by COM225 required as part of AGEC Core. No additional coursework required.

2. Critical Reading (0-3)
Students may demonstrate proficiency through assessment.
CRE101 Critical Reading
OR
equivalent as indicated by assessment

II. Elementary Education Requirements (25)
a. Education Foundations (17)
Complete all of the following:
EDU221 Introduction to Education
EDU222 Introduction to the Exceptional Learner
EDU230 Cultural Diversity in Education
MAT256 Investigating Quantity: Number, Operations and Numeration Systems
MAT257 Investigating Geometry, Probability and Statistics

b. Electives for Arizona Professional Teacher Standards (8)
A total of 8 semester credits are required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives. Courses must transfer to all public Arizona universities as Elective Credit, Departmental Elective, or Equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as Non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

1. Additional Education Course (3)
Select any EDU course(s) (except EDU221, EDU222, EDU230 **AND** EDU250) to satisfy this requirement.

2. Content Area Electives (5)
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.

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those counted toward AGEC-A or Education Foundations requirements.
Note: See below regarding Arizona Constitution requirement for state certification.

Any ARH, ART, CIS, ECN, BPC, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THF, THE, THP prefixed course(s)
Any EDU course(s) (except EDU221, EDU222, EDU230 and EDU250)
Any MAT (courses numbered higher than 142 except MAT256 and MAT257)
Any Foreign Language course(s)
Any Natural Science course(s)
CFS/ECH176 Child Development
CFS205 Human Development
EED215 Early Learning: Heath, Safety, Nutrition and Fitness
AAA/CPD115 Creating College Success >>>>>>>>>

FINE ARTS (AAFA) DEGREE – DANCE
TOTAL CREDITS: 65-74
Includes AGEC-A: Arizona General Education Curriculum-Arts

DESCRIPTION
The Maricopa County Community College District Associate in Arts, Fine Arts - Dance degree requires a minimum of 65 semester credits for the program of study. The degree includes the following components:

    I. General Education:
    Arizona General Education Curriculum for Arts (AGEC-A)
    MCCCD Additional Requirements
    II. Fine Arts Requirements – Dance

PURPOSE OF THE DEGREE
The Associate in Arts, Fine Arts - Dance degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts – Dance will apply to general university graduation requirements of the majors that align with AAFA-Dance degree; however, students need to be aware of any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA-Dance degree with majors at the Arizona public universities can be accessed via the following web-site: www.aztransfer.com

DEGREE REQUIREMENTS
The 65-74 semester credits required for the Associate in Arts, Fine Arts - Dance degree 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 each MCCCD college's website.

CREDITS
I. MCCCD General Education (35-44)
AGEC-A (35-38)
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. (See AGEC matrix for current course values.)

Core Areas (35)
    a. First-Year Composition (FYC) (6)
    ENG101
    OR
    ENG107
    AND
    ENG102
    OR
    ENG108

    b. Literacy and Critical Inquiry [L] (3)

    c. Mathematics [MA] (3)
    Requires a course in college mathematics (MAT140, MAT141, MAT142)
    OR
    college algebra (MAT150, MAT151, MAT152)
    OR
    precalculus (MAT187)
    OR
    any other [MA] designated course for which college algebra is a prerequisite.

    d. Computer/Statistics/Quantitative Applications [CS] (3)

e. Humanities, Arts and Design [HU](x)
DAH100 Introduction to Dance
AND
Any additional Humanities, Art and Design course [HU]
The following options are recommended:
DAH201 World Dance Studies
OR
DAH250 [C] Dance in Popular Culture
OR
DAH255 [C] Hip Hop: Arts, Aesthetic and Culture

f. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose course work from more than one discipline

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

BIO160 [SG] Introduction to Human Anatomy and Physiology
OR
BIO201 [SG]   Human Anatomy and Physiology I
AND
Any [SQ] course

Awareness Areas (0-3)
a. Cultural Diversity in the United States [C] (0-3)
May be met by [HU] or [SB] course depending on specific courses selected.

b. Global Awareness [G] OR Historical Awareness [H] (0-3)

MCCCD Additional Requirements (0-6)
As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.

1. 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)
OR
COM100AA and COM100AB and COM100AC [SB] (3)
OR
COM110AA and COM110AB and COM110AC [SB] (3)

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

II. Fine Arts Requirements – Dance (30)
1. Part I: Foundation (12)
    Complete all of the following:
    DAN150 Dance Performance I
    DAN210 Dance Production I
    DAN221 Rhythmic Awareness I
    DAN264 Choreography I
    DAN280 Dance Practicum

2. Part II: Performance Standards (9)
Select from the following options to complete a minimum of nine semester credits. Students must attain Level III competency in ballet and modern dance courses:

DAN131 (1), 134 (1), 231 (1), 234 (1) 1-2
Ballet I-IV (maximum of 2 credits each)

DAN231AA (2), 234AA (2) 2-4
Ballet III and IV [Intensive]
(maximum of 4 credits each)

DAN237 (1) 1 Ballet Pointe

DAN132 (1), 135 (1), 232 (1), 235 (1) 1-2
Modern I-IV (maximum of 2 credits each)

DAN232AA (2), 235AA (2) 2-4
Modern III and IV [Intensive]
(max of 4 credits each)

DAN133 (1), 136 (1), 233 (1) 1
Jazz I-IV (maximum of 1 credit each)

DAN233AA (2), 236AA (2) 2
Jazz III and IV [Intensive] (max of 2 credits each)

DAN290++, 291++, 292++ (any)
Dance Conservatory I-III: 1-3

3. Part III: Restricted Electives (0-3)
Students can choose to complete a combination
of up to three credits in Part III and the remaining
credits in Part IV; or students can opt to complete
all Elective credits in Part IV. No more than three
credits may be selected from the following
DAN prefixed courses:
DAN102++ (1), 202++ (1) Hip Hop (any)

DAN103++ (1), 203++ (1) Break Dancing

DAN104++ (1), 204++ (1) Ballroom

DAN105++ (1), 205++ (1) Swing

DAN106++ (1), 206++ (1) Latin

DAN107++ (1), 207++ (1) Country

DAN108++ (1), 208++ (1) Tango

DAN115++ (1) Contemporary

DAN120++ (1) World

DAN125++ (1) Social

DAN129 (1), 130 (1), 229 (1), 230 (1)
Musical Theatre Dance I-IV

DAN131 (1), 134 (1), 231 (1), 234 (1) Ballet I-IV

DAN231AA (2), 234AA (2) Ballet III and IV
[Intensive]

DAN237 (1) Ballet Pointe

DAN132 (1), 135 (1), 232 (1), 235 (1) Modern I-IV

DAN232AA (2), 235AA (2) Modern III and IV
[Intensive]

DAN133 (1), 136 (1), 233 (1), 236 (1) Jazz I-IV

DAN233AA (2), 236AA (2) Jazz III and IV
[Intensive]

DAN140 (1), 141 (1), 240 (1), 245(1) Tap I-IV

DAN233AA (2), 236AA (2) Tap III and IV
[Intensive]

DAN146 (1) Tap Ensemble

DAN164 (1) Improvisation

DAN141 (1) Dance Workshop

DAN150, 155 (1), 250 (1), 255 (1) Dance
Performance I-IV

DAN/MUP285AA (1) Multimedia Performance
Ensemble

DAN290++ (1) Dance Conservatory I-IV

DAN291++ (1), DAN292++ (1) Class Title?

DAN298++ (1-3) Special Projects*

4. Part IV: Restricted Electives: Dance Theory Electives (6-9)
Students can choose to complete a combination of up to three (3) credits in Part III and the remaining credits in Part IV; or students can opt to complete all nine (9) Elective credits in Part IV

DAH classes cannot be used as an AGEC-A core area requirement and as a Dance Theory Elective (Part IV). They may be counted toward designated [G], [H] and/or [C] Awareness area(s).

DAH110 (3) Dance in Film

DAH190 (1) Discovering Dance Careers

DAH201 (3) World Dance Studies

DAH210 (3) History of Ballet and Modern Dance

DAH250 (3) Dance in Popular Culture

DAH255 (3) Hip Hop Arts, Aesthetic and Culture

DAN138 (1) Dance Seminar I

DAN170 (3) Dance Kinesiology

DAN201++ (1-3) Special Topics: Dance (any)

DAN211 (3) Dance Production II

DAN222 (3) Rhythmic Awareness II

DAN238 (1) Dance Seminar II

DAN241 (3) Dance Notation I

DAN265 (3) Choreography II

DAN272 (3) Dance Technology

DAN275 (3) Choreography for Film and Video

DAN282++ (1-3) Service Learning Experience in Dance (any)

DAN293 (3) Teaching Dance in Elementary Education

DAN294 (3) Teaching Dance in Secondary Education

DAN295 (3) Teaching and Management of Studio Dance

*DAN296++ (1-4) Cooperative Education (any)

*DAN298++ (1-3) Special Projects (any)

* *Selection of DAN296 or 298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.*

FINE ARTS (AAFA) DEGREE – ART
TOTAL CREDITS: 60-69
Includes AGEC-A: Arizona General Education Curriculum-Arts

DESCRIPTION
The Maricopa County Community College District Associate in Arts, Fine Arts – Art (AAFA-Art) degree requires a minimum of 60 semester credits for the program of study. The degree includes the following components:

I. General Education:
Arizona General Education Curriculum for Arts (AGEC-A)
MCCCD Additional Requirements
II. Fine Arts Requirements – Art

PURPOSE OF THE DEGREE
The Associate in Arts, Fine Arts – Art (AAFA-Art) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts – Art will apply to general university graduation requirements of the majors that align with AAFA-Art degree; however, students need to be aware of any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA-Art degree with majors at the Arizona public universities can be accessed via the fol-lowing website: www.aztransfer.com

DEGREE REQUIREMENTS
The 60-69 semester credits required for the Associate in Arts, Fine Arts - Art degree 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 avail-able for both Areas during a n upcoming semester can also be found using the "Find A Class" website at each MCCCD college.

CREDITS
I. MCCCD General Education (35-44)
AGEC-A (35-38)

Core Areas (35)
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. (See AGEC matrix for current course values.)

a. First-Year Composition (FYC) (6)
ENG101
OR
ENG107
AND
ENG102
OR
ENG108

b. Literacy and Critical Inquiry [L] (3)

c. Mathematics [MA] (3)
Requires a course in college mathematics (MAT140, MAT141, MAT142)
OR
college algebra (MAT150, MAT151, MAT152)
OR
precalculus (MAT187)
OR
any other [MA] designated course for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative Applications [CS] (3)

e. Humanities, Arts and Design [HU] (6)

ARH101 [H] Prehistoric Through Gothic Art
AND
ARH102 [H] Renaissance Through Contemporary Art

f. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose course work from more than one discipline.

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

Awareness Areas (0-6)
a. Cultural Diversity in the United States [C] (0-3)
May be met by [HU] or [SB] course depending on specific courses selected. (See AGEC matrix for current course values.)

b. Global Awareness [G] OR Historical Awareness [H] (0)
Met by ARH101 and ARH102 required as part of AGEC-Core. No additional coursework required.

MCCCD Additional Requirements (0-6)
As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements..

1. 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)
OR
COM100AA and COM100AB and COM100AC [SB] (3)
OR
COM110AA and COM110AB and COM110AC [SB] (3)

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

II. Fine Arts Requirements – Art (2)
1. Fine Art Foundations (13)
Complete all of the following:
    ART111 Drawing I
    ART112 Two-Dimensional Design
    ART113 Color
    ART115 Three-Dimensional Design
    ART255AB The Portfolio

2. Fine Art Electives (12)
Choose any combination from the following list of courses totaling a minimum of twelve (12) credits of additional coursework.
    ART116 Life Drawing I
    ART122 Drawing and Composition II
    ART131 Photography I
    ART151 Sculpture I
    ART161 Ceramics I
    ART165 Watercolor Painting I
    ART167 painting I
    ART250 Introduction to Printmaking

FINE ARTS (AAFA) DEGREE - THEATRE

TOTAL CREDITS: 60-64

(Includes AGEC-A: Arizona General Education Curriculum-Arts)

Maricopa Community Colleges (MCCCD)
2017-2018 General Academic Policies for Associate Degrees Designed for University Transfer

DESCRIPTION

The Maricopa County Community College District Associate in Arts, Fine Arts - Theatre degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components:

I. General Education:
Arizona General Education Curriculum for Arts (AGEC-A)
MCCCD Additional Requirements
II. Fine Arts Requirements – Theatre

PURPOSE OF THE DEGREE

The Associate in Arts, Fine Arts - Theatre (AAFA -Theatre) degree is designed for students planning to trans-fer 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 – Theatre will apply to general university graduation requirements of the majors that align with AAFA-Theatre 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-Theatre degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

The 60-64 semester credits required for the Associate in Arts, Fine Arts - Theatre degree 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 at each MCCCD college's website.

CREDITS

I. MCCCD General Education (35-44)

AGEC-A (35-41)

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. (See AGEC matrix for current course values.)

Core Areas (35)

a. First-Year Composition (FYC) (6)
ENG101
OR
ENG107
AND
ENG102
OR
ENG108

b. Literacy and Critical Inquiry [L] (3)
THE220 Modern Drama

c. Mathematics [MA] (3)
Requires a course in college mathematics (MAT140, MAT141, MAT142)
OR
college algebra (MAT150, MAT151, MAT152)
OR
precalculus (MAT187)
OR
any other [MA] designated course for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative Applications [CS] (3)

e. Humanities, Arts and Design [HU] (6)
HUM/THF205 Introduction to Cinema
AND
THE111 Introduction to Theatre

f. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose course work from more than one discipline.

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

Awareness Areas (0-6)
a. Cultural Diversity in the United States [C] (0-3)
May be met by [SB] course depending on specific courses selected.

b. Global Awareness [G]
OR
Historical Awareness [H] (0-3)
May be met by [SB]
AND/OR
[SQ/SG] course depending on specific courses selected.

MCCCD Additional Requirements (0-6)
As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements..
1. Oral Communication (0-3)
COM100 [SB] Introduction to Human Communication (3)

OR
COM110 [SB] Interpersonal Communication (3)
OR
COM225 [L] Public Speaking (3)
OR
COM230 [SB] Small Group Communication (3)
OR
COM100AA and COM100AB and COM100AC [SB] (3)
OR
COM110AA and COM110AB and COM110AC [SB] (3)

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

II. Fine Arts Requirements – Theatre (25-29)
1. Theatre Foundations (16-17)
Complete all of the following:
THF115 (3) Makeup for Stage and Screen

THP112 (3) Acting I

THP213 (3) Introduction to Technical Theatre

THP214 (3) Directing Techniques

THP217 (3) Introduction to Design Scenography

THP201AA Theatre Production I (1)
OR
THP201AB Theatre Production II (2)

2. Theatre Electives (9-12)
Choose any combination from the following list of courses totaling a minimum of nine (9) credits of additional coursework. Students may take a variety of courses, or they may choose to emphasize a particular aspect of theatre, such as acting, technical theatre, cinema, theatre education, directing, movement, musical theatre, etc. Students should consult with their campus

theatre advisor for the restricted electives recommended to attain each area of emphasis.

HUM/THF206 (3) Introduction to Television Arts

HUM/THF210 (3) Contemporary Cinema

THE118 (3) Playwriting

THF120AA (1) Audition Techniques for Stage and Screen: Prepared Monologue

THF120AB (1) Audition Techniques for Stage and Screen: Cold Readings

THF130 (3) Combat for Stage and Screen

THF209 (3) Acting for the Camera

THF219 (3) Advanced Acting for the Camera

THP131 (3) Stage Movement

THP151 (3) Theatre for Youth

THP211 (3) Creative Drama

THP212 (3) Acting II

THP216 (3) Beginning Stage Lighting

THP219 (3) Introduction to Puppetry

THP226 (3) Theatrical Design: Costuming

COM/THP241 (3) Oral Interpretation of Literature

THP262 (3) Entertainment Industry Design Drafting

THP267 (3) Painting Techniques for Film, TV and Theatre

THP268 (3) Opportunities in Production

THP269 (1) Technical Theatre Portfolio

Development

MUP/THP270 (2) Musical Theatre Workshop

COM/THP271 (3) Voice and Diction

THP281 (3) Production and Acting I

THP298AA-AC (1-3) Special Projects

ASSOCIATE IN SCIENCE

ASSOCIATE IN SCIENCE (AS) DEGREE

TOTAL CREDITS: 60-64
Includes AGEC-S: Arizona General Education Curriculum-Science

DESCRIPTION
The Maricopa County Community College District Associate in Science degree requires 60-64 semester credits for the program of study. The degree includes the following components:

    I. General Education:
    Arizona General Education Curriculum for Science (AGEC-S)
    MCCCD Additional Requirements
    II. General Electives

PURPOSE OF THE DEGREE
The Associate in Science degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science will apply to general university graduation requirements of the majors that align with Associate in Science 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 Associate in Science 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 60-64 semester credits required for the Associate in Science follow. 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.

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

I. MCCCD General Education (36-56)
AGEC-S (36-50)

1. Core Areas (36-44)
    a. First-Year Composition (FYC) (6)
    ENG101
    OR
    ENG107
    AND
    ENG102
    OR
    ENG108

b. Literacy and Critical Inquiry [L] (0-3)
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (See AGEC matrix for cur-rent course values.)

c. Mathematics [MA] (4-5)
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

d. Humanities, Arts and Design [HU] (6)
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (See AGEC matrix for current course values.)

e. Social-Behavioral Sciences [SB] (6)
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Ar-ea(s). (See AGEC matrix for current course values.)

f. 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)
AND
CHM151LL General Chemistry I
AND

CHM152 and CHM152LL General Chemistry II
OR
PHY115 and PHY116 University Physics I and II
OR
PHY121 and PHY131 University Physics I: Mechanics and II: Electricity and Magnetism
OR
BIO181 and BIO182 General Biology (Majors) I and II

g. Subject Options - Math/Science (6-10)
Refer to transfer resources, including academic advisement and transfer guides, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I
AND/OR
Computer Science course(s) [CSC]
AND/OR
Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, EEE, ECE, ENV, GLG, GPH, and/or PHY)

2. Awareness Areas (0-6)
Some courses may be used to satisfy both a Core Area and one or more Awareness Ar-ea(s). (See AGEC matrix for current course values.)
a. Cultural Diversity in the United States [C] (0-3)

b. Global Awareness [G] OR Historical Awareness [H] (0-3)

MCCCD Additional Requirements (0-6)
As noted below, individual courses in this area may be used to satisfy both an MCCCD requirement and an AGEC-S Core Area requirements..
1. 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)
OR
COM100AA and COM100AB and COM100AC [SB] (3)
OR
COM110AA and COM110AB and COM110AC [SB] (3)

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

II. General Electives (4- 28)
Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. 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., HIS-ELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/

transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

ASSOCIATE IN BUSINESS-GENERAL REQUIREMENTS (ABUS-GR) DEGREE

TOTAL CREDITS: 62-71

Includes AGEC-B: Arizona General Education Curriculum-Business

Maricopa Community Colleges (MCCCD) 2017-2018 General Academic Policies for Associate Degrees Designed for University Transfer

DESCRIPTION

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a total of 62-71 semester credits for the program of study. The degree has three major components:

I. General Education
Arizona General Education Curriculum for Business (AGEC-B)
II. Common Lower Division Program Requirements
III. General Electives

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 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) and/or Common Lower Division Program Requirements).

DEGREE REQUIREMENTS

The 62-71 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.

I. MCCCD General Education (35-41)
AGEC-B (35-41)

1. Core Areas (35)
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. (See AGEC matrix for current course values.).
    a. First-Year Composition (FYC) (6)
    ENG101
    OR
    ENG107
    AND
    ENG102
    OR
    ENG108

    b. Literacy and Critical Inquiry [L] (3)
    (Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)

c. Mathematics [MA] (3)
MAT212 Brief Calculus
OR
higher mathematics course

d. Computer/Statistics/Quantitative Applications [CS] (3)
CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU] (6)
Students are encouraged to choose course work from more than one discipline.

f. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose course work from more than one discipline.

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

Note: Students transferring to ASU in Accountancy should take two of the following courses in meeting the general education requirements: a transfer course in Sociology; Psychology; COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU graduation requirements.

2. Awareness Areas (0-6)
Some courses may be used to satisfy both a Core Area and one or more Awareness Ar-ea(s). (See AGEC matrix for current course values.)

a. Cultural Diversity in the United States [C] (0-3)

b. Global Awareness [G] OR Historical Awareness [H] (0-3)

II. Common Lower Division Program Requirements (18-30)
Accounting (6-9)
ACC111 Accounting Principles I
AND
ACC230 Uses of Accounting Information I
AND
ACC240 Uses of Accounting Information II
OR
ACC211 Financial Accounting
AND
ACC212 Managerial Accounting
OR
ACC111 Accounting Principles I
AND
ACC112 Accounting Principles II
AND
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. (See AGEC matrix for current course values.)

ECN211 [SB] (3) Macroeconomic Principles

ECN212 [SB] (3) Microeconomic Principles

GBS205 (3) Legal, Ethical, and Regulatory Issues in Business

GBS221 [CS] (3) Business Statistics

Quantitative Methods (3)
GBS220 Quantitative Methods in Business
OR
*MAT217 Mathematical Analysis for Business
OR
*MAT218   Mathematical Analysis for Business
Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218.

Business Electives (3-6)
Select from the following options:
Some courses may be used to satisfy both
Business Elective and Core Area requirements,
as indicated in the AGEC matrix.

CIS114DE Excel Spreadsheet

CIS133DA Internet/Web Development Level I

CIS162AD C#: Level I

GBS110 Human Relations in Business and
Industry
OR
MGT251 Human Relations in Business

GBS151 Introduction to Business

GBS233 [L] Business Communication

GBS220 Quantitative Methods in Business
If course used to satisfy Common Lower
Division Program Requirements, it can not be
used to satisfy Business Electives.

IBS101 Introduction to International Business

MGT253 Owning and Operating a Small
Business

REA179 Real Estate Principles I

REA180 Real Estate Principles II

MKT271 Principles of Marketing

PAD100 21st Century Public Policy and Service

SBU200 Society and Business

III. General Electives (0-9)
Select courses 100-level or higher as needed
to complete a minimum of 62 semester credits
but no more than a total of 71 semester credits.
Ideally students should select courses that meet
requirements for their major/area of interest
and transfer institution. For appropriate course
selection, students should consult with an academic
advisor. See General Associate Degree Academic
Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated
as Maricopa equivalents, departmental electives
(e.g., HISELC for a history elective), or general
electives (GENELC) that are numbered 100 level
or higher, and completed with a grade of "C"
or higher, may be applied in the elective area,
regardless of potential transferability to other
institutions. It is recommended, however, that
students planning to transfer to a baccalaureate-
granting institution meet these general elective
requirements with courses that are transferable
and applicable to their intended university degree.
Transfer and major guides are accessible on the
following websites: aztransfer.com, maricopa.edu/
transfer/partners, as well as those of individual
universities. For appropriate course selection,
students should consult with an advisor.

ASSOCIATE IN BUSINESS-SPECIAL REQUIREMENTS (ABUS-SR) DEGREE

TOTAL CREDITS: 62-71

Includes AGEC-B: Arizona General Education Curriculum-Business

2017-2018 General Academic Policies for Associate Degrees Designed for University Transfer

DESCRIPTION

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a total of 62-71 semester credits for the program of study. The degree has three major components:

I. General Education
Arizona General Education Curriculum for Business (AGEC-B)
II. Common Lower Division Program Requirements
III. General Electives

PURPOSE OF THE DEGREE

The Associate in Business General Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business' Computer Information Systems majors at Arizona's public universities.. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

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 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) and/or Common Lower Division Program Requirements).

DEGREE REQUIREMENTS

The 62-71 semester credits required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas:
AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on at each MCCCD college's website.

I. MCCCD General Education (35-41)
AGEC-B (35-41)

1. Core Areas (35)
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. (See AGEC matrix for current course values.)

a. First-Year Composition (FYC) (6)
ENG101
OR
ENG107
AND
ENG102
OR
ENG108

b. Literacy and Critical Inquiry [L] (3)
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)
c. Mathematics [MA] (3)
MAT212 Brief Calculus
OR
higher mathematics course

d. Computer/Statistics/Quantitative Applications [CS] (3)
CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU] (6)
Students are encouraged to choose course work from more than one discipline.

f. Social-Behavioral Sciences [SB] (6)
Students are encouraged to choose course work from more than one discipline.

g. Natural Sciences [SQ/SG] (8)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas (0-6)
Some courses may be used to satisfy both a Core Area and one or more Awareness Ar-ea(s). (See AGEC matrix for current course values.)
    a. Cultural Diversity in the United States [C] (0-3)

    b. Global Awareness [G] OR Historical Awareness [H] (0-3)

II. Common Lower Division Program Requirements (21-30)
    Accounting (6-9)
    ACC111 Accounting Principles I
    AND
    ACC230 Uses of Accounting Information I
    AND
    ACC240 Uses of Accounting Information II

OR
ACC211 Financial Accounting
AND
ACC212 Managerial Accounting
OR
ACC111 Accounting Principles I
AND
ACC112 Accounting Principles II
AND
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. (See AGEC matrix for current course values.)

ECN211 [SB] (3) Macroeconomic Principles

ECN212 [SB] (3) Microeconomic Principles

GBS205 (3) Legal, Ethical, and Regulatory Issues in Business

GBS221 [CS] (3) Business Statistics

Programming I (3)
CIS162AD C#: Level I

Programming II (3)
CIS250 Management of Information Systems

Quantitative Methods (3)
GBS220 Quantitative Methods in Business
OR
MAT217 Mathematical Analysis for Business
OR
MAT218 Mathematical Analysis for Business
Note: Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218

III. General Electives (0-6)
Select courses 100-level or higher as needed to complete a minimum of 62 semester credits but no more than a total of 71 semester credits. Ideally students should select courses For appropriate

course selection, students should consult with an academic advisor. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a bacca laureate granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE
TOTAL CREDITS: 60-64

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 (AA, AAEE, AAFA), Associate in Business (ABUS-GR, ABUS-SR) or Associate in Science (AS)) by the Maricopa Community Colleges.

Students who demonstrate skills comparable to those in Critical Reading and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

Academic Policies that Govern the Associate in General Studies Degree:
• 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 re-quired minimum for the degree.

• 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 pro-grams

• 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 (38-45)

1. Core Areas (12-16)
a. First-Year Composition (6)
ENG101
OR
ENG107
AND
ENG102
OR
ENG108

b. Mathematics (3-5)

c. Computer Usage (0-1)
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.

d. Oral Communication (3)
COM100 Introduction to Human Communication
OR
COM110 Interpersonal Communication
OR
COM225 Public Speaking
OR
COM230 Small Group Communication (3)
OR
COM100AA and COM100AB and COM100AC (3)
OR
COM110AA and COM110AB and COM110AC (3)

e. Critical Reading (0-3)
Students may demonstrate proficiency through assessment.
CRE101 Critical Reading
OR
equivalent as indicated by assessment

2. Distribution Areas (26-27)

a. Humanities, Arts and Design (9)
Students are encouraged to choose course work from more than one discipline.

b. Social-Behavioral Sciences (9)
Students are encouraged to choose course work from more than one discipline.

c. 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 advisor.

d. Literacy and Critical Inquiry (3)

II. General Electives (15-26)
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.

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
(16 credits - grade of "C" or better)

First-Year Composition (6 credits)
ENG   English [101, 107] and [102, 108]

Oral Communication (3 credits)
COM   Communication 100, 100AA and 100AB and 100AC, 110, 110AA and110AB and 110AC, 225, 230

Critical Reading (3 credits)
CRE   Critical Reading 101 or Equivalent as indicated by assessment

Mathematics (3 credits)
MAT   Mathematics 112, 120, 121, 122, 122AA and 122AB and 122AC, 140, 141, 142, 150, 151, 151AA and 151AB and 151AC and151AD, 152,172,182, 187, 206, 212, 213,220, 221, 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 module, 183, 283, 289

BIO   Biology 283

BPC   Business-Personal Computers Any BPC Course(s), including 110

CIS   Computer Information Systems Any CIS Course(s), including 105, 162AB, 162AD, 163AA (and except 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)

CSC   Computer Science Any CSC Course(s), including 100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283 (and except 200, 200AA, 200AB, 210, 210AA, 210AB)

CTR   Court Reporting 101, 102

DFT   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 and 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)

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, 131, 145, 201, 203, 204, 217, 216, 240, 250

ASB   Anthropology 211, 214, 220, 222, 223, 253

CCS   Chicana and Chicano Studies 101

CNS   Construction 101

COM   Communication 241

DAH   Dance Humanities 100, 201, 250, 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, 190, 200, 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

HCR   Health Care Related 210

HIS   History 101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 253, 254, 252, 275

HUM   Humanities Any HUM course(s), including 100, 101, 105AA, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 245, 250, 251, 260, 261, 292, 295 (and except 120, 225)

INT   Interior Design 115, 120, 225

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 101, 102, 103, 104, 105, 106, 113, 201, 212, 213, 214, 215, 233AC, 216, 218, 224, 233AA, 233AB, 234AC, 244, 245, 250, 251, 282AA-AC

REL   Religious Studies Any REL Course(s), 100, 101, 151, 200, 202, 203, 205, 206, 207, 210, 211, 212, 213, 214, 218, 223, 225, 230, 240, 244, 245, 248, 250, 251, 271, 277, 292, 294, 295, 282AA-AC, 290, 291

SLC   Studies in Language and Culture 201

SPA   Spanish 241, 242, 265, 266

SPH   Spanish Humanities 241, 245

SSH   Sustainability/Social Sciences and Humanities 111

STO   Storytelling 292, 294

TCM   Telecommunications 107

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 (9 credits)

Students are encouraged to choose courses from more than one discipline.

AFR   African American Studies 202

AIS   American Indian Studies 101, 140, 141,160

AJS   Administration of Justice Studies 101, 119, 200, 225, 258, 259, 270

ASB   Anthropology 100, 102, 202, 211, 222, 223, 226, 230, 235, 252

ASM   Anthropology 104/275

CCS   Ethnic Relations 202

CFS   Child/Family Studies 112, 157, 159, 176, 205, 235, 259

COM   Communication 100,100AA and 100AB and 100AC, 110, 110AA and 110AB and 110AC, 163, 230, 250, 263

ECH   Early Childhood Education 176

ECN   Economics 160, 211, 212, 213, 250

EDU   Education 221, 222

EED   Early Education 200, 205, 222

EMT   Emergency Medical Technology 258

ENG   English 213

FOR   Forensic Science 275

FSC   Fire Science Technology 258

FUS   Future Studies 101

GCU   Cultural Geography 102, 113, 121, 122, 141, 221

HES   Health Science 100

HIS   History any HIS Course(s), including 100, 101, 102, 103, 104, 105, 106,108, 109, 113, 114, 140, 145, 173, 190, 201, 203, 204, 209, 240, 241, 242, 273, 275, 277, 282AA-AC (and except 111, 170, 251, 252, 253, 254)

HON   Honors 201

IBS   International Business 109

IFS   Research in Global Society 210

MCO   Mass Communications 120

MGT   Management 229, 230

PAD   Public Administration 200

POS   Political Science Any POS course(s), including 100, 101, 110, 113, 115, 120, 125, 130, 140, 180, 210, 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, 266, 277, 280, 292

REC   Recreation 120

SBU   Society and Business 200

SLC   Studies in Language and Culture 201

SOC   Sociology Any SOC course(s), including 101, 110, 130, 141, 157, 180, 212, 220, 241 251, 266 (and except 143, 245, 253, 265, 270)

SSH   Sustainability/Social Sciences and Humanities 111

SUS   Sustainability/Natural Sciences 110

SWU   Social Work 102, 171, 250, 258, 292

WED   Wellness Education 110

WST   Women's Studies 100, 161

YAQ   Yaqui Indian History and Culture 100

Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS   Agricultural Science 164, 260

ASB   Anthropology 231

ASM   Anthropology 104, 265, 275

AST   Astronomy 101 and 102, 106 and 107, 111 and 113, 112 and 114

BIO   Biology 100, 101, 102, 105, 107, 108, 109, 111, 145, 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, 156, 156XT, 160, 181, 181XT, 182, 201, 202, 205, 241, 245

CHM   Chemistry 107 and 107LL, 130 and 130LL, 130AA, 150 and 151LL,150AA, 151 and 151LL, 151AA, 152 and 152LL, 152AA, 154 and 154LL, 230 and 230LL

ENV   Environmental Sciences 101

FON   Food and Nutrition 241and241LL

FOR   Forensic Science 105, 106, 275

GLG   Geology 101 and 103, 102 and 104, 105, 106 and 107, 110 and 111,121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA

GPH   Physical Geography 111, 112 and 113, 211, 212 and 214, 213 and 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 (3 credits)

AIS   American Indian Studies 213

BIO   Biology 294

COM   Communication 222, 225, 241

CPD   Counseling and Personal Development 160

CRE   Critical Reading 101

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

MGT   Management 230

MHL   Music: History/Literature 204

PHI   Philosophy 103, 106, 218, 244

POS   Political Science 115

PSY   Psychology 290AB, 290AC

REL   Religious Studies 203, 205, 207

THE   Theatre 220

THP   Theatre Performance/Production 241

Elective Courses (15-16 credits)

May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas. 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

(16 credits - grade of "C" or better)

First-Year Composition (6 credits)

ENG   English [101, 107] and [102, 108]

Oral Communication (3 credits)

COM   Communication 100, 100AA and 100AB and 100AC, 110, 110AA and 110AB and 110AC, 225, 230

Critical Reading (3 credits)

CRE   Critical Reading 101 or Equivalent as indicated by assessment

Mathematics (3 credits)

MAT   Mathematics 112, 120, 121, 122, 122AA and 122AB and 122AC, 140, 141, 142, 150, 151, 151AA and 151AB and 151AC and151AD, 152,172,182, 187, 206, 212, 213, 220, 221, 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), including 110
CIS   Computer Information Systems Any CIS Course(s), including 105, 162AB, 162AD, 163AA (and except 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)
CSC   Computer Science Any CSC Course(s), including 100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283 (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
CTR   Court Reporting 101, 102

DFT   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 and 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)

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, 131, 145, 201, 203, 204, 217, 216, 240, 250
ASB   Anthropology 211, 214, 220, 222, 223, 253
CCS   Chicana and Chicano Studies 101
CNS   Construction 101
COM   Communication 241

DAH   Dance Humanities 100, 201, 250, 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, 190, 200, 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
HCR   Health Care Related 210
HIS   History 101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 253, 254, 252, 275
HUM   Humanities Any HUM course(s), including 100, 101, 105AA, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 245, 250, 251, 260, 261, 292, 295 (and except 120, 225)
INT   Interior Design 115, 120, 225
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 101, 102, 103, 104, 105, 106, 113, 201, 212, 213, 214, 215, 233AC, 216, 218, 224, 233AA, 233AB, 234AC, 244, 245, 250, 251, 282AA-AC
REL   Religious Studies Any REL Course(s), 100, 101, 151, 200, 202, 203, 205, 206, 207, 210, 211, 212, 213, 214, 218, 223, 225, 230, 240, 244, 245, 248, 250, 251, 271, 277, 292, 294, 295, 282AA-AC, 290, 291
SLC   Studies in Language and Culture 201
SPA   Spanish 241, 242, 265, 266
SPH   Spanish Humanities 241, 245
SSH   Sustainability/Social Sciences and Humanities 111
STO   Storytelling 292, 294
TCM   Telecommunications 107
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 (9 credits)
Students are encouraged to choose courses from more than one discipline.
AFR   African American Studies 202
AIS   American Indian Studies 101, 140, 141,160
AJS   Administration of Justice Studies 101, 119, 200, 225, 258, 259, 270
ASB   Anthropology 100, 102, 202, 211, 222, 223, 226, 230, 235, 252
ASM   Anthropology 104/275
CCS   Ethnic Relations 202
CFS   Child/Family Studies 112, 157, 159, 176, 205, 235, 259
COM   Communication 100, 100AA and 100AB and 100AC, 110, 110AA and 110AB and 110AC, 163, 230, 250, 263
ECH   Early Childhood Education 176
ECN   Economics 160, 211, 212, 213, 250
EDU   Education 221, 222
EED   Early Education 200, 205, 222
EMT   Emergency Medical Technology 258
ENG   English 213
FOR   Forensic Science 275
FSC   Fire Science Technology 258
FUS   Future Studies 101
GCU   Cultural Geography 102, 113, 121, 122, 141, 221
HES   Health Science 100
HIS   History any HIS Course(s), including 100, 101, 102, 103, 104, 105, 106,108, 109, 113, 114, 140, 145, 173, 190, 201, 203, 204, 209, 240, 241, 242, 273, 275, 277, 282AA-AC (and except 111, 170, 251, 252, 253, 254)
HON   Honors 201
IBS   International Business 109
IFS   Research in Global Society 210
MCO   Mass Communications 120
MGT   Management 229, 230
PAD   Public Administration 200

POS   Political Science Any POS course(s), including 100, 101, 110, 113, 115, 120, 125, 130, 140, 180, 210, 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, 266, 277, 280, 292

REC   Recreation 120

SBU   Society and Business 200

SLC   Studies in Language and Culture 201

SOC   Sociology Any SOC course(s), including 101, 110, 130, 141, 157, 180, 212, 220, 241 251, 266 (and except 143, 245, 253, 265, 270)

SSH   Sustainability/Social Sciences and Humanities 111

SUS   Sustainability/Natural Sciences 110

SWU   Social Work 102, 171, 250, 258, 292

WED   Wellness Education 110

WST   Women's Studies 100, 161

YAQ   Yaqui Indian History and Culture 100

Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS   Agricultural Science 164, 260

ASB   Anthropology 231

ASM   Anthropology 104, 265, 275

AST   Astronomy 101 and 102, 106 and 107, 111 and 113, 112 and 114

BIO   Biology 100, 101, 102, 105, 107, 108, 109, 111, 145, 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, 156, 156XT, 160, 181, 181XT, 182, 201, 202, 205, 241, 245

CHM   Chemistry 107 and 107LL, 130 and 130LL, 130AA, 150 and 151LL,150AA, 151 and 151LL, 151AA, 152 and 152LL, 152AA, 154 and 154LL, 230 and 230LL

ENV   Environmental Sciences 101

FON   Food and Nutrition 241 and 241LL

FOR   Forensic Science 105, 106, 275

GLG   Geology 101 and 103, 102 and 104, 105, 106 and 107, 110 and 111,121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA

GPH   Physical Geography 111, 112 and 113, 211, 212 and 214, 213 and 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 (3 credits)

AIS   American Indian Studies 213

BIO   Biology 294

COM   Communication 222, 225, 241

CPD   Counseling and Personal Development 160

CRE   Critical Reading 101

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

MGT   Management 230

MHL   Music: History/Literature 204

PHI   Philosophy 103, 106, 218, 244

POS   Political Science 115

PSY   Psychology 290AB, 290AC

REL   Religious Studies 203, 205, 207

THE   Theatre 220

THP   Theatre Performance/Production 241

Elective Courses (15-16 credits)

May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

TOTAL CREDITS: XX-XX

DESCRIPTION

The degree includes the following components:

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

II. Required Courses (Major Courses)
The Associate in Applied Science (AAS) degree re-quires 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 work-force-related area of study. The AAS degree options vary at the different MCCCD colleges. Students can find other listings of AAS degree options sorted either alphabetically or by area of interest. Requirements for each degree can be found on the linked webpages or in the corresponding college(s)'s catalog.

Academic Policies that Govern the AAS degree:

• Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
• Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS

occupational degree for specific program grade requirements;
• 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.

SHARED PROGRAMS

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 (see exception, next paragraph). For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

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.
• Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County

Community College District, or completion of a curriculum as stated in the catalog;

• Accepts one of the courses that is cross-referenced with other courses.

GENERAL EDUCATION CORE
(15 credits - grade of "C" or better)
Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)
ENG   English [101/107] and [102/108/111]

Oral Communication (3 credits)
COM   Communication 100/100AA and 100AB and 100AC/110/110AA and 110AB and110AC/225/230

Critical Reading (3 credits)
CRE   Critical Reading 101/111/Equivalent as indicated by assessment

Mathematics (3 credits)
MAT   Mathematics 103AA and 103AB/112/120/121/122/122AA/122AB/122AC/140/141/142/150/151/151AA/151AB/151AC/151A/152/172/182/187/206/212/213/220/221/230/231/240/241/256/257/261/262/276/277/equivalent course/Satisfactory completion of a higher level mathematics course

GENERAL EDUCATION DISTRIBUTION AREAS (9-10 CREDITS)

Humanities, Arts and Design (2-3 credits)
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)
ART   Art 131

ASB   Anthropology 211/214/220/222/223/253
CCS   Chicana and Chicano Studies 101
CNS   Construction 101
COM   Communication 241
DAH   Dance Humanities 100/201/250/255
EDU   Education 291/292/294
ENG   English 200/213/218
ENH   English Humanities Any ENH Course(s) (except 250)
FRE   French 265
HCR   Health Care Related 210
HIS   History 101/102/103/108/110/111/113/114/203/212/251/252/275
HUM   Humanities Any HUM course(s) (except 120, 225)
INT   Interior Design 115/120/225
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 and Culture 201
SPA   Spanish 241/242/265/266
SPH   Spanish Humanities 241, 245
SSH   Sustainability/Social Sciences and Humanities 111
STO   Storytelling 292/294
TCM   Telecommunications 107
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)
Students are encouraged to choose courses from more than one discipline.
AFR   African American Studies 202
AIS   American Indian Studies 101/140/141/160
AJS   Administration of Justice Studies 101/200/225/258/259/270
ASB   Anthropology 100/102/202/211/222/223/226/230/235/252

ASM   Anthropology 104/275
CFS   Child/Family Studies 112/157/159/176/205/235/259
COM   Communications 100/100AA and 100AB and 100AC/110/110AA and 110AB and 110AC/ 163/230/250/263
ECH   Early Childhood Education 176
ECN   Economics Any ECN course(s)
EDU   Education 221/222
EED   Early Education 200/205/222
EMT   Emergency Medical Technology 258
ENG   English 213
FOR   Forensic Science 275
FSC   Fire Science 258
FUS   Future Studies 101
GCU   Cultural Geography 102/113/121/122/141/221
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 210
MCO   Mass Communications 120
PAD   Public Administration 200
POS   Political Science Any POS course(s)
PSY   Psychology 101/123/132/156/157/215/218/225/235/240/241/243/250/260/266/277/280/292
REC   Recreation 120
SBU   Society and Business 200
SLC   Studies in Language and Culture 201
SOC   Sociology Any SOC course(s) (except 143, 245, 253, 265, 270)
SSH   Sustainability/Social Sciences and Humanities 111
SUS   Sustainability/Natural Sciences 110
SWU   Social Work 102/171/250/258/292
WED   Wellness Education 110
WST   Women's Studies 100/161
YAQ   Yaqui Indian History and Culture 1

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 101and102/106and107/111/112/113/114
BIO   Biology 100/101/102/105/107/108/109/111/145/149AN/156/156XT/160/181/181XT/182/201/201XT/202/205/241/245
CHM   Chemistry 107 and 107LL/130 and 130LL/130AA/150AA/150 and 151LL/151AA/151 and 151LL/152AA/152 and 152LL/154 and 154LL/230 and 230LL
ENV   Environmental Sciences 101
FON   Food and Nutrition 241and241LL
FOR   Forensic Science 105/106/275
GLG   Geology Any GLG course(s)
GPH   Physical Geography 111/112 and 113/211/212 and 214/ 213 and 215
PHS   Physical Science 110/120
PHY   Physics 101/101AA/111/111AA/112/115/116/121/131
PSY   Psychology 275/290AB/290AC

ACADEMIC CERTIFICATE (AC)

PURPOSE OF THE ACADEMIC CERTIFICATE

The Maricopa 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 some-one 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/STO291-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 degree, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
• May have admission criteria established by the college if and when appropriate;
• Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the CCTA web site.

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. Be-cause 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.htmandTitle=41andDocType=ARS). Addition-ally, 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 supple-mental 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 re-quired, 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 back-ground 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 re-serves 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 of-fender 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 back-ground check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in back-ground 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 Finger-print 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.

AMENDED by Direct Chancellor Approval, June 1, 2017

COMMON PAGES OF CATALOG

The following link takes the student to the MCCCD Legal Website and addresses the specific sections of the catalog that may change from one academic year to the next: Please refer to this link: 2017 - 2018 Common Pages Detail for the most current copy of the Adopted Common Pages of the 2017-2018 Catalog.

Catalog Common Pages 2017-2018
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2.2.4 AMENDED by Direct Chancellor Approval, June 28, 2017
AMENDED through the Administrative Regulation Approval Process, June 5, 2017

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, adopt-ed, 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://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "ARS" fol-lowed 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, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, col-or, 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 ac-count 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) pro-grams or skill centers. Students who enroll will be support-ed 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 STATEMENTS
Affirmative Action Policy Statement for Individuals with Disabilities
In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, inter-ference, 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 fol-lowing: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these

practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act

TITLE IX COORDINATOR
DR. OSARO IGHODARO
osaro.ighodaro@southmountaincc.edu
(602) 243-8036

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 AFIRMATIVA
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 pro-grama continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estu-diante 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 genèsica. 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, iden-tidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica.

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 Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza,

color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica. Agregando, es el mandato de los Co-legios 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, inca-pacidad, estado de veterano/a o información genèsica.

DECLARACIÓN DE ACCIÓN AFIRMATIVA

Mandato y Declaración de Acción Afirmativa para Individuos con Incapacidades De acuerdo a las provisiones en la Sec-ción 503 de la Ley de Rehabilitación de 1973, como enmien-da, 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 desabi-lidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con inca-pacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y en-trenamiento. 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 AFIRMATIVA PARA OT-ROS VETERANOS ELEGIBLES

Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita
Conforme a la ley de Reajuste y Asistencia para los Vet-eranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de im-plementación, 41 CFR 60-250(k), el Distrito de Colegios Co-munitarios del Condado de Maricopa no descriminará ni tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante veterano o vet-erana de la Era Vietnamita con desabilidad/ incapacitación especial referente a cualquier posición la cual dicho aplican-te o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a di-chos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabi-lidad/ incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evalu-ación de trabajo, recrutamiento, programas social-es/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté dis-ponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados

están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabili-tación/Coordinador del Título IX (Nombre y Posición), ADA/504/Coordinador del Título IX (dirección y número telefónico) 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.

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 ac-countable 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

a. 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 stat-ed 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.

b. 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 Ad-missions and Standards Committee. Admission is deter-mined 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 fol-lowing criteria:

a. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.

b. Has a high school certificate of equivalency.

c. Is at least 18 years of age and demonstrates evidence of potential success in the community college.

d. Is a transfer student in good standing from another college or university.

2. ADMISSION OF STUDENTS UNDER 18 YEARS OF AGE

a. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:

i. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).

ii. A composite score of 930 or more on the Scholastic Aptitude Test (SAT).

iii. A composite score of twenty-two or more on the American College Test (ACT).
iv. A passing score on the Arizona Instrument to Measure Standards test (AIMS SCIENCE).

v. A passing score on the relevant portions of the Arizona's Measurement Of Education Readiness To Information Teaching (AZMERIT) test.

vi. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.

vii. Is a graduate of a private or public high school or has a high school certificate of equivalency.

b. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.

c. Home schooled students are exempt from this sub-section.

d. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

3. SPECIALIZED VOCATIONAL / TRAINING PROGRAM

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

4.WESTERN UNDERGRADUATE EXCHANGE PROGRAM

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska,

Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam and the Commonwealth of the Northern Marianas Is-lands (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 peti-tion 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 NON IMMIGRANT 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 re-turned 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 pro-gram 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 inter-mediate 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 In-tensive 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: $1100(3)
Health Insurance: $1100(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 re-quired 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 2014-2015 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.

AMENDED THROUGH THE ADMINISTRATIVE REGULATION APPROVAL PROCESS, JUNE 5, 2017

2.2.2 ADMISSION INFORMATION

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

1.Student Status

a. Freshman

A student who has completed fewer than 30 credit hours 100-level courses and above.

b. Sophomore

A student who has completed 30 credit hours or more in 100-level courses and above.

c. Unclassified

A student who has an associate degree or higher.

2. STUDENT IDENTIFICATION NUMBER

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

3. RESIDENCY FOR TUITION PURPOSES (see also Appendix S-1)

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

a. Maricopa County resident
b. Out-of-County resident
c. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801et 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 con-tact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

a. Implementation

i. Domicile status must be established before the student registers and pays fees.

It is the student's responsibility to register under the correct domicile status.

ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may con-sider 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 writ-ten sworn statements or sworn testimony of the student.

iii. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The re-quest must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

b. Definitions

i. Armed Forces of the United States

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 Ad-ministration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.

ii. Continuous attendance
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
An individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.

iv. Domicile
A person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

v. Emancipated person
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
One who registers for fewer than twelve (12) credit hours per semester.

viii . **Parent**
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.

b. 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 con-tract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.

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 per-son must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

AMENDMENT TO BE REPEATED IN CORRESPONDING APPENDIX ITEM S-1/ IN-STATE STUDENT STATUS SECTION C

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 the member of the armed forces has claimed this state as the per-son's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph

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

    1. Registration to vote in this state.

    2. An Arizona driver license.

    3. Arizona motor vehicle registration.

    4. Employment history in Arizona.

    5. Transfer of major banking services to Arizona.

    6. Change of permanent address on all pertinent records.

    7. Other materials of whatever kind or source relevant to domicile or residency status.

    8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H: h. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

Students are required to submit the following:
    1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, 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.

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 in-tent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:

1. An Arizona driver license

2. Arizona motor vehicle registration

3. Employment history in Arizona

4. Transfer of major banking services to Arizona

5. Change of permanent address on all pertinent records

6. Other materials of whatever kind or source relevant to domicile or residency status

7. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not law-fully present in the United States is not en-titled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.

3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:

A – Foreign Government Official or Adopted Child of a Permanent Resident

E – Treaty Traders

G – Principal Resident Representative of Recognized Foreign Member Government to International Staff

K – Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen

L – Intracompany Transferee or Spouse or Child

N6 – NATO-6

U – 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 Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.

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

iii. Proving lawful presence in the United States

All applicants for 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:

• An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit

• A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate and certified Abstract of Birth are not acceptable). .

• A United States certificate of birth abroad.

• A United States Passport.

• A Foreign Passport with a United States Visa.

• An I-94 Form with a Photograph.

• A United States Citizenship and Immigration Services Employment Authorization Document (Work Permit) or Refugee Travel Document.

• A United States Permanent Resident Card

• A United States Certificate of Naturalization.

• A United States Certification of Citizen-ship.

• A Tribal Certificate of Indian Blood.
• A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal Members*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005)**
*A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe. ** If you think that this may apply, please contact the Legal Services Department for assistance.*

iv. Presumptions Relating to Student Status
Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.

2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

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

1. In-State Residency

a. An affidavit signed by the student must be filed with the person responsible for verifying residency.

b. Any of the following may be used in determining a student's domicile in Arizona:

1. Arizona income tax return

2. Arizona Voter registration

3. Arizona Motor Vehicle registration

4. Arizona Driver's license

5. Employment history in Arizona

6. Place of graduation from high school

7. Source of financial support

8. Dependency as indicated on federal income tax return

9. Ownership of real property

10. Notarized statement of landlord and/or employer

11. Transfer of major banking services to Arizona

12. Change of permanent address on all pertinent records

13. Other relevant information

2. County Residency

a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and

b. Any of the following may be used to determine a student's county residency:

1. Notarized statements of landlord and/or employer

2. Source of financial support

3. Place of graduation from high school

4. Ownership of real property

5. Bank accounts

6. Arizona income tax return

7. Dependency as indicated on a Federal income tax return

8. Other relevant information

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

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register con-currently 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.

AMENDED BY DIRECT CHANCELLOR APPROVAL, AUGUST 30, 2015

AMENDED BY DIRECT CHANCELLOR APPROVAL, MAY 20, 2015

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 dis-charged veterans with two years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)

2. Ability to Benefit

a. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.

b. For student enrolled prior to July 1, 2012, an evaluation during the admission process

resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.

i. Regular status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.

ii. Regular with Provisional Requirements status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certifcate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.

iii. Special status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts
The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions office of the Maricopa College you plan to attend to verify which secure websites may be valid.

It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

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

AMENDED THROUGH THE ADMINISTRATIVE REGULATION PROCESS, JUNE 5, 2017

2.2.4 PRIOR LEARNING ASSESSMENT CREDIT
Credit may be awarded for prior learning recognized through a variety of forms of evaluation and examination, as outlined in this policy.

Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommend-ed by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

Credit by Evaluation;
- Educational Experiences In The Armed Services
- Training Programs/College Credit Recommendation Service

Credit By Exam (College-Level Equivalency Examinations).
- Advanced Placement (AP)
- College-Level Examination Pro-gram (CLEP)
- International Baccalaureate (IB) Diploma/Certificate
- Cambridge International Exams (CIE), A and AS Level
- Defense Activity For Non-Traditional Education Support (DANTES) Examination Program (Also Known As DANTES Subject Standardized Tests (DSST))
- American College Testing Proficiency Examination Program (ACT-PEP)
- Departmental Exams (Also Known As "CHALLENGE" Exams)

Articulated Transfer Credit

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 AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to Research the Credit For Prior Learning

policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Please direct questions about credit for prior learning at the Maricopa Community Colleges to the offices of Admissions and Records / Student Enrollment Services.

DESCRIPTIONS OF ASSESSMENT METHODS
1. Credit by Evaluation

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

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

A. Educational Experiences in the Armed Services

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

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

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

Official documentation of military training is required.

SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Service members Opportunity College (SOC). This means that the colleges recognize the needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. The Maricopa Community Colleges are open-access institutions that offer maxi-mum credit for educational experiences obtained in the military services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges' status as a Service members Opportunity College (SOC) District is discontinued, it will nonetheless maintain its commitment to students previously en-rolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of all other graduation requirements.

B. College Credit Recommendation Service (CREDIT)

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

> i. Training parallels a discipline area offered through the Maricopa Community Colleges, and

> ii. credit meets a program requirement or is used as elective credit.

C. Departmental Credit by Evaluation

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

> i. The evaluation of a course a second time;
>
> ii. The evaluation of a course while currently en-rolled in the course;
>
> iii. To establish credit in a previously completed course; and
>
> iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study

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

2. 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 Maricopa Community Colleges course-work as well as elective credit. Scores must be sent directly to the offices of Admissions and Records /Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

A. Advanced Placement (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 with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

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

EXAMINATION	SCORE	MCCCD	SEM. HRS.
Art – History	5 or 4 3	ARH101, 102 ARH101 or 102	6 3
Art – Studio Art (2-D Design) (Previ-ously Art – Studio – General)	5 4	ART 112	3
Art – Studio Art (3-D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art – Studio – Drawing)	5 4	ART111	3
Biology	5 or 4 3	BIO181, & BIO 182 BIO100 or Equivalent	8 4
Chemistry	4 5	CHM151 & CHM 151LL CHM151 & 151LL & CHM152 & 152LL	4 8
Calculus AB (Previously Mathematics – Calculus AB)	5, 4 or 3	MAT221	4
Calculus (With Ab subscore 3 or Higher)	2 or 1	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4 3	MAT221 & MAT231 MAT221	8 4
Chinese Language and Culture (Pre-viously Chinese – Language)	5 4 3	CHI101 & 102 & 201 & 202 CHI101 & 102 & 201 CHI101 & CHI102	2 1 5 1 3
Comparative Government and Poli-tics (Previously Political Science – Comparative Government and Poli-tics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100 or CSC110	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3

English – Language and Composition	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at universities)
English – Literature	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at universities)
Environmental Science	5 or 4	Elective Credit	3
French – Language	5, 4 or 3	FRE101 & 102 & 201 & 202	16
French – Literature	5, 4 or 3	FRE101 & 102 & 201 & 202	16
German – Language	5, 4 or 3	GER101 & 102 & 201 & 202	16
German – Literature	5, 4 or 3	GER101 & 102 & 201 & 202	16
History – European	5 or 4	HIS101 & HIS102	6
History – World	5	HIS111	3
	4	HIS110	3
Human Geography	5 or 4	GCU 102	3
Italian Language and Culture	5	ITA101 & ITA102 & ITA201 & ITA202	16
	4	ITA101 & ITA102 & ITA201	12
	3	ITA101 & ITA102	8
Japanese Language and Culture (Pre-viously Japanese – Language)	5	JPN101, 102, 201 & 202	21
	4	JPN101, 102 & 201	15
	3	JPN101 & 102	1
Latin: Vergil (Previously Latin – Language)	5	LAT101 & 102 & 201 & 202	16
	4	LAT101 & 102 & 201	12
	3	LAT101 & 102	8

Music Theory (Previously Music)	5 or 4	MTC105 & MTC 106	4
Physics B: Physics 1 – Mechanics	5 or 4	PHY111	4
Physics B: Physics 1 – Electricity & Magnetism Only	5 or 4	PHY112	4
Physics B (THROUGH 2013-14)	5 4	PHY111 & PHY112 PHY111	8 4
Physics C – Electricity and Magnetism	5, 4 or 3	PHY112	4
Physics C – Mechanics	5, 4 or 3	PHY111	4
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4 or 3	SPA101 & 102 & 201 & 202	1 6
Spanish – Literature	5, 4 or 3	SPA101 & 102 & 201 & 202	1 6
Statistics	5, 4 or 3	MAT206	3
U.S. Government and Politics (Previ-ously Political Science – American Government)	5 or 4	POS110	3
U.S. History (Previously History – American)	5 or 4	HIS103 & HIS104	5 or 4

B. College Level Examination Program (CLEP) CREDIT

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

Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

GENERAL	SCORE	SEM. HRS.	EQUIVALENCY
College Composition NOTE: The Maricopa Community Colleges do not award credit for ENG 102 through CLEP Examination	50 or higher	3	ENG101(3) or Elective Credit (3) (and placement into honors composition at universities)
College Composition—Modular NOTE: The Maricopa Community Colleges do not award credit for ENG 102 through CLEP Examination	50 or higher	0	NT
Humanities	50 or higher	6	Elective Credit*
Natural Sciences	50 or higher	3	NT
Social Sciences and History	56	3	Elective Credit
Financial Accounting	50 or higher	3	Elective Credit (Students pursuing an AAS at a community college may be able to substitute this exam course to meet an Ac-counting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)

Advanced American Government	ACE Score	3	POS110
American Literature	50 or higher	6	ENH241* & ENH242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit*
Biology	50 or higher	3	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Precalculus	50 or higher	5	MAT187
Chemistry	50 or higher	4	CHM151(3) and CHM151LL(1)*
College Algebra	50 or higher	3	MAT152
College Composition (Re-places English Composition with Essay)	50 or higher	4	ENG101 or Elective Credit (and placement into honors composition at universities)
English Literature	ACE Score	3	Elective Credit*
Financial Accounting	50 or higher	3	Elective Credit (students pursuing an AAS at a community college may be able to substitute this exam course to meet an accounting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101 & 102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101 & 102 & 201 FRE101 & 102 & 201 & 202
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101 & 102

German Language, Level 2 (Previously German Language)	51-59 60-80	12 16	GER101 & 102 & 201 GER101 & 102 & 201 & 202
Human Growth and Development	50 or higher	3	CFS205
Information Systems and Computer Applications	50 or higher	0	Not accepted
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50 or higher	3	Elective Credit
Introductory Psychology	50 or higher	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	50 or higher	0	Not Accepted
Marketing, Principles of	50 or higher	0	Not Accepted
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101 & 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101 & 102 & 201 SPA101 & 102 & 201 & 202
Trigonometry	ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877	56	3	HIS103
U.S. History II – 1865 to the Present	56	3	HIS104
Western Civilization I – Ancient Near East to 1648	56	3	HIS100 OR HIS 101
Western Civilization II – 1648 to the Present	56	3	HIS102

*THE GENERAL STUDIES REQUIREMENT IN NATURAL SCIENCES (SQ AND SG) AND LITERACY AND CRITICAL INQUIRY (L) ARE NOT SATISFIED BY CLEP

Changes to exams and scores are determined by the respective statewide Artculation Task Force (ATF). The credit awarded and equivalent courses are established by the MCCCD Instructional Councils (ICs). Disclaimer: Test scores are continual-ly reviewed and may be updated at any time. Changes will be noted as they occur.

Credit by exam is awarded based on the date the exam was taken. Stu-dents who take the exam during the current catalog year will earn credit based on the credit equivalency found in the current catalog. If the test was taken in a prior academic year, please refer to the catalog for that year.

Foreign Languages Credit Prior To July 1, 2001:Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa

Community Colleges will grant credit based on the scaled scores indicated below:

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

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

C. International Baccalaureate (IB) Diploma/Certificate Credit

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

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

EXAMINATION	SCORE	SEM. HRS.	MCCD EQUIVALENCY
Biology	7 or 6 4 or 5	8 4	BIO181 & 182 BIO100 or equivalent
Business and Management – HL	5 or higher	3	Elective credit
Chemistry – HL	7, 6, or 5 4	8 4	CHM151 & 151LL & CHM 152LL CHM151 & CHM151LL
Computer Science – HL	5 or higher	3	CSC110 or CSC110AA or CSC110AB
Economics – HL	7, 6, or 5	6	ECN211 & 212
English A – HL	7, 6, or 5	3	ENG101or Elective Credit
English B – HL	No Credit	0	NT
Foreign Language A or B – HL	7, 6, or 5 4	8 8	Foreign Language 201 & 202 Foreign Language 101 & 102

Geography – HL (Previously Human Geography)	5 or higher	3	GCU102
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103 & 104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101 & 102 HIS101
Mathematics – HL Mathematics – SL Mathematical Studies – SL Further Mathematics – SL (Previously Mathematics)	7, 6, or 5	4	MAT221
Physics	7, 6, 5	8 4	PHY111 & 112 PHY111
Psychology	5 or higher	3	PSY101
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB102
Visual Arts – HL (Previously Art/Design)	7, 6, or 5 4	6 3	ART111 & 112 ART112

D. Cambridge International Examinations (CIE) A and AS Level

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

CIE EXAMINATION	SCORE	SEM. HRS.	MCCD EQUIVALENCY
Accounting – A Level	D or E	6	Elective Credit
Accounting – AS Level	D or E	3	Elective credit
Art & Design – A Level	D or E	6	ART111 & ART112
Art & Design – AS Level	D or E	3	ART111
Biology – A Level	D E	8 0	BIO181 & BIO182 NT*
Biology – AS Level	D	4 0	BIO181 NT
Biology Environmental Management – AS Level	D E	4 0	ENV101 NT
Biology – Marine Science – A Level	D E	8 0	BIO 145 (4), BIO149AK (1) & BIO DEPT ELECTIVE (3) NT
Biology – Marine Science – AS Level	D E	4 0	BIO145 NT
Chemistry – A Level	A	8	CHM 150 (4) & CHM 151LL (1) and CHM 150AA (4) and CHM 151(3) & CHM 151LL (1) and CHM 151AA (4) and CHM 152 (3) & CHM 152LL (1) and CHM 152AA (4)
Chemistry – A Level	B or C	4	CHM 150 (4) & CHM 151LL (1) and CHM 150AA (5) and CHM 151(3) & CHM 151LL (1) and CHM 151AA (4)
Chemistry – AS Level	D or E	4	CHM130 (3) & CHM130LL (1) and CHM 130AA (4)
Chemistry – AS Level	D	4	CHM130 (3) & CHM130LL (1) and CHM 130AA (4)
Chemistry – AS Level	E	0	NT

Economics – A Level	D or higher	6	ECN211 & ECN212
Geography – A Level	D or E	6	Elective Credit
Geography – AS Level	D or E	3	Elective Credit
Psychology – A Level	D or E	6	PSY101 & PSY ELECTIVE
Psychology-AS Level	D or E	3	PSY101

E. Dantes Subject Standardized Tests (DSST) Credit
The Maricopa Community Colleges may award credit for the DANTES SUBJECT STANDARDIZED TESTS (DSST) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call 480. 517.8560.

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

DSST EXAM TITLE	SCORE	SEM. HRS.	MCCD CREDIT
Principles of Public Speaking	400	3	COMELC
Fundamentals of College Algebra	NO CREDIT	0	NO CREDIT
Principles of Statistics	400	3	MAT206
Ethics In America	400	3	PHI105
Introduction to World Religions	400	3	REL100
Art of the Western World	400	3	ARH101 OR 102
Human Cultural Geography	400	3	GCU102
History of the Soviet Union	400	3	HIS275
A History of the Vietnam War	400	3	HIS273
The Civil War and Reconstruction	400	3	HISELC
Foundations of Education	400	3	EDU221
Lifespan Developmental Psychology	400	3	PSY240
General Anthropology	400	3	ASB102
Substance Abuse	400	3	HES201
Introduction to Law Enforcement	400	3	AJS230
Criminal Justice	400	3	AJS101
Fundamentals Of Counseling	NO CREDIT	0	NO CREDIT
Business Ethics and Society	NO CREDIT	0	NO CREDIT
Principles of Finance	NO CREDIT	0	NO CREDIT

Human Resource Management	NO CREDIT	0	NO CREDIT
Organizational Behavior	NO CREDIT	0	NO CREDIT
Principles Of Supervision	NO CREDIT	0	NO CREDIT
Introduction to Computing	NO CREDIT	0	NO CREDIT
Introduction to Business	NO CREDIT	0	NO CREDIT
Money and Banking	NO CREDIT	0	NO CREDIT
Personal Finance	NO CREDIT	0	NO CREDIT
Management Information Systems	NO CREDIT	0	NO CREDIT
Business Mathematics	NO CREDIT	0	NO CREDIT
Astronomy	NO CREDIT	0	NO CREDIT
Health and Human Development	400	3	HES100
Environment and Humanity: Race To Save The Planet	400	3	SUS100
Principles Of Physical Science I	NO CREDIT	0	NO CREDIT
Technical Writing	400	3	ENG111
Fundamentals of Cybersecurity	NO CREDIT	0	NO CREDIT

THE GENERAL STUDIES REQUIREMENT IN NATURAL SCIENCES (SQ AND SG) AND LITERACY AND CRITICAL INQUIRY (L) ARE NOT SATISFIED BY DSST.

F. 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.

G. 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/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:
   i. To challenge a course a second time;
   ii. To challenge a course while currently enrolled in the course;
   iii. To establish credit in a previously completed course; and
   iv. To establish credit for a lower level of a course in which credit has been received.
       • Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study.
       • 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.

H. Health Care Credit By Examination and Credit By Skills Demonstration Assessment

Health care students may apply for credit for prior learn-ing in certain courses. Specific information and required forms can be found on http://healthcare.maricopa.edu/healthcarecourses.php Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (I CAN). Students may apply for HCIES Health Care Pathway/Program Advanced Place-ment in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:
   A. To challenge a course a second time;
   B. To challenge a course while currently enrolled in the course;
   C. To establish credit in a previously completed course; or
   D. To establish credit for a lower level of a course in which credit has been received.

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

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

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

3. Transferring To the Maricopa Community Colleges

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

Conditions of Transfer Credit:
- The coursework was completed at colleges and/or universities accredited by the following regional ac-crediting agencies: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges.
- Coursework from other institutions may be considered for evaluation on a case-by-case basis.
- The coursework was earned with a grade of C or better.
- The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).

- Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

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

A. Transfer Credit from Maricopa Community Colleges and Established Articulation Agreements

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

Articulated transfer programs and pathways be-tween the Maricopa Community Colleges and Baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the U of A Bridge program, CONNECT2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill   both Associate's 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 applica-ble coursework for that student's specific program of study.

B. Articulation and Transfer Agreements

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

   ii. Arizona Public Community Colleges and Univer-sities: Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and uni-versities (Arizona State University, Northern Ari-zona University, and University of Arizona). In-cluded on aztransfer.com is the course equiva-lency guide (CEG), which shows how institutions have agreed to transfer coursework from Ari-zona public community colleges and tribal insti-tutions to Arizona State University, Northern Ar-izona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG

   iii. Domestic (U.S) and International Institutions: The Maricopa Community Colleges have trans-fer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been ap-proved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer

credit toward a bachelor's degree. To access a list of institutions with which Maricopa has estab-lished articulation agreements, visit: http://www.maricopa.edu/academic/ccta/artic/partner_list.php

C. Limitations on the Transfer of Credit

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

i. Remedial/developmental courses or courses numbered below 100

ii. Arizona government university courses

iii. Cooperative education

iv. Experimental courses

v. Post baccalaureate courses

vi. Contractual training for business, industry, and government

vii. Some forms of credit for prior learning

viii. Non-credit courses

D. Time Limit for Transfer Coursework

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

E. Shared Unique Numbering (SUN) System Course Information

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering sys-tem for public college and university courses in Ari-zona 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 pub-lic community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it could still transfer

to other Arizona public institu-tions with a direct equivalent as per the course equivalency guide on aztransfer.com. The SUN sys-tem does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit www.azsunsystem.com.

AMENDED THROUGH THE ADMINISTRATIVE REGULATION APPROVAL PROCESS, JUNE 5, 2017
AMENDED DIRECT APPROVAL BY THE CHANCELLOR, JANUARY 4, 2017

2.2.6 ACADEMIC ADVISING AND NEW STUDENT ORIENTATION

1. Academic Advising

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

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

2. New Student Orientation

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

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

3. First Time Students

Students who will be attending college for the first time and intend to earn an Associate's degree or transfer to a college/university to complete a Bachelor's degree, and who test into one or more developmental education courses, will be required to successfully complete a College Success Course (CPD 150 or CPD/AAA115) within the first two semesters 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.

2.2.7 STUDENT ASSESSMENT AND COURSE PLACEMENT

1. Testing for Course Placement

> a. Students will be required to complete a course placement test under any one of the following conditions:
>
> > i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
> > ii. The student is pursuing a degree or transfer pathway and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
> > iii. The student for whom English is not the prima-ry language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
>
> b. Course placement scores will be valid for two years.
>
> c. Reading Placement Scores that indicate "Exempt from CRE101" Do Not Expire.

> d. Students will be permitted one retest in English, reading, or by math level at least a 24-hour waiting period. ONE additional retest is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
>
> e. The vice president of student affairs or designee may approve retesting for students with special needs or circumstances. The retest date will then serve as the date of record.
>
> f. Students will be exempt from a course placement test if at least one of the following conditions apply:
>
> > i. The student has earned an associate or higher degree from a regionally accredited college.
> > ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
> > iii. The student has currently valid district approved course placement scores on file.

G. The student who is exempt from a course place-ment test must fulfill the minimum graduation requirements.

> **2. Course Placement**
>
> > a. Students who enroll in English, Reading, or Math will be advised and placed into courses based valid district approved scores.
> >
> > b. Students who test into course(s) that are below college level (I.E., Below 100-Level) will be advised and placed into the course(s) within the first two semes-ters enrolled.
> >
> > c. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record.

3. Implementation of Policy

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

 a. All colleges shall accept the same approved course placement instruments.

 b. All colleges shall adhere to the same approved cut-off scores.

 c. Course placement scores will be valid for two years.

 d. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

4. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An an-nual 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 at-tend 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 meet-ing.

  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 fac-ulty 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 the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

1. Time of Payment*

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

2. Tuition and Fees Schedule (Effective July 1, 2016 for fall, spring and summer Sessions)*
Current information can be found at https:// chancellor.maricopa.edu/public-stewardship/ governance/administrative-regulations/ appendices/students-appendices/s-4-tuition-and- fee-schedule.

The following is a tuition and fees schedule for 2017-2018 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 semes-ter/term in which you intend to register. See Appendix S-4.

Appendix S-4: Tuition & Fee Schedule Student Status

2017-2018	Maricopa County Resident (In County)	In Country Resident Audit Rate	Out of Country Resident	Non-Resident Living in Arizona	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
CREDIT HOURS	A	B	C*	D*	E	F***/+	G
1	86.00	111.00	383.00	327.00	206.00	215.00	129.00
2	172.00	222.00	766.00	654.00	412.00	430.00	258.00
3	258.00	333.00	1,149.00	981.00	618.00	645.00	387.00
4	344.00	444.00	1,532.00	1,308.00	824.00	860.00	516.00
5	430.00	555.00	1,915.00	1,635.00	1,030.00	1,075.00	645.00
6	516.00	666.00	2,298.00	1,962.00	1,236.00	1,290.00	774.00
7	602.00	777.00	2,681.00	2,289.00	1,442.00	1,505.00	903.00
8	688.00	888.00	3,064.00	2,616.00	1,648.00	1,720.00	1,032.00
9	774.00	999.00	3,447.00	2,943.00	1,854.00	1,935.00	1,161.00
10	860.00	1,110.00	3,830.00	3,270.00	2,060.00	2,150.00	1,290.00
11	946.00	1,221.00	4,213.00	3,597.00	2,266.00	2,365.00	1,419.00
12	1,032.00	1,332.00	4,596.00	3,924.00	2,472.00	2,580.00	1,548.00
13	1,118.00	1,443.00	4,979.00	4,251.00	2,678.00	2,795.00	1,677.00
14	1,204.00	1,554.00	5,362.00	4,578.00	2,884.00	3,010.00	1,806.00
15	1,290,.00	1,665.00	5,745.00	4,905.00	3,090.00	3,225.00	1,935.00
16	1,379.00	1,776.00	6,128.00	5,232.00	3,296.00	3,440.00	2,064.00
17	1,462.00	1,887.00	6,511.00	5,559.00	3,502.00	3,655.00	2,193.00
18	1,548.00	2,109.00	6,894.00	5,886.00	3,708.00	3,870.00	2,322.00

* 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

Amended through the Administrative Regulation Approval Process, May 5, 2017

Credit by Examination & Credit by Evaluation (excludes Allied Health courses)
Regular Rate $86.00 per credit hour
Contract Rate $43.00 per credit hour

3. Outstanding Debts
Any debt or returned check may revoke a student's cur-rent 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 be-fore 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 with-held pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
    i. Collection agency, requiring payment of collection fees by the student;

ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:

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

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

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

B. Employees, Dependents and Mandated Groups The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Noncredit/Special lnterest 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 processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class
Official Withdrawal Deadlines for 100% Refund

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 noncredit 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 doc-tor'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 as-signed to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

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

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

5. Refund Policy for Department of Defense Tuition Assistance Funds
Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and

returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

A. Per refund exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. Aa 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 re-turned to the student's DOD branch of service. Re-fer 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.

AMENDED through the Administrative Regulation Approval Process, May 5, 2017

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 in-formation the student provides about his or her legal status when applying for financial aid or publicly funded scholar-ships 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, an-other 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 award-ed 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, regard-less of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

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

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

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

• Grade Point Measurement: Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*   Min CGPA
< 15.75 1.60
16-30.75   1.75

31-45.75   1.90

46 +   2.00

*for which grade points are computed

- **Pace of Progression Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work.

- **Maximum Time Frame Measurement:** Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

Coursework Treatment in SAP Calculation

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

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

Coursework included in the Pace of Progression evaluation:

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

Course work included in the Maximum Time Frame evaluation:

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

Course work not included in SAP evaluation:

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

Notification

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

Ineligibility Determination Appeal

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

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

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

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

Regaining Eligibility

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

Terminology and Information Pertaining to this Policy

- **Summer Sessions:** Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.
- **Non-Standard Session:** Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit:** Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
- **CGPA [Cumulative Grade Point Average]:** The MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accept-ed in transfer.
- **Appeal:** "A process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for title IV, HEA program assistance."
- **Extenuating Circumstance:** Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation:** Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Probation:** A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated." A student in this status "may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.

- **Academic Plan:** A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.
- **Financial Aid Suspension:** The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

For more information, contact the college Financial Aid Office.

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

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

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

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

The amount of assistance that you have earned is determined on a prorata 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 en-rolled 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 re-turn 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://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.2-admission registration enrollment

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

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 occu-pational programs do require particular vaccina-tions for participation in those programs. More information about these programs can be found on college websites.

2.9 VETERANS SERVICES

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

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

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

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

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://asa.maricopa.edu/departments/center-for-curriculum-transfer-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.

AMENDED through the Administrative Regulation Approval Process, June 5, 2017
AMENDED through the Administrative Regulation Approval Process, May 16, 2016

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-quartertime 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 makeup work. If prior arrangements have been made, the student will not be penalized.

B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

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

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, pass-ing   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.

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 writ-ten/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 a previously earned grade, students may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) 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, students must submit a repeated course petition and an electronic official transcript(s), from that college to the Admissions and Records Office/Office of Student Enrollment Services at the college where the repeated course is to be excluded. 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 is-sued 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)

AMENDED through the Administrative Regulation Process, June 5, 2017

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 noninstructional 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.

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 a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade). *The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades*

and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

3. Withdrawal of Financial Aid Students

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

FACULTY WITHDRAWAL PROCEDURES

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

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

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 reenrollment.

2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be an-notated 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 to-ward 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. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

7. Have removed any indebtedness to any MCCCD college /center.

8. Have paid required degree or certificate application fee.

See fee schedule for charges.

GRADUATION WITH HONORS
All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations. Students who have the following grade point averages will graduate with the following distinctions:
• 3.50 to 3.69 "with distinction"
• 3.70 to 3.89 "with high distinction"
• 3.90 to 4.0 "with highest distinction"

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 en-courage 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.

AMENDED through the Administrative Regulation Process, June 5, 2017

2.2.5 CATALOG UNDER WHICH A STUDENT GRADUATES

Students maintaining continuous enrollment at any public Arizona community college or university may graduate ac-cording 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 and 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   Fall '02 (Active)

Nonattendance   Spring '03, Fall '03, Spring '04 (Inactive)

Readmitted & Earned Course Credit at a Public Community College   Fall '04 (Active)

Transferred to a University   Spring '05 (2004 or Any Subsequent Catalog)

EXAMPLE B
Admitted & Earned Course Credit at a Public Community College or University   Fall '02 (Active)

Nonattendance   Spring '03 (Inactive)

Readmitted & Earned Course Credit at a Public

Community College   Fall '03, Spring '04 (Inactive)

Nonattendance   Summer '03 (Active)

Transferred to a University   Fall '04 (2002 or Any Subsequent Catalog)

*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE
Admitted & Earned Course Credit at a Public Community College or University   Summer '04 (Active)

Continued at a Public Community College   Fall '04, Spring '05 (Active)

Nonattendance   Fall '05 (Inactive)

Readmitted & Earned Course Credit at a Public Community College   Spring '06 (Active)

Transferred to a University   Summer '06 (2004 or Any Subsequent Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree granting institution.

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

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.

AMENDED through the Administrative Regulation Approval Process, June 5, 2017

COLLEGE ENVIRONMENT
2.4.4 SEXUAL HARASSMENT POLICY FOR STUDENTS

SEX DISCRIMINATION AND SEXUAL HARASSMENT
"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.

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.

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.

SEXUAL ASSAULT

An act involving forced or coerced sexual penetration or sexual contact.

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.

SEXUAL EXPLOITATION

Taking nonconsensual 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 nonconsensual circumstances, or inducing another to expose his or her genitals;

h. Possessing, distributing, viewing or forcing others to view obscenity.

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.

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.

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.

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://asa.maricopa.edu/departments/office-of-student-affairs/student-affairs-your-college

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 re-sources. A student may choose to make a full report or re-quest confidentiality as he or she determines.

All members of the college community are expected to ad-here 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.

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 con-duct 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.

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 be-fore 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 prorating 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 in-formation regarding the investigation.

22. Give consent for the release of any personally identifiable information contained in the investigation.

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.

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.

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 prohibit-ed 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.

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 Re-quest 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.

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 Com-plaint 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.

After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and deter-mining 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.

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.

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.

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 writ-ten 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.

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 fol-lowing 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

ADOPTED by Direct Chancellor Approval: May 20, 2015

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 work place or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.

8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

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, coemployee, 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 super-visor, 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.

AMENDED by Direct Chancellor Approval, April 1, 2015

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 timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

FORMAL RESOLUTION OF DISCRIMINATION COMPLAINTS

A student who contends that unlawful or MCCCD prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

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 writ-ten 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 out-come. 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 com-plaint 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 ad-vise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during

the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited

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

False Statements Prohibited

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

External Filing of Discrimination Complaint

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

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

AMENDED by Direct Chancellor Approval, April 1, 2015

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 re-sources, non MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least $1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

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

Permits: The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds

for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

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

SCHEDULING PRIORITIES (IN ORDER)
1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.

2. Activities and events sponsored by the College administration.

3. Activities and events sponsored by MCCCD student organizations or employee groups.

4. Activities of non MCCCD-affiliated individuals and organizations.

5. Commercial advertising or activities.

CRITERIA
1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.

2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.

3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.

4. General feasibility of hosting the event as proposed.

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

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

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.

2.4.12 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, con-tractors, 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 re-ports, 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 guide-lines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.

4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.

5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.

6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

WHAT STUDENTS SHOULD KNOW ABOUT – COPYRIGHT

What is copyright?

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

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

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

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law.

The penalties for infringement include significant damages potentially in excess of $100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

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

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

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

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

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

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the cam-pus 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 "transmit-ting, 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 retransmit 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 man-dates 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 us-age 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. Like-wise, 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 per-son's permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

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

6. Use of technology resources for non

MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.

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

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

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

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

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

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

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

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

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

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

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

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

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

20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an

MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

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

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

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

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

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

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. Prepledging, illegal pledging or under-ground 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 con-duct 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 pro-grams 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. R**EVOCATION:** 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 pro-gram, 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 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 in-sured; and

viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

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 fol-lowing 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 Re-sources 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 for 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 pro-gram, 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 AND 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 re-questing 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 per-form 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 deter-mined 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 subtests and standard scores reported. The test battery should include cur-rent levels of functioning in the relevant area(s).

Examples of Achievement
(including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

    iii. **Information Processing:** evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/ processing, processing speed, executive function, and motor ability.

Examples of Achievement
(including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

B. Diagnostic Report

The diagnostic report must include the following information:

i. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.

ii. A list of all instruments used in the test battery.

iii. Discussion of test behavior and specific test results.

iv. A diagnostic summary or statement with the following information:

    1. DSM V Classification

    2. A clear and direct statement that a learning disability does or does not exist, including a rule out of alter-native 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

Written statement of diagnosis:

    i. Current functional limitations

    ii. Information regarding current symptoms

    iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance

    iv. Restrictions on activities imposed by the condition

    v. Where learning has been affected, a recent neuropsychological 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

AMENDED by Direct Chancellor Approval, January 4, 2017

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 reevaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.

4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.

5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

2.3.11 ACADEMIC MISCONDUCT
1. Definitions
   A. Academic misconduct includes any con-duct 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 mis-conduct 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 an-other person or agency engaged in the selling of term papers or other academic materials; and (c) in-formation 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 pro-gram or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

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

4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; Appendix S-6). Students can appeal Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Amended through direct approval by the Chancellor and Executive Vice Chancellor and Provost on August 7, 2013

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 fol-lowed.

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 threat-en 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:** Any student accused of violating this Student Conduct Code.

2. **Appellate boards:** 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:** A Maricopa Community College or center.

4. **College premises:** All land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

5. **College official:** 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:** 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:** Calendar day at a time when college is in session, and shall exclude weekends and holidays.

8. **Disruptive behavior:** 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:** The Maricopa County Community College District.

10. **Faculty member:** 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:** Used in the permissive sense.

12. **Member of the college community:** 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:** Any number of persons who have complied with the formal requirements for college recognition.

14. **Policy:** 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:** Used in the imperative sense.

16. **Student:** 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:** 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**: 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**: 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 re-moved permanently pursuant to appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.

D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.

H. Violation of federal, state or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
   i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   ii. Unauthorized transfer of a file

iii. Unauthorized use of another individual's identification and/or password

iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official

v. Use of technology facilities or resources to send obscene or abusive messages

vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network

vii. Use of technology facilities or resources in violation of copyright laws

viii. Any violation of the District's technology resource standards

ix. Use of technology facilities or resources to illegally download files

P. Abuse of the Student Conduct system, including but not limited to:

i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.

ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses

iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system

v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding

vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding

vii. Failure to comply with the sanctions imposed under this Student Conduct Code

viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system

ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.

R. Attempt to bribe a college or District employee.

S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

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

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures
1. Charges and Student Conduct Board Hearings

A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each 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 mis-conduct, 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 Con-duct Administrator extends the deadline for good cause in his or her sole discretion.

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

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

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

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

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

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

   vi. The Student Conduct Administrator will present the information he or she received.

   vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration

by a Student Conduct Board at the discretion of the chairperson.

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

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

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

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

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

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

2. Sanctions

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

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

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

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

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

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

vi. **College Suspension** – separation of the student from all the colleges in the District for a definite period of time, after which

the student is eligible to return. Conditions for readmission may be specified.

   vii. **College Expulsion** – permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

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

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

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

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

3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension

is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat ob-serves 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 in-formation contained in the record has

never been revealed or made available to any other person except the maker's temporary substitute

ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment

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

iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification (SEE ALSO FERPA EXPLANATION)

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The in-formation 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, in-formation regarding account balances, programs and services that we offer.

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "Eligible Student" Under FERPA is a student who is 18 years of age or older who attends a postsecondary institution).   These rights include:

A. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. Students should submit to the college ad-missions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the re-quest was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCCD Administrative Regulations.

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

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of dis-closures. 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 re-view an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consult-ants, 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 nonforcible 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 noninstructional complaint resolution process. The process is posted at: www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-8.php

D. The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

5. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

6. Disclosure to Parents

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

Appendix S-17: FERPA Appeal Process

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 en-rolled 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 pro-grams: 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, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the

Governing Board General Counsel.

1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be en-rolled 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 nondiscrimination policy is applicable to all other aspects of these student clubs and organizations.

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 relation-ship 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 roman-tic, 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 con-text of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

A. Where the employee is already in or has

had a recent consensual relationship with a supervisee, the following procedures shall be followed:

  i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.

  ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.

  iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.

  iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:

  i. The faculty member shall counsel and advise the student not to enroll in his or her course.

  ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
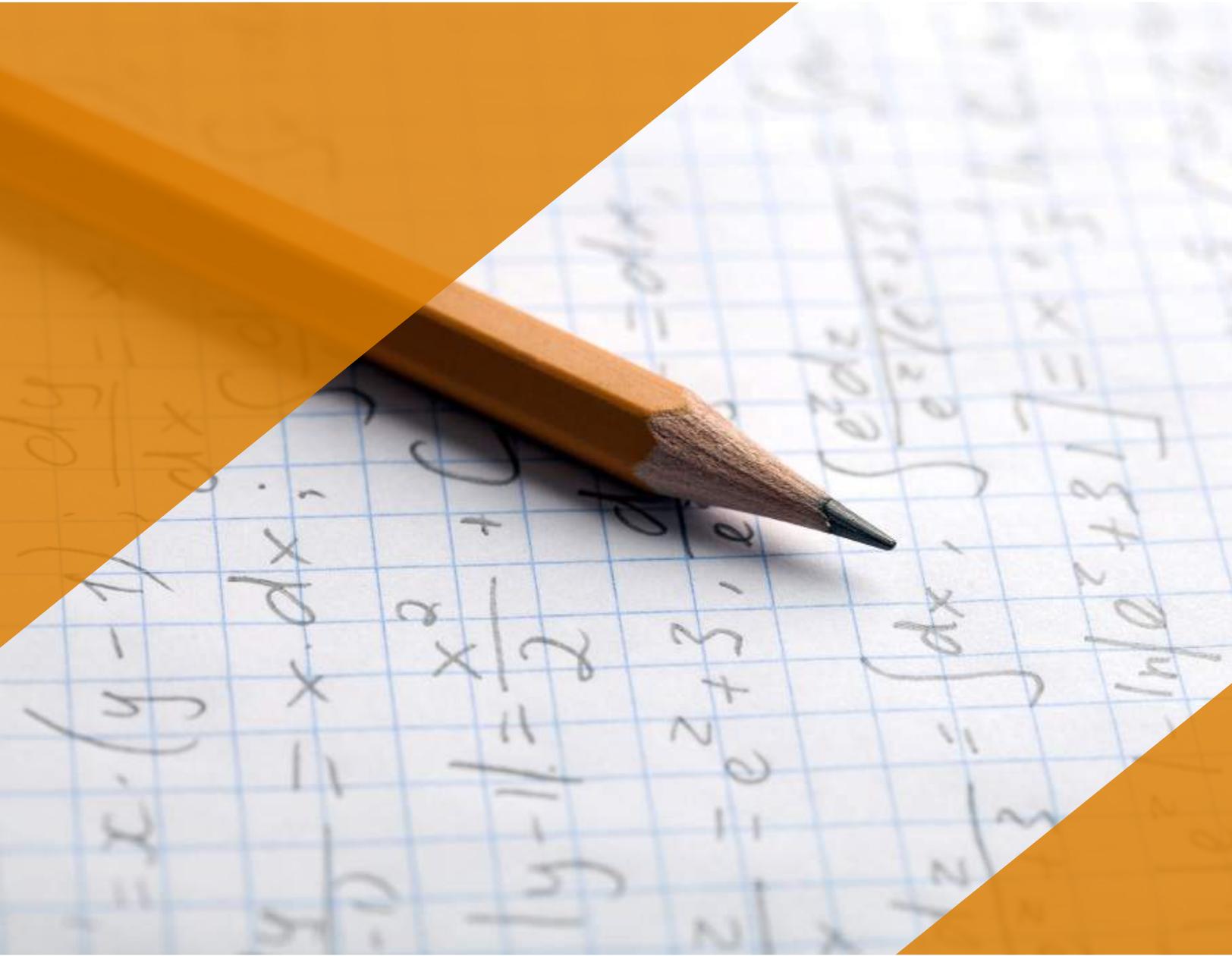
  iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at https://administration.maricopa.edu/ acknowledgment and disclosure.

4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

NEW 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.

ADOPTED by Direct Chancellor Approval, April 1, 2015

COURSE DESCRIPTIONS

INSTRUCTIONAL DIVISIONS AND SUBJECTS

myCareer, Library and Center for Teaching and Learning Division (mCLCTL)
CHAIR: MARK NIELSEN | 602.243.8012

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AJS	Administration of Justice Studies	301
BPC	Business/Personal Computers	306
CIS	Computer Information Systems	310
CNT	Cisco Networking Technology	316
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SBU	Society and Business	353

Communication, Fine Arts and Social Sciences (CFASS)
CHAIR: DR. JEROME GARRISON | 602.243.8382

AIS	American Indian Studies	300
ARH	Art Humanities	302
ART	Art	302
ASB	Anthropology (SOC/Behavioral Sci)	303
CFS	Child Family Studies	307
COM	Communication	318
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DAN	Dance	320
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Counseling, Health & Wellness (CNSLG)
CHAIR: DR. TROY MELENDEZ | 602.305.5608

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CPD	Counseling and Personal Development	318
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SWU	Social Work	356

Language Arts (LA)
CHAIR: JAMES (JIM) SMITH | 602.000.0000

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CRW	Creative Writing	319
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RDG	Reading	350
SLG	Sign Language	353
SPA	Spanish	354
SPH	Spanish Humanities	355

Math, Science & Engineering (MSE)

CHAIR: DR. JACQUELINE LEVY ∣ **602.243.8086**

ASM	Anthropology (Science/Math)	303
AST	Astronomy	303
BIO	Biology	305
CHM	Chemistry	308
ECE	Engineering Science	321
EEE	Electrical Engineering	324
GLG	Geology	331
GPH	Physical Geography	332
MAT	Mathematics	335
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PHY	Physics	348
PLB	Phlebotomy	349
SSH	Sustainability –Soc/Sci/Humanities	355
SUS	Sustainability/Natural Sciences	356

ACCOUNTING (ACC)

ACC105 - PAYROLL, SALES AND PROPERTY TAXES
LEC // 3 CREDITS // 3 PERIODS
Tax reporting for payroll, sales, and personal property. Prerequisites: None.

ACC 107 - BOOKKEEPING THEORY AND PRACTICE
LEC + LAB // 4 CREDITS // 5 PERIODS
Fundamental accounting practices; application to retail stores, professional firms, and personal service operations. Prerequisites: None.

ACC109 – ACCOUNTING CONCEPTS
LEC // 3 CREDITS // 3 PERIODS
Introduction to accounting with emphasis on analysis and applications of financial information GBS151 and reading ability equivalent to RDG091 suggested but not required. Prerequisites: None. GBS151 and reading ability equivalent to RDG091 suggested but not required.

ACC111 - ACCOUNTING PRINCIPLES I
LEC // 3 CREDITS // 3 PERIODS
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 - ACCOUNTING PRINCIPLES II
LEC // 3 CREDITS // 3 PERIODS
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/division.

ACC115 - COMPUTERIZED ACCOUNTING
LEC + LAB // 2 CREDITS // 3 PERIODS
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC121 - INCOME TAX PREPARATION
LEC + LAB // 3 CREDITS // 3 PERIODS
Preparation of and practical experience in preparing individual federal income tax returns using computer soft-ware. Prerequisites: None.

ACC211 - FINANCIAL ACCOUNTING
SUN ICON ACC 2201
LEC // 3 CREDITS // 3 PERIODS
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 - MANAGERIAL ACCOUNTING
SUN ICON ACC2202
LEC + LAB // 3 CREDITS // 3 PERIODS
Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of Department or Division).

ACC216 – FRAUD EXAMINATION
LEC **//** 3 CREDITS **//** 3 PERIODS
Fundamental theory of fraud examination methodology to detect and prevent accounting fraud. Prerequisites: A grade of C or better in (ACC230 or ACC112 or ACC211) or permission of Department or Division

ACC221 - TAX ACCOUNTING
LEC **//** 3 CREDITS **//** 3 PERIODS
Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures. Prerequisites: ACC111 or ACC211 or permission of Department or Division. 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

ACC230 - USES OF ACCOUNTING INFORMATION I
LEC **//** 3 CREDITS **//** 3 PERIODS
Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in (ACC111 or ACC211), or a grade of "C" or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240 - USES OF ACCOUNTING INFORMATION II
LEC **//** 3 CREDITS **//** 3 PERIODS
Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230

ACC260 – CERTIFIED BOOKKEEPER (CB) PREPARATION
LEC **//** 3 CREDITS **//** 3 PERIODS
Fundamental accounting practices including accrual and deferral adjustments, correcting common transaction re-cording errors, bank reconciliations and adjusting entries. Includes payroll accounting and related Federal and State payroll law requirements. Accounting for depreciation for financial and tax accounting purposes covered. Inventory valuation methods. Includes calculating, recording, and reporting under generally accepted accounting principles (GAAP). Preventive internal control procedures to detect organizational fraud, theft, and embezzlement covered. Prerequisites: ACC111, or ACC211, or (bookkeeping experience and permission of Instructor).

AMERICAN INDIAN STUDIES (AIS)
AIS110 – NAVAJO GOVERNMENT
LEC **//** 3 CREDITS **//** 3 PERIODS
Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed. Prerequisites: None General Education Designation: Cultural Diversity [C]; General Education Designation: Historical Awareness [H].

ADMINISTRATION OF JUSTICE (AJS)

AJS101 - INTRODUCTION TO CRIMINAL JUSTICE
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Social and Behavioral Sciences: [SB]

AJS109 – SUBSTANTIVE CRIMINAL LAW
LEC // 3 CREDITS // 3 PERIODS
Covers philosophy of legal sanctions and historical development. Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space. Prerequisites: None.

AJS113 - CRIMINAL JUSTICE CRIME CONTROL POLICIES AND PRACTICES
LEC // 3 CREDITS // 3 PERIODS
Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space. Prerequisites: None

AJS123 - ETHICS AND THE ADMINISTRATION OF JUSTICE
LEC // 3 CREDITS // 3 PERIODS
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. En-courages critical thinking and value decision making in criminal justice system. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

AJS200 – CURRENT ISSUES IN CRIMINAL JUSTICE
LEC // 3 CREDITS // 3 PERIODS
Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB]

AJS201 - RULES OF EVIDENCE
LEC // 3 CREDITS // 3 PERIODS
A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the hearsay rule and its exceptions; the use of documentary evidence, written memoranda, photographs, and recordings, corpus delicti, opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

AJS210 - CONSTITUTIONAL LAW
LEC // 3 CREDITS // 3 PERIODS
An examination of the U.S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum. Prerequisites: None.

AJS212 - JUVENILE JUSTICE PROCEDURES
LEC // 3 CREDITS // 3 PERIODS
Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

AJS225 - CRIMINOLOGY
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education Designation: Social and Behavioral Sciences [SB].

AJS230 – THE POLICE FUNCTION
LEC **//** 3 CREDITS **//** 3 PERIODS
Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None

AJS240 – THE CORRECTION FUNCTION
LEC **//** 3 CREDITS **//** 3 PERIODS
Examines the history and development of correctional theories and institutions. Prerequisites: None

AJS260 – PROCEDURAL CRIMINAL LAW
LEC **//** 3 CREDITS **//** 3 PERIODS
Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None

AJS270 - COMMUNITY RELATIONS
LEC **//** 3 CREDITS **//** 3 PERIODS
Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal

justice system. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB]

ARABIC (ARB)

ARB101 – ELEMENTARY ARABIC I
LEC & LAB **//** 4 CREDITS **//** 5 PERIODS
Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None

ARB201 – INTERMEDIATE ARABIC I
LEC **//** 4 CREDIT **//** 5 PERIODS
Review of essential grammar of the Arabic language and study of the Arabic culture. Continued practice and development of reading, writing, and speaking skills. Emphasis on both fluency and accuracy in the spoken language. Prerequisites: A grade of C or better in ARB102 or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G].

ARB202 – INTERMEDIATE ARABIC II
LEC **//** 4 CREDITS **//** 5 PERIODS
Advanced grammatical structures in Arabic. Further development of language skills with emphasis on speaking the language. Prerequisites: A grade of C or better in ARB201 or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G].

ART HUMANITIES (ARH)

ARH100 - INTRODUCTION TO ART
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education Designation – Humanities and Fine Arts [HU].

ARH101 - PREHISTORIC THROUGH GOTHIC ART   ART1101
LEC **//** 3 CREDITS **//** 3 PERIODS
History of art from prehistoric through medieval Period. Prerequisites: None. General Education Designation: Historical Awareness - [H]; Humanities and Fine Arts – [HU]

ARH102 - RENAISSANCE THROUGH CONTEMPORARY ART ART1102
LEC **//** 3 CREDITS **//** 3 PERIODS
History of art from around the world from the Renaissance through contemporary period. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].

ART (ART)
ART100 - INTRODUCTION TO COMPUTER GRAPHIC ART
LEC **//** 1 CREDIT **//** 2 PERIODS
Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

ART111 - DRAWING I   ART1111
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None. Arizona Shared Unique Number SUN#: ART 1111

ART112 - TWO-DIMENSIONAL DESIGN   ART 1112
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
Study of fundamental elements and principles of two dimensional design. Prerequisites: None. . Arizona Shared Unique Number SUN#: ART 1112

ART113 – COLOR
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
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 – THREE-DIMENSIONAL DESIGN   ART1105
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
Fundamental principles of three-dimensional design. Prerequisites: None. Arizona Shared Unique Number SUN#: ART 1115

ART122 - DRAWING AND COMPOSITION II
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

ART131 - PHOTOGRAPHY I
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
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 photo-graphic aesthetic and photography's role in society. Prerequisites: None. Course Notes: Camera required. General Education Designation: Humanities, Arts and Design [HU]

ART132 - PHOTOGRAPHY II
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART142 - INTRODUCTION TO DIGITAL PHOTOGRAPHY
LEC + LAB // 3 CREDITS // 6 PERIODS
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Course Notes: Digital camera required. Prerequisites: None.

ART143 - INTERMEDIATE DIGITAL PHOTOGRAPHY
LEC + LAB // 3 CREDITS // 6 PERIODS
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.

ART161 - CERAMICS I
LEC + LAB // 3 CREDITS // 6 PERIODS
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potter's wheel. Prerequisites: None.

ART162 - CERAMICS II
LEC + LAB // 3 CREDITS // 6 PERIODS
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

ART211 - DRAWING AND COMPOSITION III
LEC + LAB // 3 CREDITS // 6 PERIODS
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

ART222 - DRAWING AND COMPOSITION IV
LEC + LAB // 3 CREDITS // 6 PERIODS
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART255AB - THE PORTFOLIO
LEC // 1 CREDIT // 1 PERIOD
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: None.

ART261 - CERAMICS III
LEC + LAB // 3 CREDITS // 6 PERIODS
Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

ART262 - CERAMICS IV
LEC + LAB // 3 CREDITS // 6 PERIODS
Experimental work in clays and glazes. Prerequisites: ART261.

ART298AA - SPECIAL PROJECTS
LAB // 1 CREDIT // 1 PERIOD
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.

ANTHROPOLOGY (ASB)
ASB102 – INTRODUCTION TO CULTURAL ANTHROPOLOGY
LEC // 3 CREDITS // 3 PERIODS
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None General Education Designations: Global Awareness - [G]; Social and Behavioral Sciences - [SB]

ASB211 – WOMEN IN OTHER CULTURES
LEC **//** 3 CREDITS **//** 3 PERIODS
Cross-cultural analysis of the economic, social, political, and religious factors that affect women`s status in traditional and modern societies. Prerequisites: None General Education Designations: Global Awareness- [G]; Humanities and Fine Arts - [HU]; Social and Behavioral Sciences [SB].

ANTHROPOLOGY (ASM)

ASM104 – BONES STONES/HUMAN EVOLUTION
LEC + LAB **//** 4 CREDITS **//** 5 Periods
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. General Education Designation: Social and Behavioral Sciences - [SB] General Education Designation: Natural Sciences (General) - [SG]

ASTRONOMY (AST)

AST101 – SURVEY OF ASTRONOMY
LEC **//** 3 CREDITS **//** 3 PERIODS
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 General Education Designation: Natural Sciences (General) - [SG] in combination with: AST102

AST102 – SURVEY OF ASTRONOMY LABORATORY
LEC **//** 1 CREDIT **//** 3 PERIODS
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101. General Education Designation: Natural Sciences (General) [SG] in combination with AST101

BEHAVIORAL HEALTH SERVICES TECHNOLOGY (BHS)

BHS101 - INTRODUCTION TO ETHICAL COUNSELING ISSUES
LEC **//** 3 CREDITS **//** 3 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None

BHS105 - INTRODUCTION TO HUMAN RELATIONS
LEC **//** 2 CREDITS **//** 2 PERIODS
Introduction to the field of Behavioral Health Professionals including exposure to basic counseling skills. Prerequisites: None.

BHS115 - GROUP DYNAMICS
LEC **//** 3 CREDITS **//** 3 PERIODS
Participation in group processes with focus on group dynamics. Exploration of group developmental stages and various counseling approaches and techniques. Prerequisites: None.

BHS130 – ADDICTIONS AND SUBSTANCE USE DIS-ORDERS
LEC **//** 3 CREDITS **//** 3 PERIODS
Sociological, psychological and physiological aspects of addictive behaviors and chemical abuse. Consideration of a variety of treatment programs offered in community agencies. Prerequisites: None. Cross References: SWU130

BHS151 - COMMUNICATION SKILLS IN COUNSELING I
LEC **//** 3 CREDITS **//** 3 PERIODS
Development of communication skills important in establishing and maintaining effective helping

relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: BHS105 with a grade of "C" or better.

BHS152 – COMMUNICATION SKILLS IN COUNSELING II
LEC // 3 CREDITS // 3 PERIODS
Application of communication skills important in establishing and maintaining effective helping relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: BHS151 with a grade of C or better.

BHS156 - SUPERVISED PRACTICE I
LEC + LAB // 3 CREDITS // 15 PERIODS
Familiarization with social service agencies through conducting intake interviews, observing agency practices, and attending staff meetings. Prerequisites: BHS115, BHS130, and BHS151, and permission of Department or Division.

BHS168 - HOSPICE VOLUNTEER TRAINING
LEC // 2 CREDITS // 2 PERIODS
Exploration of hospice care and related medical, social, emotional and spiritual concepts for the helping professional working with patients and their families. Prerequisites: None

BHS178 - PEER TRAINING FOR BEHAVIORAL HEALTH PARAPROFESSIONALS
LEC // 3 CREDITS // 3 PERIODS
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: None

BHS204 - COUNSELING IN MULTICULTURAL SETTING
LEC // 3 CREDITS // 3 PERIODS
Values, perceptions, attitudes, behaviors emphasizing intercultural communication patterns. Techniques for establishing rapport and interaction methodologies in a multicultural context. Competencies, strategies, and treatment modalities necessary for the paraprofessional working successfully with the multicultural clients. Prerequisites: BHS101, BHS151, or permission of Department or Division.

BHS205 – THERAPEUTIC INTERVENTION MODELS
LEC // 3 CREDITS // 3 PERIODS
Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS105 or ASD102 or permission of Department or Division.

BHS215 - GROUP PROCESS
LEC // 3 CREDITS // 3 PERIODS
Evaluate and demonstrate the methods and techniques for influencing change in group settings. Prerequisites: BHS151 or permission of Department or Division.

BHS260 - CASE REPORT WRITING
LEC // 1 CREDIT // 1 PERIOD
Terminology, technical forms and techniques of observation necessary to create and maintain records. Prerequisites: BHS151 or permission of Department or Division.

BHS263 - APPLIED CASE REPORT WRITING
LEC // 1 CREDIT // 1 PERIOD
Application of observation and documentation techniques necessary to maintain clinical records in a variety of community based behavioral health settings. Application of legal issues to case report writing. Prerequisites: BHS260

BHS264 – UNDERSTANDING TRAUMA
LEC // 3 CREDITS // 3 PERIODS

Introduction to trauma in children and adults and its impact on human development, mental health, personality, and overall wellness. Overview of major screening tools for assessing and the major treatment modalities available for treating trauma. Prerequisites: (Grade of C or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score) and (grade of C or better in ENG091 or eligibility for ENG101 as indicated by appropriate writing placement test score).

BHS265 - VIOLENCE & ABUSE MATTERS
LEC // 2 CREDITS // 2 PERIODS

Exploration of topics relative to the development of helping professionals involved with perpetrators and individuals directly affected by traumatic or continuous physical or emotional violence and abuse. Prerequisites: None.

BHS266 - VIOLENCE & ABUSE COUNSELING
LEC // 3 CREDITS // 3 PERIODS

Techniques, strategies, and treatment modalities necessary for the helping professional working with the victims and perpetrators of violence and abuse. Prerequisites: BHS105 or department approval. Co requisite: BHS265

BHS267 - INTRODUCTION TO PLAY THERAPY
LEC // 3 CREDITS // 3 PERIODS

Exploration and application of therapeutic play techniques and strategies for the helping professional working with children. Prerequisites: (BHS105 and BHS151) or permission of Department or Division.

BHS268 - GRIEF AND BEREAVEMENT ISSUES
LEC // 2 CREDITS // 2 PERIODS

Exploration of topics related to the development of helping professionals involved with loss, bereavement, and grief work. Prerequisites: None.

BHS269 - GRIEF COUNSELING TECHNIQUES
LEC // 3 CREDITS // 3 PERIODS

Techniques, strategies, and treatment modalities necessary for the helping professional working with the bereaved and others affected by traumatic loss. Prerequisites: BHS168 or BHS268 or permission of Department or Division.

BHS270 - INTRODUCTION TO DANCE AND MOVEMENT THERAPY
LEC // 3 CREDITS // 3 PERIODS

A lively course focused on basic techniques used in expressive arts and body-based therapies. The course incorporates Tools for integrating body, mind, and spirit in a creative dance and movement format. Prerequisites: PSY101 and BHS105.

BHS272 - MANAGING DIFFICULT CHILDREN
LEC // 3 CREDITS // 3 PERIODS

Strategies for training and reinforcing positive inter-action with children. Covers behavior management strategies and techniques for oppositional, defiant and explosive children. Prerequisite: PSY240 or permission of Department or Division.

BHS278 - RECOVERY COACHING
LEC // 3 CREDITS // 3 PERIODS

Recovery based mental health treatment plans and processes. Recovery based concepts, barriers, principles, practices, and environments. Organizational support, expectations, and activities related to mental health is-sues and recovery in the work setting. Planning techniques, learning styles, participation methods, and problem behavior due to mental health issues in the work-place. Prerequisites: BHS105

BHS281 - INTRODUCTION TO ART THERAPY
LEC // 3 CREDITS // 3 PERIODS

Exploration of the process, dynamics and objectives of the therapeutic art experience. Emphasis on Art Therapy from both the psychological and artistic perspectives. Highlights

topics in the history, theory and practice of Art Therapy. Prerequisites: BHS105 or permission of Department or Division.

BHS285 - FACILITATING ART THERAPY GROUPS
LEC // 3 CREDITS **//** 3 PERIODS

Emphasis on facilitating art therapy groups in a variety of settings using visual art as medium. Process, dynamics, and objectives of group work and the therapeutic art process. Prerequisites: BHS215 and BHS281

BHS290 - CHILD AND FAMILY ADVOCACY
LEC // 3 CREDITS **//** 3 PERIODS

Define and clarify the role of advocacy in relation to multiple systems affecting children and their families. Emphasis on identifying appropriate systems, community resources, wrap around theory and navigation skills in a variety of children's systems to facilitate family support and needs. Prerequisite: BHS105

BIOLOGY (BIO)
BIO100 - BIOLOGY CONCEPTS
LEC // 4 CREDITS **//** 3 PERIODS
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. Course Notes: Field trips may be required at students' expense. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO101 – INTRODUCTION TO HUMAN
GENETICS FOR NON-MAJORS
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDITS **//** 3 PERIODS

Study of inheritance in humans, at the organismal, cellular and molecular levels. Includes exploration of gene expression, isolation and manipulation of DNA, Mendelian genetics, pedigree analysis, as well as chromosomal abnormalities and genetic

diseases. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) [SQ]

BIO105 - ENVIRONMENTAL BIOLOGY
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO106 - BIOTECHNOLOGY & SOCIETY I
LEC // 4 CREDITS **//** 3 PERIODS

Introduction to biotechnology and its impact on society. Covers applications, limitations, benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None

BIO107 - INTRODUCTION TO BIOTECHNOLOGY
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDITS **//** 3 PERIODS

Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO109 - NATURAL HISTORY OF THE SOUTHWEST
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDITS **//** 3 PERIODS

Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships. Prerequisites: None. General Education Designation: Natural Sciences (General) [SG].

BIO145 – MARINE BIOLOGY
LEC // 4 CREDITS **//** 3 PERIODS
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organ-isms. Prerequisites: None General Education Designation: Natural Sciences (General) [SG].

BIO156 - INTRODUCTORY BIOLOGY FOR ALLIED HEALTH
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: Grade of "C" or better in RDG091 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year high school or one semester of college level chemistry is strongly recommended. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO160 - INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
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. General Education Designation: Natural Sciences (General) [SG].

BIO174 – BIOSAFETY
LEC // 1 CREDITS **//** 1 PERIOD
General laboratory safety, hazardous chemical use and disposal, biohazardous material use and disposal, biosafety procedures, and radiation safety. Prerequisites: None Cross references: ABS174

BIO175 - RESEARCH METHODS IN BIOLOGY
LEC & LAB // 1 CREDIT **//** 2 PERIODS
Fundamentals of planning and conducting biological experiments, including ones that simultaneously vary multiple experimental variables. Subsequent analysis, interpretation, and reporting of results. Prerequisites: None. BIO156 or BIO181 recommended. Cross references: ABS175

BIO181 - GENERAL BIOLOGY (MAJORS) I
 BIO1181
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 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: 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. General Education Designation: Natural Sciences (Quantitative) - [SQ] Arizona Shared Unique Number SUN#: BIO 1181

BIO182 - GENERAL BIOLOGY (MAJORS) II
 BIO1182
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 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. Course Note: BIO182 may require field trips. General Education Designation: Natural Sciences (Quantitative) [SG] Arizona Shared Unique

BIO201 - HUMAN ANATOMY AND PHYSIOLOGY I
  BIO2201
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
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 one year of high school biology) and a grade of "C" or better in 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. General Education Designation: Natural Sciences (General) [SG] Arizona Shared Unique Number SUN#: BIO 2201

BIO202 - HUMAN ANATOMY AND PHYSIOLOGY II
  BIO2202
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
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. General Education Designation: Natural Sciences (General) [SG] Arizona Shared Unique Number SUN#: BIO 2202

BIO205 - MICROBIOLOGY
  BIO2205
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (A grade of "C" or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and 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. General Education Designation:

Natural Sciences (General) - [SG] Arizona Shared Unique Number SUN#: BIO 2205

BIO298AC - SPECIAL PROJECTS
LEC + LAB // 3 CREDITS **//** 3 PERIODS
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.

BUSINESS-PERSONAL COMPUTERS (BPC)
BPC100 - BUSINESS-PERSONAL COMPUTERS
LEC // 2 CREDITS **//** 2 PERIODS
Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to pro-duce documents and spreadsheets. Prerequisites: None.

BPC101AA – INTRODUCTION TO COMPUTERS I
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

BPC104AD - USING EXCEL: LEVEL I
LEC // 0.5 CREDITS **//** 0.5 PERIODS
Use of Excel to create, edit, save and print worksheets Prerequisites: None.

BPC104BD - USING EXCEL: LEVEL II
LEC // 0.5 CREDITS **//** 0.5 PERIODS
Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and

analyze data, and special print options to output worksheets and graphs. Prerequisites: BPC104AD or permission of instructor.

BPC110 - COMPUTER USAGE AND APPLICATIONS
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
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. General Education Designation: Computer/ Statistics/ Quantitative Applications - [CS]

BPC111AA - COMPUTER KEYBOARDING I
LEC + LAB **//** 1 CREDIT **//** 1.7 PERIODS
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. Cross-References: OAS111AA

BPC128 - INTRODUCTION TO DESKTOP PUBLISHING
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

BPC130DK - BEGINNING WORD
LEC **//** 1 CREDIT **//** 2 PERIODS
Using Word for Windows to create, edit, and print documents. Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of instructor. Cross Reference: OAS130DK

BPC170 – A+ EXAM PREP: COMPUTER HARDWARE CONFIGURATION AND SUPPORT
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
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 – A+ EXAM PREP: OPERATING SYSTEM CONFIGURATIONN AND SUPPORT
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on OS installation, maintenance, mobile devices, security, software trouble-shooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. Prerequisites: CIS105 or permission of Instructor.

CHILD/FAMILY STUDIES (CFS)

CFS157 – MARRIAGE AND FAMILY LIFE
LEC **//** 3 CREDITS **//** 3 PERIODS
Study of marriage and the family as a social system, including models of family analysis, interpersonal and inter-personal relations, and cross-cultural and historical pat-terns. Prerequisites: None Course Attributes: General Education Designation: Social and Behavioral Sciences [SB].

CFS163 – FAMILY CHILDCARE: INTRODUCTION TO BUSINESS MANAGEMENT
LEC **//** 3 CREDITS **//** 3 PERIODS
Emphasis on small business management and effective policies and procedures for family child care providers. Licensing, legal, and regulatory issues in a home setting are examined. Prerequisites: None

CFS164 – FAMILY CHILDCARE: CURRICULUM AND ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
Family child care planning for multi-age groupings of children through age eight. Role of the environment as well as various curriculum programs will be explored and evaluated. Exploration of culturally rich, inclusive and child-centered environment in his/her own child care setting. Issues of professionalism, family partnerships, observation, guidance, and health/safety practices are examined. Prerequisites: None

CFS176 - CHILD DEVELOPMENT
LEC // 3 CREDITS // 3 PERIODS
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and con-temporary issues. Prerequisites: None. Cross-Reference: ECH176 General Education Designation: Social and Behavioral Sciences - [SB]

CFS207 – ORGANIZATION AND COMMUNITY LEADER-SHIP IN CHILD AND FAMILY ORGANIZATIONS
LEC // 3 CREDITS // 3 PERIODS
Examination of organization and community leadership as it applies to the management and administration of community-based child and family services organizations. Provides overview of leadership styles and function. Prerequisites: None

CFS235 - DEVELOPING CHILD: THEORY INTO PRACTICE, PRENATAL - AGE 8
LEC // 3 CREDITS // 3 PERIODS
Understanding and working with young children, birth through age 8. Analysis of young children's physical, social, emotional, cognitive and linguistic development with-in 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. General Education Designation: Social and Behavioral Sciences [SB].

CFS284AA - EARLY CHILDHOOD TEACHING INTERN-SHIP
LEC + LAB // 2 CREDITS // 2 PERIODS
Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: CFS/ECH176 and permission of Department. . Co- requisites: CFS/ECH269. Cross-References: ECH284A A

CFS296WA-WC - COOPERATIVE EDUCATION
LAB // 1-3 CREDITS // 5-15 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an out-come 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. Co requisites: 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.

CHEMISTRY (CHM)
CHM107 - CHEMISTRY AND SOCIETY
LEC // 3 CREDITS // 3 PERIODS
A survey of chemistry and its impact on the environment. Prerequisites: None. Course Notes: Completion of CHM107LL required to meet the Natural Science requirement. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM107LL

CHM107LL - CHEMISTRY AND SOCIETY LABORATORY
LAB // 1 CREDIT **//** 3 PERIODS

Laboratory experience in support of CHM107. Prerequisites or Co requisites: CHM107. General Education Designation: Natural Sciences (Quantitative) [SQ] in combination with: CHM107.

CHM130 - FUNDAMENTAL CHEMISTRY
   CHM1130
LEC // 3 CREDITS **//** 3 PERIODS

A survey of the fundamentals of general chemistry. Emphasis on essential concept 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 course 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]. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM130LL   Arizona Shared Unique Number SUN# CHM 1130

CHM130LL - FUNDAMENTAL CHEMISTRY LABORATORY
   CHM1130
LAB // 1 CREDIT **//** 3 PERIODS

Laboratory experience in support of CHM 130. Prerequisites or Co-requisites: A grade of "C" or better in CHM130. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with CHM130

CHM150 – GENERAL CHEMISTRY I
LEC // 4 CREDITS **//** 4 PERIODS

Detailed study of principles of chemistry for science majors and students in preprofessional curricula. Prerequisites: A grade of "C" or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (MAT151 or higher level mathematics course). Completion of all prerequisites within the last two years is recommended. Course Notes: Stu-dent may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM151LL

CHM151 - GENERAL CHEMISTRY I
   CHM1151
LEC // 3 CREDITS **//** 3 PERIODS

Detailed study of principles of chemistry for science majors and students in preprofessional curricula. Prerequisites: A grade of "C" or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (MAT151 or higher level mathematics course). Completion of all prerequisites within the last two years is recommended. Course Notes: Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM151LL. Arizona Shared Unique Number SUN#: CHM 1151

CHM151LL - GENERAL CHEMISTRY I LABORATORY
   CHM1151
LAB // 1 CREDIT **//** 3 PERIODS

Laboratory experience in support of CHM150 or CHM151. Prerequisites or Co requisites: A grade of "C" or better in CHM150 or CHM151. Course Notes: Student may receive credit for only one of

the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM150 or CHM151. Arizona Shared Unique Number SUN#: CHM 1151

CHM152 - GENERAL CHEMISTRY II
  CHM1152
LEC // 3 CREDITS // 3 PERIODS
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electro-chemistry, 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. Course Notes: Completion of CHM152LL required to meet the Natural Science requirement. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA. General Education Designation: Natural Sciences (Quantitative) - [SQ] Arizona Shared Unique Number SUN# CHM1152

CHM152LL - GENERAL CHEMISTRY II LABORATORY
  CHM1152
LAB // 1 CREDIT // 3 PERIODS
Laboratory experience in support of CHM151. Prerequisites or Co requisites: A grade of "C" or better in CHM 152. Course Notes: Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152A A. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with CHM152. Arizona Shared Unique Number SUN# CHM1152

CHM154 - GENERAL CHEMISTRY II WITH QUALITATIVE ANALYSIS
LEC // 3 CREDITS // 3 PERIODS
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, kinetics, electrochemistry, and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses. Course Notes: Completion of CHM154LL required to meet the Natural Science requirement. Prerequisites: A grade of "C" or better in [(CHM150 or CHM151) and CHM151LL] or CHM150A A. Completion of prerequisites within the last two years recommended. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM154LL

CHM154LL - GENERAL CHEMISTRY II WITH QUALITATIVE LABORATORY
LAB // 2 CREDITS // 6 PERIODS
Laboratory experience in support of CHM 154. Includes quantitative analysis. Prerequisites or Co requisites: A grade of "C" or better in CHM154. General Education Designation: Natural Sciences (Quantitative) [SQ] in combination with: CHM154

CHM230 – FUNDAMENTAL ORGANIC CHEMISTRY
  CHM2230
LEC // 3 CREDITS // 3 PERIODS
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. Course Notes: CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, prephysician assistant, and physical education among others. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM230LL Arizona Shared Unique Number SUN#: CHM 2230

CHM230LL – FUNDAMENTAL ORGANIC CHEMISTRY LABORATORY   CHM2230
LAB **//** 1 CREDITS **//** 3 PERIODS
Laboratory experience in support of CHM230 Prerequisites: CHM130LL or CHM151LL or equivalent or Co requisites: CHM230. General Education Designation: Natural Sciences (Quantitative) [SQ] in combination with: CHM23 Arizona Shared Unique Number SUN#: CHM 2230

CHM235 - GENERAL ORGANIC CHEMISTRY I   CHM2235
LEC **//** 3 CREDITS **//** 3 PERIODS
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. Arizona Shared Unique Number SUN#CHM2235

CHM235LL - GENERAL ORGANIC CHEMISTRY I LABORATORY   CHM2235
LAB **//** 1 CREDIT **//** 4 PERIODS
Laboratory experience in support of CHM235. Prerequisites or Co requisites: A grade of "C" or better in CHM235. Completion of prerequisites within the last two years recommend-ed. Arizona Shared Unique Number SUN# 2235

CHM236 - GENERAL ORGANIC CHEMISTRY IIA   CHM2236
LEC **//** 3 CREDITS **//** 3 PERIODS
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. Arizona Shared Unique Number SUN#CHM2236

CHM236LL - GENERAL ORGANIC CHEMISTRY IIA LABORATORY CHM2236
LAB **//** 1 CREDIT **//** 4 PERIODS
Laboratory experience in support of CHM236. Prerequisites: A grade of "C" or better in CHM236. Completion of prerequisites within the last years recommended. Arizona Shared Unique Number SUN# CHM2236

CHM238 - GENERAL ORGANIC CHEMISTRY IIB
LEC **//** 3 CREDITS **//** 3 PERIODS
Alternate to CHM236. Study of chemistry of carbon containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Recommended for chemistry, chemical engineering and mining engineering majors. Prerequisites: CHM235 and CHM235LL.

CHM238LL - GENERAL ORGANIC CHEMISTRY IIB LABORATORY
LAB **//** 2 CREDITS **//** 6 PERIODS
Laboratory experience in support of CHM238. Prerequisites: CHM235LL or equivalent. Prerequisites or Co requisites: CHM238.

CHM260 - FUNDAMENTAL BIOCHEMISTRY
LEC **//** 3 CREDITS **//** 3 PERIODS
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 - FUNDAMENTAL BIOCHEMISTRY LABORA-TORY
LAB // 1 CREDIT **//** 3 PERIODS
Laboratory experience in support of CHM260. Prerequisites: A grade of "C" or better in CHM230. Completion of prerequisites within last two years recommended.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS103 – INTRODUCTION TO SOCIAL MEDIA
LEC + LAB // 3 CREDITS **//** 4 PERIODS
Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on various sites to socialize, write, and share multimedia, while under-standing the related ethics, privacy and security issues. Prerequisites: None

CIS105 - SURVEY OF COMPUTER INFORMATION SYSTEMS
CIS1120
LEC + LAB // 3 CREDITS **//** 4 PERIODS
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 soft-ware and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None. General Education Designation: Computer/Statistics/ Quantitative Applications - [CS] Arizona Shared Unique Number SUN#: CIS 1120

CIS113DE - MICROSOFT WORD: WORD PROCESSING
LEC + LAB // 3 CREDITS **//** 4 PERIODS
Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. Prerequisites: None.

CIS114AE - EXCEL: LEVEL I
LEC + LAB // 1 CREDITS **//** 2 PERIODS
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114DE - EXCEL SPREADSHEET
LEC + LAB // 3 CREDITS **//** 4 PERIODS
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 spread sheets. Prerequisites: None.

CIS117AM - DATABASE MANAGEMENT: MICROSOFT ACCESS – LEVEL I
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None

CIS117BM - DATABASE MANAGEMENT: MICROSOFT ACCESS – LEVEL II
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Exploration of additional components of the Microsoft Access database management program. Prerequisites: CIS117AM or permission of Instructor.

CIS117CM - DATABASE MANAGEMENT: MICROSOFT ACCESS – LEVEL III
LEC + LAB // 1 CREDIT **//** 1 PERIODS
Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: CIS117BM.

CIS117DM - MICROSOFT ACCESS: DATABASE MANAGEMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. Course Notes:CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM.

CIS118AB - POWERPOINT LEVEL I
LEC + LAB // 1 CREDITS // 2 PERIODS
Use of PowerPoint software to produce professional quality presentation visuals. Prerequisites: None.

CIS118DB - DESKTOP PRESENTATION: POWERPOINT
LEC + LAB // 3 CREDITS // 4 PERIODS
Use of PowerPoint to produce professional quality presentation visuals with animation and sound. Prerequisites: None.

CIS119DO – INTRODUCTION TO ORACLE: SQL
LEC + LAB // 3 CREDIT // 4 PERIODS
Use of Oracle tools and methodologies to fulfill real world business information requirements. Hands on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of instructor.

CIS120AF - COMPUTER GRAPHICS: ADOBE PHOTOSHOP: LEVEL I
LEC + LAB // 1 CREDIT // 2 PERIODS
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None.

CIS120AJ - INTRODUCTION TO DIGITAL PHOTO EDITING
LEC + LAB // 1 CREDIT // 2 PERIODS
Introduction to digital photography and image editing. Digital photo editing use of electronic techniques to select, manipulate, and edit images. Prerequisites: None.

CIS120AK - INTRODUCTION TO DIGITAL VIDEO EDITING
LEC + LAB // 1 CREDIT // 2 PERIODS
Introduction to digital video editing provides basic video import, export, and editing functions. Prerequisites: None. Editor's Note: Final term for CIS120AK is Fall 2017.

CIS120BF – COMPUTER GRAPHICS: ADOBE PHOTOSHOP: LEVEL II
LEC + LAB // 1 CREDIT // 1 PERIOD
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes working with masks, channels and layers, and combining raster and vector graphics. Prerequisites: CIS120AF

CIS120CF – COMPUTER GRAPHICS: ADOBE PHOTOSHOP: LEVEL III
LEC + **LAB // 1 CREDIT // 1 PERIOD**
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes color printing, color management, creation of graphics for the Web. Prerequisites: CIS120BF

CIS120DA – INTRODUCTION TO DIGITAL VIDEO EDITING: ADOBE PREMIERE
LEC + L**AB // 3 CREDIT // 4 PERIODS**
Foundations of video import, export, and editing. Includes parts and function of a video camera, preproduction and production, incorporating photographs, titles, graphics, animation and audio, capturing, editing, rendering and outputting digital video. Helps students prepare for the Adobe Certifications related to Adobe Premiere. Prerequisites: None

CIS120DB - COMPUTER GRAPHICS: ADOBE ILLUSTRATOR
LEC + LAB **//** 3 CREDIT **//** 4 PERIODS
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

CIS120DC – ADOBE ANIMATE: DIGITAL ANIMATION
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
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 - ADOBE PHOTOSHOP LEVEL I: DIGITAL IMAGING
LEC + LAB **//** 3 CREDIT **//** 4 PERIODS
Focuses on entry-level skill expectations for digital imaging using Adobe Photoshop. Helps students prepare for the Adobe Certifications related to Photoshop. Prerequisites: None.

CIS120DG – FIREWORKS: WEB GRAPHICS
LEC + LAB **//** 3 CREDIT **//** 4 PERIODS
Use of graphics software to create and edit vector and bitmap (raster) graphics. Creation and manipulation of paths and special effects. Covers slices, buttons, pop-up menus, navigation bars, and animations for use in web sites. Prerequisites: None.

CIS120DH - MICROSOFT GRAPHICS: MICROSOFT VISIO
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Use of graphics software to create and edit drawings with predefined shapes and templates. Addition and manipulation of images, stencils, layers, and pages to drawings. Creation of new shapes, stencils, templates, styles, and colors. Publishing and exportation of drawings. Prerequisites: None.

CIS120DK – INTRODUCTION TO DIGITAL VIDEO EDITING
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Introduction to digital video editing comprises of a foundation for video import, export, and editing functions. Includes parts and function of a video camera, preproduction and production, incorporating photographs, titles, graphics, animation and audio, capturing, editing, rendering and outputting digital video. Prerequisites: None.

CIS120DL - DIGITAL VIDEO COMPOSITING: AFTER EFFECTS
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Includes creating visual effects for video projects. Techniques and methodologies used to create shots for big budget special effects will be explored. Topics such as color and light matching, keying, motion tracking, rotoscoping and working with film will be discussed. Prerequisites: None.

CIS120DO – ADOBE AUDITION: AUDIO EDITING
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Introduction to editing audio files in a multitrack editing environment using Adobe Audition. Includes the import of files in a variety of formats that were generated using other software and how to export files. Prerequisites: None

CIS120DP – ADOBE ACROBAT PRO: PORTABLE DOCUMENT FORMAT (PDF) FILES
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Introduction to creating PDF (Portable Document Format) files using Adobe Acrobat for web viewing and printing. Addresses creation of interactive PDF documents including security settings, navigation links, and form fields. Prerequisites: None.

CIS121AB - MICROSOFT COMMAND LINE OPERATIONS
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE - WINDOWS OPERATING SYSTEM: LEVEL I
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and soft-ware, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None.

CIS121AH – MICROSOFT POWERSHELL/ COMMAND LINE OPERATIONS
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Day-to-day command line administration tasks of Microsoft Windows. PowerShell used to create scripts to administer Microsoft windows environment. Prerequisites: None. MST150 suggested but not required.

CIS121AI – MAC OPERATING SYSTEM
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
Specific topics include getting started with Mac OS; working with disks, folders, and files; installing and using applications; setting system preferences; printing, faxing, and scanning; getting and living online; using iLife; sharing a Mac with other users; creating a home network; and maintaining the Mac. Prerequisites: None.

CIS122AB–OS/400 OPERATING SYSTEM
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
The use of the OS/400 operating system on the AS/400 computer; basic concepts, commands, file organization and management, and task management Prerequisites: None. Editor's Note: Final term for CIS122AB is Fall 2017.

CIS126A A - UNIX OPERATING SYSTEM: LEVEL I
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
Use of the UNIX operating system, system components, built-in commands, files and directories, editors, and UNIX Shell and command lines. Prerequisites: None.

CIS126AL - LINUX OPERATING SYSTEM I
LEC + LAB **//** 1 CREDIT **//** 2 PERIODS
Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure a Linux-based workstation including basic network functions. Prerequisites: None.

CIS126BL – LINUX OPERATING SYSTEM II
LEC + LAB **//** 1 CREDIT **//** 1 PERIOD
Introduction to the Linux Operating system. Develop knowledge and skills required to configure a Linux-based workstation including basic printing functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Prerequisites: CIS126AL or permission of Instructor. Editor's Note: Final term for CIS126BL is Fall 2017.

CIS126CL – LINUX OPERATING SYSTEM III
LEC + LAB **//** 1 CREDIT **//** 1 PERIOD
Introduction to the Linux Operating system. Develop knowledge and skills required to install and configure applications, and to troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Prerequisites: CIS126BL or Permission of Instructor. Editor's Note: Final term for CIS126CL is Fall 2017.

CIS126DA - UNIX OPERATING SYSTEM
LEC + LAB // 3 CREDITS // 4 PERIODS
Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.

CIS126DL - LINUX OPERATING SYSTEM
LEC +LAB // 3 CREDITS // 4 PERIODS
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.

CIS132 – HTML/CSS
LEC + LAB // 3 CREDITS // 4 PERIODS
Overview of foundational HyperText Markup Language (HTML) and Cascading Style Sheets (CSS) coding. Create web pages and sites that adhere to web standards and best practices using current web coding standards. Prerequisites: None

CIS133AA - INTERNET/WORLD WIDE WEB: LEVEL I-A
LEC + LAB // 1 CREDIT // 2 PERIODS
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA – INTERNET/WEB DEVELOPMENT LEVEL I-B
LEC + LAB // 1 CREDIT // 1 PERIOD
Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools as well as enhancement of Web pages. Prerequisites: CIS133A A

CIS133CA – INTERNET/WEB DEVELOPMENT LEVEL I-C
LEC + LAB // 1 CREDIT // 1 PERIODS
Web site development using enhancement codes. Includes frames, style sheets and JavaScript as well as design principles and typography. Prerequisites: CIS133BA

CIS133DA - INTERNET/WEB DEVELOPMENT LEVEL I
LEC + LAB // 3 CREDITS // 4 PERIODS
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.

CIS136 – CONTENT MANAGEMENT SYSTEMS: WORDPRESS
LEC + LAB // 3 CREDITS // 3 PERIODS
Overview of WordPress Content Management System. Includes hands-on design and creation of web pages and blogs for the World Wide Web. Designed to cover best practices for web site/blog creation. Prerequisites: None.

CIS138DA - DESKTOP DESIGN AND PUBLISHING USING ADOBE INDESIGN
LEC + LAB // 3 CREDITS // 4 PERIODS
Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of Instructor.

CIS150 - PROGRAMMING FUNDAMENTALS
LEC + LAB // 3 CREDITS // 4 PERIODS
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

CIS150AB - OBJECT-ORIENTED PROGRAMMING FUNDAMENTALS
LEC + LAB // 3 CREDITS // 4 PERIODS
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.

CIS159 - VISUAL BASIC PROGRAMMING
LEC + LAB // 3 CREDITS // 4 PERIODS
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105 or permission of instructor.

CIS162AD - C#: LEVEL I
LEC + LAB // 3 CREDITS // 4 PERIODS
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. General Education Designation: Computer/Statistics/Quantitative Applications [CS].

CIS163AA - JAVA PROGRAMMING: LEVEL I
LEC + LAB // 3 CREDIT // 4 PERIODS
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. General Education Designation: Computer/ Statistics / Quantitative Applications [CS].

CIS165 - INTRODUCTION TO IOS APPLICATION DEVELOPMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to iOS device programming utilizing the XCode application, and the programming languages ObjectiveC and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through entire design process from concept to final product delivery. Prerequisites: CIS150++, or CIS159, or CIS162++, or CIS163AA, or permission of Instructor.

CIS165DA - ANDROID MOBILE DEVICE PROGRAMMING
LEC + LAB // 3 CREDITS // 4 PERIODS
Beginning with an overview of Android features, this class explores the required software tools and programming techniques for developing Android device applications from creating the user interface, working with activities, intents and views, to using databases, providing data persistence, accessing device features and services, to debugging and publishing applications. Prerequisites: CIS163A A, or permission of Instructor.

CIS165DB - C#/ VB.NET: WINDOWS 8 APP DEVELOPMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Building upon desktop application development with Visual Studio using VB.NET or C# languages, developing apps for Windows 8 utilizes Extensible Application Markup Language (XAML) for interface design. Windows 8 utilizes UI design standards that are unique from previous versions. Develop apps for Windows 8 smartphones and tablets that utilize touch input methods, translate into different resolutions, states, and orientations, and can tap into mobile features such as location and acceleration sensors. Includes working with external data and packaging for Windows Store distribution. Prerequisites: CIS159 or CIS162AD or permission of Instructor.

CIS166 - WEB SCRIPTING/PROGRAMMING
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Software development for Web sites, including client side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS166AA – INTRODUCTION TO JAVA SCRIPTING
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: CIS133CA, or CIS133DA, or permission of Instructor.

CIS169 - INTRODUCTION TO VISUAL BASIC FOR APPLICATIONS
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Introduction to Visual Basic for Applications (VBA) using Microsoft Office environments. Includes Dynamic Data structures, VBA class modules and error trapping and handling. Creation of customized office applications and network shares as well as multimedia techniques also covered. Prerequisites: CIS159 or permission of instructor. Editor's Note: Final term for CIS169 is Fall 2017.

CIS190 - INTRODUCTION TO LOCAL AREA NETWORKS
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
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, re-source monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

CIS191 - NOVELL NETWARE SYSTEM ADMINISTRATION
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Knowledge and skills required to administer or manage a Novell NetWare local area network operating system. Level I, II, and III network management tasks. Prerequisites: CIS105, or permission of instructor. Editor's Note: Final term for CIS191 is Fall 2017.

CIS197 – VMWARE ESXI SERVER ENTERPRISE
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Introduction to vSphere and VMware ESXI 5.5 server in the enterprise. Covers many aspects of virtualization for VMware ESXI server administration. Designed to develop knowledge and skills required to install, configure and troubleshoot a VMware ESXI Server (vSphere) including basic network functions. Provides basic command line and vCenter (formerly Management User Interface (MUI)) using VMware vSphere Client. Prerequisites: (CIS126DL or MST150 (any module)) and (CIS190 or MST140 or CNT140) or permission of Instructor.

CIS213DE - ADVANCED MICROSOFT WORD: WORD PROCESSING
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Using advanced word processing software features to perform tasks such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents. Prerequisites: CIS113DE or (CIS113AE and CIS113BE and CIS113CE) or permission of Instructor.

CIS214DE - ADVANCED EXCEL SPREADSHEET: LEVEL II
LEC + LAB **//** 3 CREDITS **//** 5 PERIODS
Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables

and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized. Prerequisites: CIS114DE or permission of Instructor.

CIS217AM - ADVANCED MICROSOFT ACCESS: DATA-BASE MANAGEMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, sub forms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: CIS117CM or CIS117DM

CIS220DC - FLASH: ADVANCED ANIMATION AND ACTIONSCRIPT
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object- Oriented Programming concepts in relation to Flash. Prerequisites: CIS120DC or permission of Instructor.

CIS220DF – ADOBE PHOTOSHOP LEVEL II: ADVANCED DIGITAL IMAGING
LEC // 3 CREDITS // 4 PERIODS
Goes beyond the basic use of palettes, selections, layers, menus, and tool options, and focuses on using Photoshop software's advanced features to manipulate and correct digital and digitally produced images. Prerequisites: (CIS120AF, CIS120BF and CIS120CF) or CIS120DF, or permission of instructor.

CIS225 – BUSINESS SYSTEMS ANALYSIS AND DESIGN
LEC + LAB // 3 CREDITS // 4 PERIODS
Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of Instructor.

CIS225AB - OBJECT-ORIENTED ANALYSIS AND DE-SIGN
LEC + LAB // 3 CREDITS // 4 PERIODS
Methodologies and notations for fundamental object oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of instructor.

CIS226AL INTERNET/INTRANET SERVER ADMINISTRATION-LINUX
LEC + LAB // 3 CREDITS // 4 PERIODS
Configuration and management of internet/ intranet services, including the Apache web server, Simple Mail Transfer Protocol servers (SMTP), Structured Query Language (SQL server), File Transfer Protocol (FTP), Network Time Protocol (NTP), and other network services used in home and small business environments. Covers basic security configuration and testing. Prerequisites: CIS126 (any module) or permission of Instructor.

CIS233DA - INTERNET/WEB DEVELOPMENT LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
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 instructor.

CIS233DC - INTERNET WEB DEVELOPMENT: DREAMWEAVER
LEC + LAB // 3 CREDITS // 4 PERIODS
Design and development of comprehensive and interactive websites using Dreamweaver. Hands-on experience designing, developing, testing, and

publishing web documents that contain various clientside web technologies. Assists in preparing students for the Adobe Certifications related to Adobe Dreamweaver. Prerequisites: CIS132, or CIS133CA, or CIS133DA, or permission of Instructor.

CIS235 - E-COMMERCE
LEC + **LAB //** 3 CREDITS **//** 4 PERIODS
Introduction to Electronic Commerce on the Internet. De-signing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, Credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS238DL - LINUX SYSTEM ADMINISTRATION
LEC+ **LAB //** 3 CREDITS **//** 4 PERIODS
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, Comp-TIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or Permission of Instructor.

CIS239DL - LINUX SHELL SCRIPTING
LEC + **LAB //** 3 CREDITS **//** 4 PERIODS
Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: CIS238DL or permission of instructor

CIS240DL - LINUX NETWORK ADMINISTRATION
LEC + **LAB //** 3 CREDITS **//** 4 PERIODS
In depth networking based on Linux servers and the Transmission Control Protocol/ Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi- platform network operating systems including a variety of open-standard and proprietary protocols. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL CIS126BL and CIS126CL; or CIS126DL or permission of Instructor.

CIS241DL – APACHE WEB SERVER ADMINISTRATION (LINUX/UNIX)
LEC + **LAB //** 3 CREDITS **//** 4 PERIODS
Knowledge and skills to install configure and securely manage a Linux/Unix Apache web server in an Open Source Environment. Securely incorporates Common Gateway Interface (CGI) handlers, Secure Socket Layer (SSL), dynamic content, and customization of the Apache web server with add-in modules. Preparation for entry-level industry certification exams will be covered. Prerequisites: CIS226A A or CIS226AL or CIS238DL or permission of Instructor. Editor's Note: Final term for CIS241DL is Fall 2017.

CIS250 - MANAGEMENT OF INFORMATION SYSTEMS
LEC **//** 3 CREDITS **//** 4 PERIODS
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259 - VISUAL BASIC PROGRAMMING II
LEC // 3 CREDITS // 4 PERIODS
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

CIS262AB - C++ : LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced level C++ programming with emphasis on arrays, data management, dynamic memory allocation, object-oriented programming concepts, input/ output operations, libraries, and debugging techniques. Includes overview of other advanced applications of C++. Prerequisites: CIS162AB or permission of instructor.

CIS262AD - C# LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
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: CIS162AD, or permission of instructor.

CIS263AA - JAVA PROGRAMMING: LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

CIS270 - ESSENTIALS OF NETWORK AND INFORMATION SECURITY
LEC + LAB // 3 CREDITS // 4 PERIODS
Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GIAC Security Essentials Certificate (GSEC). Prerequisites: CNT150, or (MST150 or MST150 any module), or permission of instructor.

CIS271DL – LINUX SECURITY
LEC + LAB // 3 CREDITS // 4 PERIODS
Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user- level, file system, and network security. Gain knowledge in a variety of security cracking techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS240DL or Permission of Instructor

CIS276DA – MYSQL DATABASE
LEC + LAB // 3 CREDITS // 4 PERIODS
A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

CIS276DB – SQL SERVER DATABASE
LEC + LAB // 3 CREDITS // 4 PERIODS
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: CIS105 or permission of Instructor.

CIS280 – CURRENT TOPICS IN COMPUTING
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None

CIS296WA-WD - COOPERATIVE EDUCATION
LAB **//** 1 CREDIT **//** 5 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome re-lated to the career objectives of the students. Prerequisites: None. Co-requisites: must be concurrently enrolled in at least one class related to job/co-op subject area; must maintain an enrollment ratio of two (2) hours of Credit in other courses for every one (1) hour of Cooperative Education Credit (excluding radio and television); a maximum of six-teen (16) hours of Cooperative Education Credit is allowable in a college program.

CIS298 AA-AC - SPECIAL PROJECTS
LAB **//** 1-3 CREDITS **//** 1-3 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

CISCO NETWORKING TECHNOLOGY (CNT)
CNT138 - CCNA DISCOVERY - NETWORKING FOR HOME AND SMALL BUSINESSES
LEC + LAB **//** 3 CREDITS **//** 5 PERIODS
Introduces skills for entry-level home network installer jobs including personal computer (PC) installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of peripherals. Provides introduction to networking and the Internet using tools and hardware from home and small business environments. Prerequisites: None.

CNT140 - CISCO NETWORKING BASICS
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Introduction to the computer networking field. Covers net-work terminology and protocols, local area networks (LAN), and wide area networks (WAN). Includes Open Systems Interconnection (OSI) models, cabling and cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Preparation for the Cisco Certified Network Associate examination. Prerequisites: None. Editor's Note: Final term for CNT140 is Fall 2017.

CNT140AA – INTRODUCTION TO NETWORKS
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Introduces the architecture, structure, functions, components, and models of the Internet and other computer net-works. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, per-form basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination. Prerequisites: None.

CNT148 - CCNA DISCOVERY - WORKING AT A SMALL-TO-MEDIUM BUSINESS OR INTERNET SERVICE PROVIDER
LEC + LAB **//** 3 CREDITS **//** 5 PERIODS
Prepares students as network technicians. Develops skills for computer and help desk technicians including soft skills. Provides overview of routing, remote access, ad-dressing, and security. Provides familiarity with e-mail, web, and authenticated access servers. Presents network monitoring and basic troubleshooting skills in context. Prerequisites: CNT138.

CNT150 - CISCO NETWORKING ROUTER

TECHNOLOGIES
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CNT150AA - CISCO ROUTING AND SWITCHING ESSENTIALS
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Configuration and troubleshooting routers and switches and resolving common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Preparation for Cisco certification examination. Prerequisites: CNT140A A or permission of Instructor.

CNT158 - CCNA DISCOVERY - INTRODUCTION TO ROUTING AND SWITCHING IN THE ENTERPRISE
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Familiarizes students with the equipment, applications and protocols installed in enterprise networks, with a focus on switched networks, Internet Protocol (IP) Telephony requirements, and security. Introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands- on exercises include configuration, installation, and troubleshooting. Prerequisites: CNT148.

CNT160 - CISCO SWITCHING BASICS AND INTERMEDIATE ROUTING
LEC+ LAB **//** 3 CREDITS **//** 4 PERIODS
Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), Intermediate routing protocols, Routing Internet Protocol version 2 (RIPv2), Single area

Open Shortest Path First (OSPF), and Enhanced Interior Gateway Routing Protocol (EIGRP), Command Line Interface configuration of switches, Ethernet switching, Virtual Local Area Networks (VLANS), Spanning Tree Protocol (STP) and Virtual local-area Network Trunking Protcol (VTP). Preparation for Cisco Certified Network Associate certification examination. Prerequisites: CNT150 or permission of instructor. * Editor's Note: Final term for CNT160 is Fall 2017.

CNT160AA – SCALING NETWORKS
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Architecture, components, and operations of routers and switches in large and complex networks. Configuring routers and switches for advanced functionality. Configuring and troubleshooting routers and switches and resolving common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Developing the knowledge and skills needed to implement a WLAN in a small-to-medium network. Preparation for Cisco certification examination. Prerequisites: CNT150A A or permission of Instructor.

CNT168 - CCNA DISCOVERY - DESIGNING AND SUPPORTING COMPUTER NETWORKS
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Networking design and customer support including gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. Lifecycle services, including upgrades, competitive analyses, and system integration, in the context of presale support. Prerequisites: CNT158.

CNT170 - CISCO WIDE AREA NETWORKS (WAN) TECHNOLOGIES
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Advanced Internet Protocol (IP) addressing techniques including Network Address Translation (NAT) Port Address Translation (PAT) and Dynamic Host Control Protocol (DHCP). Also covers Wide

Area Network (WAN) technology and terminology, Point- to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial on Demand Routing (DDR), Frame Relay, and network management. Preparation for Cisco Certified Network Associate certification examination. Prerequisites: CNT160 or permission of instructor. Editor's Note: Final term for CNT170 is Fall 2017.

CNT170AA - CISCO – CONNECTING NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. Criteria selection of network devices and WAN technologies to meet network requirements. Configuring and troubleshooting network devices, and resolving common issues with data link protocols issues, and developing the knowledge and skills needed to implement Internet Protocol Security (IPSec) and Virtual Private Network (VPN) operations. Preparation for Cisco certification examination. Prerequisites: CNT160A A or permission of Instructor.

CNT171 - CCNA EXAM PREP
LEC + LAB // 1 CREDITS // 2 PERIODS
Preparation for renewal of CCNA certification by reviewing the OSI model and industry standards including network topologies, IP addressing, subnet masks, access control list, basic network design and cable installation. Practice the skills to configure, customize, maintain and trouble-shoot Cisco routers and switches for Local Areas Net-works (LANs) and Wide Area Networks (WANs) using Cisco IOS command set. Review any new material introduced since the last CCNA exam version. Prerequisites: CNT170 or CNT170A A or CCNA certification or permission of instructor. Course Note: CNT171 can be offered on credit (P) No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.
CNT200 - CCNP ROUTE:

IMPLEMENTING CISCO IP ROUTING
LEC + LAB // 4 CREDITS // 6 PERIODS
Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, understand scalable internetworks configure advanced routing protocols Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF], as well as Internet Protocol (IPv6), and configuration of secure routing solutions to support branch office and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170   or CCNA industry certification, or permission of Instructor. Co requisites: CNT220 Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

CNT202 - CISCO SECURE FIREWALL APPLIANCE CONFIGURATION
LEC + LAB // 4 CREDITS // 5 PERIODS
Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. Prerequisites: CNT170A A or permission of Instructor.

CNT205 - CISCO CERTIFIED NETWORK ASSOCIATE SECURITY
LEC + LAB // 4 CREDITS // 6 PERIODS
Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and

availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: CNT170 or CNT170A A or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

CNT206 - CISCO CERTIFIED NETWORK ASSOCIATE WIRELESS
LEC + LAB // 4 CREDITS // 6 PERIODS
Associate-level knowledge and skills required in Cisco wireless networks. Includes comprehensive hands-on labs to design, plan, implement, operate, secure, and troubleshoot wireless networks. Prerequisites: CNT170, or CNT170A A, or permission of Instructor. Course Notes: Prepares students to earn Cisco Certified Network Associate Wireless (CCNA Wireless) designation by taking the Implementing Cisco Unified Wireless Networks Essentials (IUWNE) exam.

CNT208 – CISCO CERTIFIED NETWORK ASSOCIATE VOICE
LEC + LAB // 4 CREDITS // 6 PERIODS
Introduction to IP telephony for Medium and Small Organizations networks. Covers Packet Voice Technologies, Configuring Voice Interfaces, Voice Dial Peers, VoIP Signaling, Cisco Unified Communications Manager Express (CUCME), Cisco Unity Express (CUE) and Call Control. Includes data and voice integration solutions at the net-work-access level. Prerequisites: CNT170 or CNT170AA, or CCNA Certification, or permission of Instructor. Course Notes: CNT208 may be repeated for a total of Twelve (12) credit hours.

CNT220 - CCNP SWITCH: IMPLEMENTING CISCO IP SWITCHING
LEC + LAB // 4 CREDITS // 6 PERIODS
Development of knowledge and skills in building, monitoring, and maintaining switching in converged enterprise networks using advanced and multilayer switching technologies. Planning, configuring, securing and verifying the implementation of complex enterprise switching solutions. Hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170A A or CCNA industry certification, or permission of Instructor. Co requisites: CNT200. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

CNT231 - CCNP TSHOOT: MAINTAINING AND TROUBLE-SHOOTING CISCO IP NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Inter-net Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: (CNT200 and CNT220), or permission of Instructor. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

COMMUNICATION (COM)
COM100 - INTRODUCTION TO HUMAN COMMUNICATION   COM1100
LEC // 3 CREDITS // 3 PERIODS
Theory and practice of communication in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None. General Education Designation: Social and Behavioral Sciences - [SB] Arizona Shared Unique Number SUN#: COM 1100

COM110 - INTERPERSONAL COMMUNICATION   COM1110
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN# COM 1110

COM150 – DIGITAL STORYTELLING
LEC + LAB **//** 3 CREDITS **//** 6 PERIODS
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

COM181 - CONFLICT MEDIATION
LEC **//** 3 CREDITS **//** 3 PERIODS
Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout. Prerequisites: None. Cross Reference Course: MCM181

COM225 - PUBLIC SPEAKING
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education Designation: Literacy and Critical Inquiry [L].

**COM230 - SMALL GROUP COMMUNICATION
  COM2271**
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education

Designation: Social and Behavioral Sciences - [SB] Arizona Shared Unique Number SUN# COM 2271

COM263 - ELEMENTS OF INTERCULTURAL COMMUNICATION
LEC **//** 3 CREDITS **//** 3 PERIODS
Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Global Awareness [G]; Social and Behavioral Sciences [SB].

COM271 - VOICE AND DICTION
LEC **//** 3 CREDITS **//** 3 PERIODS
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers International Phonetic Alphabet and standard stage speech. Prerequisites: None. Cross-References: THP271

CAREER PERSONAL DEVELOPMENT (CPD)
CPD102AD – ELIMINATING SELF-DEFEATING BEHAVIOR
LEC **//** 2 CREDITS **//** 2 PERIODS
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

CPD115 – CREATING COLLEGE SUCCESS
LEC **//** 1 CREDIT **//** 1 PERIOD
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 Cross References: AAA115
CPD150 - STRATEGIES FOR COLLEGE SUCCESS

LEC // 3 CREDITS // 3 PERIODS

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None. Cross Reference: AAA150

CPD160 – INTRODUCTION TO MULTICULTURALISM
LEC // 3 CREDITS // 3 PERIODS

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. General Education Designations: Cultural Diversity - [C]; Literacy and Critical Inquiry [L].

CRITICAL READING (CRE)

CRE101 - COLLEGE CRITICAL READING AND CRITICAL THINKING
LEC // 3 CREDITS // 3 PERIODS

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 (appropriate reading placement test score or a grade of "C" or better in RDG091 or RDG095 or RDG100 or RDG111 or RDG112 or RDG113 or permission of Instructor). General Education Designation: Literacy and Critical Inquiry [L].

CRE111 – CRITICAL READING FOR BUSINESS AND INDUSTRY
LEC // 3 CREDITS // 3 PERIODS

Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading Asset test score or grade of C or better in RDG091 or permission of Instructor

CREATIVE WRITING (CRW)

CRW150 - INTRODUCTION TO CREATIVE WRITING
LEC // CREDITS // 3 PERIODS

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.

CRW170 – INTRODUCTION TO WRITING FICTION
LEC // 3 CREDITS // 3 PERIODS

Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction. Prerequisites: None. CRW150 recommended but not required.

COMPUTER SCIENCE (CSC)

CSC110 - INTRODUCTION TO COMPUTER SCIENCE – (JAVA)
LEC + LAB // 3 CREDITS // 3 PERIODS

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120 or MAT121 orMAT122. General Education Designation: Computer/Statistics/Quantitative Applications [CS].

CSC205 – OBJECT ORIENTED PROGRAMMING AND DATA STRUCTURES
LEC + LAB // 3 CREDITS // 3 PERIODS
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC110, or permission of Instructor.

CUSTOMER SERVICE REPRESENTATIVE (CSR)

Editor's Note: The following courses are a part of our Pharmacy: Customer Service program (5348) and are offered through a closed cohort. See the mCLCTL Division for scheduling information.

CSR139 - INTRODUCTION TO RETAIL PHARMACY CUSTOMER CARE
LEC // 3 CREDITS // 3 PERIODS
Introduction to the retail pharmacy program. Includes customer care responsibilities, confidentiality, and eligibility status in addition to various types of member inquiries. Also covers quality assurance and Federal and State laws governing controlled substances. Prerequisites: None.

CSR156 – RETAIL PHARMACY PROCEDURES
LEC + LAB // 2 CREDITS // 4 PERIODS
Practical application of retail pharmacy customer care procedures. Includes procedures for accessing accounts, responding to eligibility issues, and completing customer requests. Also covers billing and payment procedures as well as the provision of nontechnical web support. Prerequisites: CSR139.

CSR160 – PHARMACY PRACTICE FOR THE CUSTOMER SERVICE REPRESENTATIVE4
LEC // 1 CREDIT // 1 PERIOD
Orientation to customer service responsibilities in pharmacy practice. Includes educational and licensure requirements as well as basic functions of the pharmacy and the customer service representative. Prerequisites: Permission of Department or Division

CSR162 – PHARMACY OPERATIONS FOR THE CUSTOMER SERVICE REPRESENTATIVE
LEC // 3 CREDITS // 3 PERIODS
Customer service responsibilities in pharmacy operations. Includes procedures for prescription dispensing and drug distribution in the retail setting. Inventory control, packaging and storage, in addition to computer usage and third party operations. Prerequisites: CSR160

CSR280AB - CUSTOMER SERVICE INTERNSHIP
LEC + LAB // 2 CREDITS // 2 PERIODS
Customer service experience in business or industry. Eighty hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: Maximum of eight credits allowed

CAREER/WORK EXPERIENCE (CWE)
CWE198AA-AC - CAREER/WORK EXPERIENCE
LEC + LAB // 1-3 CREDITS
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.

DANCE HUMANITIES (DAH)
DAH100 - INTRODUCTION TO DANCE
LEC // 3 CREDITS // 3 PERIODS
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None. General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

DANCE (DAN)
DAN102AA - HIP HOP I
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of Hip Hop dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN102A A may be repeated for credit.

DAN120AA - WORLD DANCE: AFRICAN DANCE
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

Theory and practice of African dance. Development of movement quality and performance skills, individually or in a group setting. May include African, Caribbean or Afro-fusion dance. Prerequisites: None. Course Notes: DAN120A A may be repeated for credit.

DAN132 - MODERN DANCE I
LEC +LAB **//** 1 CREDIT **//** 3 PERIODS

Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN132 may be repeated for credit.

DAN133 - JAZZ DANCE I
LEC +LAB **//** 1 CREDIT **//** 3 PERIODS

Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN133 may be repeated for credit.

DAN135 - MODERN DANCE II
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of instructor. Course Notes: DAN135 may be repeated for credit.

DAN136 - JAZZ DANCE II
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN133 or permission of instructor. Course Notes: DAN136 may be repeated for credit.

DAN141 – DANCE WORKSHOP
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

An intensive experience in the process of choreography, performance, and production elements. Prerequisites: None Course Notes: DAN141 may be repeated for credit.

DAN150 - DANCE PERFORMANCE I
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

An introduction to the process and practice of dance performance. Prerequisites: None. Co requisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance. Course Note: DAN150 may be repeated for credit.

DAN155 - DANCE PERFORMANCE II
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

Continued study of the process and practice of dance performance at advanced beginning level. Prerequisites: DAN150 or permission of Instructor. Co requisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance. Course Notes: DAN155 may be repeated for credit.

DAN210 - DANCE PRODUCTION I
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

DAN232 – MODERN DANCE III
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS

Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Note: DAN232 may be repeated for credit.

DAN233 - JAZZ DANCE III
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS
Theory and practice of jazz dance at the beginning
intermediate level. Development of movement
quality and performance skills. Prerequisites:
DAN136 or permission of instructor. Course Notes:
DAN233 may be repeated for credit.

DAN235 – MODERN DANCE IV
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS
Theory and practice of modern dance at the
intermediate level. Development of movement
quality and performance skills. Prerequisites:
DAN232 or permission of instructor. Course Notes:
DAN235 may be repeated for credit.

DAN236 - JAZZ DANCE IV
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS
Theory and practice of jazz dance at the
intermediate level. Development of movement
quality and performance skills Prerequisites:
DAN233 or permission of Instructor. Course Notes:
DAN236 may be repeated for credit.

DAN250 - DANCE PERFORMANCE III
LEC + LAB **//** 1 CREDIT **//** 3 PERIODS
Continued study of the process and practice of
dance performance at a level III. Prerequisites:
DAN155 or permission of Instructor. Co requisites:
Any level of any of the following dance technique
courses with a DAN prefix: ballet, modern, jazz,
hip hop, tap, social, or world dance. Course Notes:
DAN250 may be repeated for credit.

DAN264 - CHOREOGRAPHY I
LEC + LAB **//** 3 CREDITS **//** 3 PERIODS
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 - CHOREOGRAPHY II
LEC + LAB **//** 3 CREDITS **//** 3 PERIODS
Exploration of choreography at the intermediate
level. Experimentation with the various
approaches to creative practice as established
by 20th and 21st century artists. Prerequisites:
DAN264 or permission of Instructor.

DAN280 - DANCE PRACTICUM
LEC + LAB **//** 2 CREDITS **//** 6 PERIODS
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.

ENGINEERING SCIENCE (ECE)
**ECE102 - ENGINEERING ANALYSIS TOOLS AND
TECHNIQUES   EGR1102**
LEC + LAB **//** 2 CREDITS **//** 4 PERIODS
Learning culture of engineering, engineering use of
computer tools, and computer modeling as applied
to engineering analysis and design. Prerequisites:
Two years of high school algebra or MAT122 or
departmental approval. Co requisites: MAT151 or
MAT182 or MAT187. Arizona Shared Unique Number
SUN#: EGR 1102 - In combination with: ECE103

**ECE102AA ENGINEERING ANALYSIS TOOLS
AND TECHNIQUES
EGR1102**
LEC **//** 2 CREDITS **//** 2 PERIODS
LAB **//** 0 CREDITS **//** 2 PERIODS
Learning culture of engineering, engineering use
of computer tools, and computer modeling as
applied to engineering analysis and design.
Prerequisites: Two years of high school algebra or
MAT122 or departmental approval. Co requisites:
MAT151 or MAT182 or MAT187. Arizona Shared
Unique Number SUN#: EGR 1102 - In combination
with: ECE103AB

ECE103 - ENGINEERING PROBLEM SOLVING AND DESIGN
EGR1102
LEC + LAB // 2 CREDITS // 4 PERIODS
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). Course Notes: Student may receive credit for only one of the fol-lowing: ECE103AB, or ECE103, or ECE103EP. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE102

ECE103AB – ENGINEERING PROBLEM SOLVING AND DESIGN
EGR1102
LEC // 2 CREDITS // 2 PERIODS
LAB // 0 CREDITS // 2 PERIODS
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). Course Notes: Student may receive credit for only one of the following: ECE103AB, or ECE103, or ECE103EP. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE102AA

ECE103EP – ENGINEERING PROBLEM SOLVING AND DESIGN (WITH EPICS PROJECTS)
LEC + LAB // 2 CREDITS // 4 PERIODS
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) or

permission of Department or Division. Course Notes: Student may receive credit for only one of the following: ECE103, or ECE103AB, or ECE103EP.

ECE105 – MATLAB PROGRAMMING
LEC + LAB // 1 CREDITS // 2 PERIODS
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: [(MAT150 or MAT151 or MAT152) and MAT182] or MAT187 or higher level mathematics course

ECE214 - ENGINEERING MECHANICS
LEC // 4 CREDITS // 4 PERIODS
LAB // 0 CREDITS // 2 PERIODS
Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: (ECE103 or ECE103AB or ECE103EP) and (MAT230 or MAT231) and (PHY115 or PHY121). Co requisites: MAT240 or MAT241.

ECE294 – SPECIAL TOPICS IN ENGINEERING
LEC + LAB // 3 CREDITS // 3 PERIODS
Exploration and investigation of a focused topic in engineering. Prerequisites: Permission of Instructor, or Department or Division Chair. Course Notes: ECE294 may be repeated for credit.

ECE298AB - SPECIAL PROJECTS
LAB // 2 CREDITS // 2 PERIODS
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 CHILDHOOD EDUCATION (ECH)

ECH128 – EARLY LEARNING: PLAY AND THE ARTS
LEC // 3 CREDITS // 3 PERIODS
Examines theory, research and practices relating to play and the creative arts in early childhood. Considers practical constraints and alternative perspectives. Prerequisites: None.

ECH176 – CHILD DEVELOPMENT
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Social and Behavioral Sciences [SB] Cross References: CFS176

ECONOMICS (ECN)

ECN211 - MACROECONOMIC PRINCIPLES ECN2201
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN#: ECN 2201

ECN212 - MICROECONOMIC PRINCIPLES ECN2202
LEC // 3 CREDITS // 3 PERIODS
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN#: ECN 2202

ECN263 – THE ECONOMICS OF NATURAL RE-SOURCES, POPULATION AND THE ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
Applies economic analysis to both the causes and possible remedies of the problems of environmental deterioration and natural resource depletion. Includes discussion of the economic problems of urban communities and the relationship between population and economic growth and the depletion of natural resources and environmental pollution. Prerequisites: ECN100 or ECN211 or ECN212

EDUCATION (EDU)

EDU101AA – TUTOR TRAINING AND PRACTICUM
LEC // 1 CREDIT // 1 PERIOD
Tutor training with an opportunity to gain insights into instructional support services through a minimum of 30 hours of supervised onsite experience within an educational setting. Overview of the role and responsibilities of instructional tutors as well as tutoring techniques, with particular focus on reading and writing strategies. Prerequisites: None

EDU105 - SUBSTITUTE TEACHER TRAINING
LEC + LAB **//** 2 CREDITS **//** 2 PERIODS
Survey of issues important to substitute teaching in Arizona. Discussion of certification, professional behavior, and classroom techniques. Prerequisites: None. Course Notes: EDU105 requires an approved field experience.

EDU220 – INTRODUCTION TO SERVING ENGLISH LANGUAGE LEARNERS (ELL)
LEC **//** 3 CREDITS **//** 3 PERIODS
Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes SEI, ESL, and bilingual strategies Course Notes: Approved school- based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for provisional SEI endorsement through the Arizona Department of Education Prerequisites: None

EDU221 - INTRODUCTION TO EDUCATION
LEC **//** 3 CREDITS **//** 3 PERIODS
Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their inter-est and suitability for teaching. Prerequisites: None. Course Note: EDU221 requires minimum of 30 hours of field experience in elementary or secondary classroom environment. General Education Designation: Social and Behavioral Sciences - General Education Designation: Social and Behavioral Sciences - [SB]

EDU222 - INTRODUCTION TO THE EXCEPTIONAL LEARNER
LEC **//** 3 CREDITS **//** 3 PERIODS
Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted. Prerequisites: None. Course Notes: EDU222 requires an approved field experience, General Education Designations: Cultural Diversity [C]; Social and Behavioral Sciences [SB].

EDU230 - CULTURAL DIVERSITY IN EDUCATION
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education Designation: Cultural Diversity [C].

EDU236 – CLASSROOM RELATIONSHIPS
LEC **//** 3 CREDITS **//** 3 PERIODS
Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional environment in which principles of classroom design, communication, management, and resources deter-mine effectiveness. Prerequisites: None. EDU221 suggested but not required. Course Notes: Requires a 20-hour field experience in a K-12 classroom.

EDU250 - TEACHING AND LEARNING IN THE COMMUNITY COLLEGE
LEC **//** 3 CREDITS **//** 3 PERIODS
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.

EDU282AA - SERVICE LEARNING EXPERIENCE IN EDUCATION EXPERIENCE
LEC // 1 CREDIT // 1 PERIOD
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. Course Notes: EDU282A A may be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours.

EDU283AA - USING STORYTELLING IN EDUCATIONAL SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in educational settings. Prerequisites: None. Cross Reference: STO289AA

EDU289 - SECONDARY METHODS AND CURRICULUM DEVELOPMENT
LEC // 1 CREDIT // 1 PERIOD
Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. State Board of Education Professional Teaching Standards emphasized. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU291 - CHILDREN'S LITERATURE
LEC // 3 CREDITS // 3 PERIODS
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. Cross- References: ENH291 General Education Designation: Humanities and Fine Arts [HU].

EDU292 - THE ART OF STORYTELLING

LEC // 3 CREDITS // 3 PERIODS
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 Cross-References: HUM292, STO292 General Education Designation: Humanities and Fine Arts - [HU]; Cultural Diversity [C].

EDU294 - MULTICULTURAL FOLKTALES
LEC // 3 CREDITS // 3 PERIODS
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. Cross References: ENH294, STO294. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C].

EDU298AA - SPECIAL PROJECTS
LAB // 1 CREDIT // 1 PERIOD
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 (EED)
EED200 - FOUNDATIONS OF EARLY CHILDHOOD EDUCATION
LEC // 3 CREDITS // 3 PERIODS
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. Course Note: EED200 requires a minimum of 30 hours of field

experience in birth to age eight environments. General Education Designation: Social and Behavioral Sciences [SB].

EED205 – THE DEVELOPING CHILD: PRENATAL TO AGE EIGHT
LEC **//** 3 CREDITS **//** 3 PERIODS

Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Includes practical application and fieldwork experience. Prerequisites: None General Education Designation: Social and Behavioral Sciences [SB].

EED212 - GUIDANCE, MANAGEMENT AND THE ENVIRONMENT
LEC **//** 3 CREDITS **//** 3 PERIODS

Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

EED215 - EARLY LEARNING, HEALTH, SAFETY, NUTRITION AND FITNESS
LEC **//** 3 CREDITS **//** 3 PERIODS

Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and wellbeing in young children. Includes field experiences. Prerequisites: None

EED220 - CHILD, FAMILY, COMMUNITY AND CULTURE
LEC **//** 3 CREDITS **//** 3 PERIODS

Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and

their impact on the developing brain. Prerequisites: None. General Education Designation: Cultural Diversity [C].

EED222 - INTRO TO THE EXCEPTIONAL YOUNG CHILD: BIRTH TO AGE EIGHT
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: Social and Behavioral Sciences [SB]; Cultural Diversity [C].

EED245 – EARLY LEARNING: LANGUAGE ACQUISITION AND LITERACY DEVELOPMENT
LEC **//** 3 CREDITS **//** 3 PERIODS

Overview of language acquisition and development, emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing for typical and atypical children birth to age eight. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None

EED255 – PORTFOLIO DEVELOPMENT AND WRITING FOR THE PROFESSION
LEC **//** 3 CREDITS **//** 3 PERIODS

Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EED coursework and permission of Program Coordinator.

EED260 – EARLY CHILDHOOD INFANT/TODDLER INTERNSHIP
LAB **//** 1 CREDIT **//** 1 PERIOD
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: EED260 may be repeated for a total of six (6) credit hours.

EED261 – EARLY CHILDHOOD PRESCHOOL INTERN-SHIP
LAB **//** 1 CREDIT **//** 1 PERIOD
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: EED261 may be repeated for a total of six (6) credit hours.

EED278 - EARLY LEARNING: CURRICULUM AND INSTRUCTION - BIRTH/PRESCHOOL
LEC **//** 3 CREDITS **//** 3 PERIODS
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through five years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes field experience. Prerequisites: EED200.

EED280 - STANDARDS, OBSERVATION AND ASSESSMENT OF TYPICAL/ ATYPICAL BEHAVIORS OF YOUNG CHILDREN BIRTH TO AGE EIGHT
LEC **//** 3 CREDITS **//** 3 PERIODS
Standards, observation, and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young children (birth to age eight). Includes ethics, referral and reporting procedures, and collaboration with families and other professionals. Prerequisites: CFS/ECH176, or CFS235, or EED205.

ELECTRICAL ENGINEERING (EEE)
EEE120 – DIGITAL DESIGN FUNDAMENTALS
LEC + LAB **//** 4 CREDITS **//** 6 PERIODS
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100 or CSC110 or CSC181 or ELE181 or NET181 or equivalent or permission of Instructor. General Education Designation: Computer/Statistics/Quantitative Applications [CS] Cross References: CSC120

EEE202 - CIRCUITS AND DEVICES
LEC **//** 5 CREDITS **//** 4 PERIODS
LAB **//** 0 CREDITS **//** 3 PERIODS
Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: ECE103 or ECE103AB or ECE103EP.. Co requisites: (MAT276 or MAT277) and (PHY116 or PHY131).

ENGLISH (ENG)
ENG071 – PREPARATORY ACADEMIC WRITING I
LEC **//** 3 CREDITS **//** 3 PERIODS
Emphasizes preparation for college level composition and related reading tasks with a focus on communicating through complete, grammatically correct writing, organized to communicate a central idea. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

ENG081 – PREPARATORY ACADEMIC WRITING II
LEC **//** 3 CREDITS **//** 3 PERIODS
Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes. Prerequisites: Appropriate writing placement test

score, or a grade of C or better in ENG071 or ESL077, or permission of Department or Division.

ENG091 – PREPARATORY ACADEMIC WRITING III
LEC **//** 3 CREDITS **//** 3 PERIODS

Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division. Prerequisites: None.

ENG100AE - COMPOSITION SKILLS
LEC **//** 1 CREDIT **//** 1 PERIOD

Developing generative and evaluative writing skills using selected software programs. Prerequisites: Appropriate English placement test score, or a grade of C or better in ENG091 or ESL097, or permission of Instructor.

ENG101 - FIRST YEAR COMPOSITION
   ENG1101
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: First-Year Composition - [FYC] Arizona Shared Unique Number SUN#: ENG 1101

ENG102 - FIRST YEAR COMPOSITION
   ENG1102
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: First-Year Composition [FYC] Arizona Shared Unique Number SUN#: ENG 1102

ENG107 - FIRST-YEAR COMPOSITION FOR ESL
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: First-Year Composition - [FYC]

ENG108 - FIRST-YEAR COMPOSITION FOR ESL
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: First-Year Composition [FYC]

ENG298AC – SPECIAL PROJECTS
LAB **//** 3 CREDITS **//** 3 PERIODS

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

ENGLISH HUMANITIES (ENH)

ENH110 - INTRODUCTION TO LITERATURE
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education Designation: Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L].

ENH111 – LITERATURE AND THE AMERICAN EXPERIENCE
LEC **//** 3 CREDITS **//** 3 PERIODS
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. Prerequisites: None

ENH112 - CHICANO LITERATURE
LEC **//** 3 CREDITS **//** 3 PERIODS
Introduction to the works of Mexican American writers of the Southwest. Samples poetry, fiction, and essays viewed in their relationship to American cultural heritage and to contemporary culture. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C].

ENH114 - AFRICAN AMERICAN LITERATURE
LEC **//** 3 CREDITS **//** 3 PERIODS
Survey of major African American writers from Colonial Period through the present; analysis of trends and movements within African American literary history; analysis of literary types and selected works. Prerequisites: None. General Education Designation: Humanities and Fine Arts – [HU]; Cultural Diversity [C].

ENH206 – NATURE AND ENVIRONMENTAL LITERATURE
LEC **//** 3 CREDITS **//** 3 PERIODS
Investigates major themes in nature and environmental writing. Explores relationship between humanity and the environment as expressed through fiction, nonfiction, and poetry. Examines how literature drives attitudes and policies Prerequisites: None General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C].

ENH251 - MYTHOLOGY
LEC **//** 3 CREDITS **//** 3 PERIODS
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. General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

ENH255 – CONTEMPORARY U.S. LITERATURE AND FILM
LEC **//** 3 CREDITS **//** 3 PERIODS
Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101. General Education Designation: Cultural Diversity [C]; Humanities and Fine Arts - [HU]; Literacy and Critical Inquiry [L].

ENH259 - AMERICAN INDIAN LITERATURE
LEC **//** 3 CREDITS **//** 3 PERIODS
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American

Indian literary history. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]; Cultural Awareness [C].

ENH260 – LITERATURE OF THE SOUTHWEST
LEC // 3 CREDITS // 3 PERIODS

Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region`s literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None General Education Designations: Cultural Diversity [C]; Humanities and Fine Arts [HU].

ENH291 - CHILDREN'S LITERATURE
LEC // 3 CREDITS // 3 PERIODS

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. Cross References: EDU291 General Education Designation: Humanities and Fine Arts [HU].

ENH294 - MULTICULTURAL FOLKTALES
LEC // 3 CREDITS // 3 PERIODS

Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. Cross References: EDU294, STO294 General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity[C]

ENTREPRENEURIAL STUDIES (EPS)

EPS150 – INTRODUCTION TO ENTREPRENEURSHIP
LEC // 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 – NEW VENTURE CREATION
LEC // 2 CREDITS // 2 PERIODS

Process of starting a new venture including evaluating specific business opportunities identifying financing alternatives, and defining start up issues. Prerequisites: None

EPS161 – NEW VENTURE LAW AND FINANCE
LEC // 3 CREDITS // 3 PERIODS

Introduction to the principles of legalization and capitalization of a new business venture. Includes the processes required to organize, register, finance, launch and protect a business. Prerequisites: None.

EPS162 – INTRODUCTION TO SOCIAL ENTREPRENEURSHIP
LEC // 3 CREDITS // 3 PERIODS

Introduction to the history, theory, and emerging activities of social entrepreneurship. Includes management skills for social entrepreneurial organizations, scaling of social impact, and social performance measurement. Emphasis on social capital, microfinance, and evaluation of social entrepreneurial opportunities. Prerequisites: None.

EPS165 – NEW VENTURE FEASIBILITY ANALYSIS
LEC // 2 CREDITS // 2 PERIODS

Introduction to the industry`s market and competitive structure. Includes the technical skills to develop a competitive strategy for entry into the business segment. Covers the market potential evaluation, niche identification, analysis of competition, and development of customer pro-files. Also involves development of a marketing strategy and sales projections for new business ventures. Prerequisites: None

EPS180 – TECHNOLOGY BUSINESS PLANNING
LEC // 3 CREDITS // 3 PERIODS

Fundamentals of identifying new technologies and innovations for profitable commercial feasibility. Determination of capabilities, resources, and

interests of the entrepreneur. Evaluation and selection of technology opportunities. Creation of business concept and plan. Customer development and business models. Finances, venture capital and accounting. Marketing and sales. Legal formation and intellectual property. Operations and resource management. Growth, harvest and success. Prerequisites: None

EPS195 – BUSINESS START-UP AND PLANNING
LEC // 3 CREDITS // 3 PERIODS

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.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL010 - ENGLISH AS A SECOND LANGUAGE I - GRAMMAR
LEC // 3 CREDITS // 3 PERIODS

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no Credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate ESL placement test score.

ESL011 - ENGLISH AS A SECOND LANGUAGE I - LISTENING AND SPEAKING
LEC // 3 CREDITS // 3 PERIODS

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six Credits. Prerequisites: Appropriate ESL placement test score or ESL002. Course Notes: ESL011 may be repeated for a maximum of six (6) credits.

ESL012 – ESL I-WRITING WITH ORAL PRACTICE
LEC // 3 CREDITS // 3 PERIODS

Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. Prerequisites: Appropriate ESL placement test score or permission of Instructor. Course Notes: ESL012 may be repeated for a total of six (6) credit hours

ESL020 - ENGLISH AS A SECOND LANGUAGE II - GRAMMAR
LEC // 3 CREDITS // 3 PERIODS

Second level of English as a Second Language (ESL) Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Prerequisites: Appropriate ESL placement test score, or a grade of P or C or better in ESL010. Course Note: 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.

ESL021 - ENGLISH AS A SECOND LANGUAGE II - LISTENING AND SPEAKING
LEC // 3 CREDITS // 3 PERIODS

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. Course Note: ESL021 may be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010.

ESL022 - ENGLISH AS A SECOND LANGUAGE II - WRITING WITH ORAL PRACTICE
LEC // 3 CREDITS // 3 PERIODS

Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. Course Note: ESL022 may be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of instructor.

ESL030 - ENGLISH AS A SECOND LANGUAGE III - GRAMMAR
LEC **//** 3 CREDITS **//** 3 PERIODS

Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL020. Course Notes: ESL030 may be repeated for a total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL031 - ENGLISH AS A SECOND LANGUAGE III - LISTENING AND SPEAKING
LEC **//** 3 CREDITS **//** 3 PERIODS

Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. Course Note: ESL031 may be repeated for a maximum of six Credits. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020.

ESL032 - ESL III - WRITING WITH ORAL PRACTICE
LEC **//** 3 CREDITS **//** 3 PERIODS

Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. Course Note: ESL032 may be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of instructor.

ESL040 - ENGLISH AS A SECOND LANGUAGE IV- GRAMMAR
LEC **//** 3 CREDITS **//** 3 PERIODS

Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL030. Course Notes: ESL040 may be repeated for a total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL041 - ENGLISH AS A SECOND LANGUAGE IV- LISTENING AND SPEAKING
LEC **//** 3 CREDITS **//** 3 PERIODS

Emphasis on academic skills. Listening to Lectures, note taking, peer interaction, accessing and using media re-sources, formal oral presentations. Course Note: ESL041 may be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL042 - ESL IV-WRITING WITH ORAL PRACTICE
LEC **//** 3 CREDITS **//** 3 PERIODS

Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. Course Note: ESL042 may be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL032, or permission of instructor.

ESL050 - REVIEW GRAMMAR FOR ESL
LEC **//** 3 CREDITS **//** 3 PERIODS

Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. Course Note: ESL050 may be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL040, or permission of instructor.

ESL051 - PRONUNCIATION IMPROVEMENT FOR ESL SPEAKERS
LEC **//** 3 CREDITS **//** 3 PERIODS

Individualized pronunciation practice and drills

for English as a second language (ESL) speakers. Course Note: ESL051 may be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or RDG020), or permission of instructor.

ESL061 - INFORMAL CONVERSATIONAL AND WRIT-TEN ENGLISH FOR NON-NATIVE SPEAKERS
LEC // 3 CREDITS // 3 PERIODS
Practice speaking and writing English in informal settings. Emphasis on friendly conversational tech-niques and effective use of the computer and the Internet to communicate in a friendly, relaxed man-ner. Prerequisites: Appropriate ESL placement test score, or completion of ESL020 or ESL021 or ESL022 or RDG020 with a grade of "P" or "C" or better.

ESL077 – PREPARATORY ACADEMIC WRITING I FOR ESL
LEC // 3 CREDITS // 3 PERIODS
Emphasizes preparation for college level composition and related reading tasks with a focus on communicating through complete, grammatically correct writing, organized to communicate a central idea. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

EMPLOYMENT SUPPORT SYSTEMS (ESS)
ESS101 - INTRODUCTION TO EMPLOYMENT SUPPORT
LEC // 3 CREDITS // 3 PERIODS
Roles and responsibilities of the Employment Support Specialist. Philosophy and values of employment support systems. Procedures and practices for establishing relationships with trainees, identifying suitable employment and assisting the trainee in learning the job for job acquisition. Prerequisites: None.

ESS103 - EMPLOYMENT SUPPORT SYSTEMS PRACTICES
LEC + LAB // 3 CREDITS // 5 PERIODS
Specific characteristics and safety requirements for developmental, physical and serious mental illness disabilities. Skills and techniques for Employment Support Specialists to assist trainees after employment acquisition. Responsibilities and on-the-job application in the employment setting including orientation, task/job analysis, training assists, data collection and documentation. Prerequisites: ESS101 or permission of department.

ESS110 - AMERICANS WITH DISABILITIES ACT OVERVIEW
LEC // 2 CREDITS // 2 PERIODS
Titles of Americans with Disabilities Act regulations and requirements including employment, transportation, accessibility, community awareness and assertive technology. Prerequisites: None.

EXERCISE SCIENCE (EXS)
EXS101 – INTRODUCTION TO EXERCISE SCIENCE
LEC // 3 CREDITS // 3 PERIODS
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 path-ways and career options will be examined. Prerequisites: None.

EXS112 – PROFESSIONAL APPLICATIONS OF FITNESS PRINCIPLES
LEC // 3 CREDITS // 3 PERIODS
Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None

EXS125 – INTRODUCTION TO EXERCISE PHYSIOLOGY
LEC // 3 CREDITS // 3 PERIODS
Principles of exercise science applied to teaching fitness/ aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

EXS130 – STRENGTH FITNESS – PHYSIOLOGICAL PRINCIPLES AND TRAINING TECHNIQUES
LEC // 3 CREDITS // 3 PERIODS
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

EXS132 – CARDIOVASCULAR FITNESS: PHYSIOLOGICAL PRINCIPLES AND TRAINING TECHNIQUES
L+L // 3 CREDITS // 3 PERIODS
Covers principles and techniques of aerobic training and the application of these to the development of aerobic training programs. Includes instructional techniques and safety, and stresses injury prevention. Prerequisites: None

EXS145 – GUIDELINES FOR EXERCISE TESTING AND PRESCRIPTION
LEC + LAB // 3 CREDITS // 4.5 PERIODS
Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

EXS214 – INSTRUCTIONAL COMPETENCY: FLEXIBILITY AND MIND – BODY EXERCISES
LEC + LAB // 2 CREDITS // 3 PERIODS
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None

EXS216 – INSTRUCTIONAL COMPETENCY: MUSCULAR STRENGTH AND CONDITIONING
LEC + LAB // 2 CREDITS // 3 PERIODS
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS218 – INSTRUCTIONAL COMPETENCY: CARDIO RESPIRATORY EXERCISES AND ACTIVITIES
LEC + LAB // 2 CREDITS // 3 PERIODS
Fundamental methods of instructing and leading fitness activities including cardio respiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None

EXS239 – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP
LEC + LAB // 3 CREDITS // 5.4 PERIODS
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 re-quired 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. Course Notes: CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

EXS239AA - PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP
LEC + LAB // 1 CREDITS // 1.8 PERIODS
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 re-quired 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. Course Notes: CPR certification must be current through the duration of the internship. EXS239AA may be repeated for a maximum of six (6) credits.

EXS239AB - PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP
LEC + LAB // 2 CREDITS // 3.6 PERIODS
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 re-quired 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. Course Notes: CPR certification must be current through the duration of the internship. EXS239AB may be repeated for a maximum of six (6) credits.

EXS265BA – BASEBALL THEORY OF COACHING
LEC // 3 CREDITS // PERIODS
Reviews the principles, philosophy, strategies and theory of coaching baseball, as a competitive sport. Prerequisites: None.

EXS281 – METHODS OF COACHING
LEC // 3 CREDITS // 3 PERIODS
Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/ team management and self management. Prerequisites: None. PED265 suggested but not required.

EXS281BA – BASEBALL METHODS OF COACHING
LEC // 3 CREDITS // 3 PERIODS
Overview of the art and science of coaching baseball including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching baseball. Prerequisites: None.

FOOD AND NUTRITION (FON)
FON100 - INTRODUCTORY NUTRITION
LEC // 3 CREDITS // 3 PERIODS
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 paraprofessionals majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON105 – NUTRITION PRINCIPLES FOR FITNESS PROFESSIONALS
LEC // 3 CREDITS // 3 PERIODS
Basic principles of nutrition for the prospective fitness professional. Overview of health and wellness and its relationship to personal trainers. Emphasis on general principles of nutrition for health and fitness. Topics include: basic nutrition principles using the current food plans and dietary guidelines, label reading, estimating calorie and nutrient needs for health, fitness, sport, and weight management. Prerequisites: None

FON125 – INTRODUCTION TO PROFESSIONS IN NUTRITION AND DIATETICS
LEC // 1 CREDIT // 1 PERIOD
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

FON210 – SPORTS NUTRITION AND SUPPLEMENTS FOR PHYSICAL ACTIVITY
LEC // 3 CREDITS // 3 PERIODS
Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pregame meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market. Prerequisites: FON100 or FON241.

FON230 – NUTRITION FOR SPECIAL POPULATIONS
LEC // 3 CREDITS // 3 PERIODS
Managing and understanding the nutrition needs of special populations. These populations include people who are diagnosed with heart disease, diabetes, women who are pregnant, children who are suffering from obesity, and senior adults. Prerequisites: FON100 or permission of Instructor.

FON241 - PRINCIPLES OF HUMAN NUTRITION
LEC // 3 CREDITS // 3 PERIODS
Scientific 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 – PRINCIPLES OF HUMAN NUTRITION LAB
// 1 CREDITS // 3 PERIODS
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 Co requisites: FON241. General Education Designation: Natural Sciences (General) [SG] in combination with: FON241

FON247 – WEIGHT MANAGEMENT SCIENCE
LEC // 3 CREDITS // 3 PERIODS
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.

FRENCH (FRE)
FRE085AA - SPEEDY FRENCH I
LEC // 1 CREDIT // 1 PERIOD
Basic vocabulary and grammar to develop conversational skills in French. Prerequisites: None. Completion of prerequisites within the last three years is required.

FRE085AB - SPEEDY FRENCH II
LEC // 1 CREDIT // 1 PERIOD
Intermediate vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AA.

FRE085AC - SPEEDY FRENCH III
LEC // 1 CREDIT // 1 PERIOD
Advanced vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AB. Completion of prerequisites within the last three years is required.

FRE101 - ELEMENTARY FRENCH I
FRE1101
LEC // 4 CREDITS // 4 PERIODS
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None. General Education Designation: Global Awareness [G] Arizona Shared Unique Number SUN#: FRE 1101

FRE102 - ELEMENTARY FRENCH II FRE1102
LEC // 4 CREDITS // 4 PERIODS
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites, prerequisites: FRE101, or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G] Arizona Shared Unique Number SUN#: FRE 1102

GENERAL BUSINESS (GBS)
GBS110 - HUMAN RELATIONS IN BUSINESS AND INDUSTRY
LEC // 3 CREDITS // 3 PERIODS
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. Prerequisites: None.

GBS120 – WORKPLACE COMMUNICATION SKILLS
LEC // 3 CREDITS // 3 PERIODS
Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages. Prerequisites: None

GBS131 - BUSINESS CALCULATIONS
LEC // 3 CREDITS // 3 PERIODS
Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, dis-count, and markups. Prerequisites: None.

GBS132 - PERSONAL AND FAMILY FINANCIAL SECURITY
LEC // 3 CREDITS // 3 PERIODS
Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. Prerequisites: None. Cross References: HEC132

GBS151 - INTRODUCTION TO BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS161 - MATHEMATICS OF BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Applications of basic financial mathematics; includes interest, financial statement, stocks and bonds, and international business. Prerequisites: GBS131 or permission of Department or Division.

GBS205 - LEGAL ETHICAL, AND REGULATORY IS-SUES IN BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS207 - BUSINESS LAW (GENERAL CORPORATE)
LEC // 3 CREDITS // 3 PERIODS
Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. Prerequisites: None.

GBS220 - QUANTITATIVE METHODS IN BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (A grade of "C" or better in MAT150, or MAT151, or MAT152) or satisfactory score on District placement exam.

GBS221 - BUSINESS STATISTICS
BUS2201
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Computer/Statistics/Quantitative Applications [CS] Arizona Shared Unique Number SUN# BUS2201

GBS233 - BUSINESS COMMUNICATION
LEC // 3 CREDITS // 3 PERIODS
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG 101 or ENG 107 with grade of "C" or better, or permission of department/division. General Education Designation: Literacy and Critical Inquiry [L].

GBS270AC – BUSINESS INTERNSHIP
LEC // 3 CREDITS // 3 PERIODS
General business work experience in a business or industry. Eighty hours of designated work per credit. Prerequisites: Permission of Department or Division.

GBS282AB – VOLUNTARISM GENERAL BUSINESS: SERVICE LEARNING EXPERIENCE
LAB // 2 CREDITS // 2 PERIODS
Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups. Prerequisites: GBS151 and permission of Instructor. Course Notes: GBS282AB may be repeated for a total of six (6) GBS282 credit hours. Standard grading available according to procedures outlined in catalog.

GBS296WC – COOPERATIVE EDUCATION
LAB // 3 CREDITS // 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 students' academic or career goals (students present job may qualify) or permission of instructor. Co requisites: Must be concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.

GBS298AA-AC - SPECIAL PROJECTS
LAB // 1-3 CREDITS // 1-3 PERIODS
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.

GEOLOGY – (GLG)

GLG101 - INTRODUCTION TO GEOLOGY I – PHYSICAL LECTURE
   GLG1101
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Natural Sciences (Quantitative) [SQ] in combination with GLG103 Arizona Shared Unique Number SUN#: GLG 1101

GLG102 - INTRODUCTION TO GEOLOGY II – HISTORICAL LECTURE
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Historical Awareness [H]; Natural Sciences (General) [SG] in combination with GLG104

GLG103 - INTRODUCTION TO GEOLOGY I: PHYSICAL LAB
   GLG1101
LAB // 1 CREDIT // 3 PERIODS
May accompany GLG 101. Study of common rock forming minerals, rocks and maps. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: GLG101 Arizona Shared Unique Number SUN#: GLG 1101

GLG104 - INTRODUCTION TO GEOLOGY II: HISTORICAL
LAB // 1 CREDIT // 3 PERIODS
May accompany GLC 102. Study of geological structures and rocks, fossils, and geologic maps. may require field trips. Prerequisites: None. General Education Designation: Natural Sciences (General) [SG] in combination with: GLG102

GLG105 – INTRODUCTION TO PLANETARY SCIENCE
LEC + LAB // 4 CREDIT // 6 PERIODS
A survey of solar system objects and their geologic evolution, surfaces, interiors, and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; possible weekend field trip. Prerequisites: None. General Education Designation: Natural Sciences (General) [SG].

GLG110 - GEOLOGICAL DISASTERS AND THE ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Global Awareness [G] General Education Designation: Natural Sciences (General) [SG].

GLG111 - GEOLOGICAL DISASTERS AND THE ENVIRONMENT LAB
LAB // 1 CREDIT // 3 PERIODS
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 General Education Designations: Natural Sciences (General) [SG] in combination with: GLG110; Natural Sciences (Quantitative) [SQ].

PHYSICAL GEOGRAPHY – (GPH)

GPH111 – INTRODUCTION TO PHYSICAL GEOGRAPHY LECTURE
LEC // 3 CREDIT // 3 PERIODS
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None General Education Designation: Natural Sciences (Quantitative) [SQ].

GPH211 – LANDFORM PROCESSES
LEC // 4 CREDIT **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
Geographic characteristics of landforms and earth surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment. Prerequisites: ENG101 or ENG107 equivalent. General Education Designation: Natural Sciences (Quantitative) [SQ].

GPH213 – CLIMATE AND WEATHER
LEC // 3 CREDIT **//** 3 PERIODS
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. General Education Designation: Natural Sciences (General) [SG] in combination with: GPH215. A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Co requisites: GPH213 General Education Designation: Natural Sciences (General) [SG] in combination with: GPH213

GPH215 – INTRODUCTION TO CLIMATOLOGY LABORATORY
LAB // 1 CREDIT **//** 3 PERIODS
A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Co requisites: GPH213. Course Notes: General Education Designation: Natural Sciences (General) [SG] in combination with: GPH213

HEALTH CORE CURRICULUM (HCC)
HCC109 - CPR FOR HEALTH CARE PROVIDER
LEC // 0.5 CREDITS **//** 0.5 PERIODS
Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillation and resuscitation equipment. Prerequisites: None. Cross-References: RES109

HCC130 - FUNDAMENTALS IN HEALTH CARE DELIVERY
LEC // 3 CREDITS **//** 3 PERIODS
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 interprofessional 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.

HCC130AF - DECISION MAKING IN THE HEALTH CARE SETTING
LEC // 0.5 CREDIT **//** 0.5 PERIOD
Principles and application of a decision making model. Description and application of ethics and process improvement and the relationship of both to the decision making model. Prerequisites: None

HCC145 – MEDICAL TERMINOLOGY FOR HEALTH CARE WORKERS
LEC // 3 CREDIT **//** 3 PERIOD
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

HEALTHCARE REGULATORY COMPLIANCE (HCR)

HCR230 - CULTURE AND HEALTH
LEC // 3 CREDITS // 3 PERIODS
Relation between cultures of diverse groups and health/illness. Emphasis on cross- cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None. [C, G]

HCR240 – HUMAN PATHOPHYSIOLOGY
LEC // 4 CREDITS // 4 PERIODS
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 permission of Instructor.

HEALTH SCIENCES (HES)

HES100 - HEALTHFUL LIVING
LEC // 3 CREDITS // 3 PERIODS
Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

HES106 – CARDIOPULMONARY RESUSCITATION (CPR)/ AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
LEC // 0.5 CREDITS // 0.5 PERIODS
Basic overview of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Covers choking procedures and the importance, guidelines, and techniques for performing CPR and utilizing an AED. Prerequisites: None

HES110 – INTRODUCTION TO GLOBAL HEALTH ISSUES AND DISEASE
LEC // 3 CREDITS // 3 PERIODS
Introduction to global health challenges and diseases from throughout the world. Focus is on biological and social aspects of major health issues, infectious disease, nutrition and environmental health. Includes review of groups that are at increased risk of poor health and familiarity with policies and programs designed to reduce health inequalities. Prerequisites: None.

HES154 - FIRST AID/CARDIOPULMONARY RESUSCITATION
LEC // 3 CREDITS // 3 PERIODS
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HES210 – CULTURAL ASPECTS OF HEALTH AND ILLNESS
LEC // 3 CREDITS // 3 PERIODS
Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. Prerequisites: None. General Education Designations: Cultural Diversity [C]; Global Awareness [G].

HISTORY (HIS)

HIS101 - HISTORY OF WESTERN CIVILIZATION MIDDLE AGES TO 1789
LEC // 3 CREDITS // 3 PERIODS
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB].

HIS102 - HISTORY OF WESTERN CIVILIZATION 1789 TO PRESENT

LEC // 3 CREDITS // 3 PERIODS

Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB]; Global Awareness [G].

HIS103 - UNITED STATES HISTORY TO 1865 HIS1131

LEC // 3 CREDITS // 3 PERIODS

The political, economic, and social development of United States from PreColumbian period through the end of the Civil War (1865). Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN# 1131

HIS104 - UNITED STATES HISTORY 1865 TO PRESENT HIS1132

LEC // 3 CREDITS // 3 PERIODS

The political, economic, and social development of United States from 1865 to the present time. The political, economic, and social development of United States from 1865 to the present time. Prerequisites: None. General Education Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN# 1132

HIS105 - ARIZONA HISTORY

LEC // 3 CREDITS // 3 PERIODS

The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National Period, the U.S. federal territorial years, and Arizona's political and economic development during the twentieth century. Prerequisites: None. General Education Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB].

HIS109 - MEXICAN AMERICAN HISTORY AND CULTURE

LEC // 3 CREDITS // 3 PERIODS

Examination of origins and development of Spanish American and Mexican American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican American War and its impact on educational, social, and economic conditions of the Mexican Americans of the southwest. Prerequisites: None. General Education Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB]; Cultural Diversity [C].

HIS110 – WORLD HISTORY TO 1500

LEC // 3 CREDITS // 3 PERIODS

Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None. General Education Designations: Historical Awareness [H]; Global Awareness [G]; Humanities and Fine Arts [HU].

HIS111 – WORLD HISTORY 1500 TO THE PRESENT

LEC // 3 CREDITS // 3 PERIODS

Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None. General Education Designations: Global Awareness [G]; Historical Awareness [H]; Humanities and Fine Arts [HU].

HIS140 - AMERICAN INDIAN HISTORY

LEC // 3 CREDITS // 3 PERIODS

Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social

changes. Prerequisites: None. Cross References: AIS140 General Education Designation: Cultural Diversity [C]; Historical Awareness [H]; Social and Behavioral Sciences [SB].

HIS203 - AFRICAN AMERICAN HISTORY TO 1865
LEC // 3 CREDITS // 3 PERIODS

History and cultural heritage of African Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB].

HIS204 - AFRICAN AMERICAN HISTORY 1865 TO PRESENT
LEC // 3 CREDITS // 3 PERIODS

Multifaceted experiences of African- American people from the post Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self determination in the United States. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Historical Awareness [H]; Social and Behavioral Sciences [SB].

HONORS (HON)

HON201 – LEADERSHIP DEVELOPMENT: HISTORICAL AND CONTEMPORARY PERSPECTIVES
LEC // 3 CREDITS // 3 PERIODS

Interdisciplinary study of leadership focusing on development of leadership skills. Prerequisites: Admission to the college honors program or permission of instructor. General Education Designation: Social and Behavioral Sciences [SB].

HUMANITIES (HUM)

HUM100 - GREAT IDEAS SYMPOSIUM

Admission to the College Honors Program or Permission of the Instructor. [AH through AI prefix have HU designation].

LEC // 1 CREDIT // 1 PERIOD

Interrelationships among cultures and behavior in the modern world. Focuses on selected themes and topics. Prerequisites: None.

HUM101 - GENERAL HUMANITIES
LEC // 3 CREDITS // 3 PERIODS

A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

HUM107 – HUMANITIES THROUGH THE ARTS
LEC // 3 CREDITS // 3 PERIODS

Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]

HUM190AA-AI - HONORS FORUM
LEC // 1 CREDIT // 1 PERIOD

Interdisciplinary studies of selected issues confronting the individual and society. Formal Lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre-and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues. Prerequisites: Any?

HUM201 – HUMANITIES: UNIVERSAL THEMES
LEC // 3 CREDITS // 3 PERIODS

Study of world views in a variety of historical and contemporary world cultures, including analysis of origin and creation myths, artistic expression, spirituality, and the natural environment. Prerequisites: None. General Education Designation: Global Awareness [G] General Education Designation: Humanities and Fine Arts. [HU].

HUM205 - INTRODUCTION TO CINEMA
LEC **//** 3 CREDITS **//** 3 PERIODS

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None. Cross References: THF205 General Education Designation: Humanities and Fine Arts [HU].

HUM210 - CONTEMPORARY CINEMA
LEC **//** 3 CREDITS **//** 3 PERIODS

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None. Cross References: THF210 General Education Designation: Humanities and Fine Arts [HU].

HUM213 - HISPANIC FILM
LEC **//** 3 CREDITS **//** 3 PERIODS

Analysis of Hispanic film as art form and as social commentary. Prerequisites: None. General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

HUM214 - AFRICAN AMERICANS IN FILM
LEC **//** 3 CREDITS **//** 3 PERIODS

Study of films featuring African-American performers and directors from the Silent Era to the present. Emphasis on the historical and social elements of African Americans in film and basics of film analysis. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Humanities and Fine Arts [HU].

HUM250 - IDEAS AND VALUES IN THE HUMANITIES
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L].

HUM251 - IDEAS AND VALUES IN THE HUMANITIES
LEC **//** 3 CREDITS **//** 3 PERIODS

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non Western cultures. Prerequisites: ENG101. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L].

HUM260 - INTERCULTURAL PERSPECTIVES
LEC **//** 3 CREDITS **//** 3 PERIODS

Cultural, literary, and artistic expressions of Native, Hispanic, and African Americans. Includes traditional and modern work and contribution to American civilization. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Humanities and Fine Arts [HU].

HUM292 - THE ART OF STORYTELLING
LEC **//** 3 CREDITS **//** 3 PERIODS

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. Cross References: EDU292, STO292 General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C].

INFORMATION STUDIES (IFS)
IFS110 – CRITICAL RESEARCH FOR COLLEGE SUCCESS
LEC **//** 1 CREDIT **//** 1 PERIOD

Access, evaluate, and incorporate sources appropriately into academic projects. Prerequisites: None. Course Notes: IFS110 may be repeated for a total of four (4) credit hours.

IFS201 – INFORMATION IN A POST TRUTH WORLD
LEC // 3 CREDITS // 3 PERIODS
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 con-sumer and creator. Recognition of the impact of culture and world view on how information is understood, created, and disseminated. Prerequisites: A grade of "C" or better in ENG101 or ENG107. General Education Designation: Literacy and Critical Inquiry - [L]

IFS210 – RESEARCH IN A GLOBAL SOCIETY
LEC + LAB // 3 CREDITS // 3 PERIODS
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. Course Notes: IFS210 may be repeated for a total of six (6) credit hours. General Education Designation: Global Awareness [G]; Social-Behavioral Sciences [SB]

INDUSTRY AND BUSINESS (IND)
IND133 - SPEAKING IN BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Practical, effective speech techniques for everyday business interactions. Listening skills and stages of and barriers to the perception process. Examination of effective message preparation skills and communication styles and techniques. Interaction emphasizing conflict management and resolution in oral communication. Prerequisites: None.

INFANT/TODDLER DEVELOPMENT (ITD)
ITD200 – THE PHYSICAL CHILD: BIRTH TO AGE THREE
LEC // 3 CREDITS // 3 PERIODS
Examines the physical aspects of child growth and development in the first three years of life in the context of contemporary communities. Includes nutrition and feeding, health and safety, motor skills and exercise, neurological development, and identification of developmental delay. Prerequisites: CFS/ ECH176, or CFS235, or EED205.

ITD210 – EARLY ATTACHMENTS, RELATIONSHIPS, AND FAMILIES: BIRTH TO AGE THREE
LEC // 3 CREDITS // 3 PERIODS
Explores the attachment process and relationships within families. Considers contemporary social contexts where children develop a concept of self, self regulation, and interaction skills with children and adults. Examines social-emotional development, societal stresses, and supportive professional roles and responsibilities. Prerequisites: CFS/ ECH176, or CFS235, or EED205.

ITD220 – COGNITION AND COMMUNICATION: BIRTH TO AGE THREE
LEC // 3 CREDITS // 3 PERIODS
Examines the cognitive development and language acquisition of infants and toddlers. Considers the role of people and daily environments on development. Also covers disabilities and developmental delays as well as major theories and research in the field. Prerequisites: CFS176/ECH176, or CFS235, or EED205

INFORMATION TECHNOLOGY SECURITY (ITS)
ITS100 - INFORMATION SECURITY AWARENESS
LEC // 1 CREDIT // 2 PERIODS
Computer and network security topics, including network communication. Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples

and practical projects to reinforce the need for computer security. Prerequisites: None.

ITS110 - INFORMATION SECURITY FUNDAMENTALS
LEC + LAB // 3 CREDITS // 4 PERIODS

Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network at-tack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. Prerequisites: CIS126DA, or CIS126DL, or permission of Program Director. Prerequisites or Co requisites: Any MST150++ course.

JOURNALISM (JRN)
JRN203 – WRITING FOR ONLINE MEDIA
LEC // 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. Prerequisites: Placement into ENG101 on a District-approved writing placement test.

MATHEMATICS (MAT)
MAT065 - GRAPHING CALCULATOR
LEC // 1 CREDIT // 1 PERIOD

Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

MAT081 – BASIC ARITHMETIC
LEC // 4 CREDITS // 4 PERIODS

Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning. Prerequisites: Satisfactory score on district placement exam. Course Notes: Student may receive credit for only one of the following: MAT051 and MAT052 and MAT053 and MAT054, or MAT081, or MAT082.

MAT082 - BASIC ARITHMETIC
LEC // 3 CREDITS // 3 PERIODS

Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning. Prerequisites: Satisfactory score on district placement exam. Course Notes: Student may receive credit for only one of the following: (MAT051 and MAT052 and MAT053 and MAT054), or MAT081, or MAT082.

MAT090 – INTRODUCTORY ALGEBRA
LEC // 5 CREDITS // 5 PERIODS

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs

and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT081, or MAT082, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT051, MAT052, MAT053, and MAT054). Course Notes: Student may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092.

MAT091 - INTRODUCTORY ALGEBRA
LEC // 4 CREDITS // 4 PERIODS

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT081, or MAT082, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT051, MAT052, MAT053, and MAT054). Course Notes: Student may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092.

MAT092 - INTRODUCTORY ALGEBRA
LEC // 3 CREDITS // 3 PERIODS

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT081, or MAT082, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT051, MAT052, MAT053, and MAT054). Course Notes: Student may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092.

MAT120 - INTERMEDIATE ALGEBRA
LEC // 5 CREDITS // 5 PERIODS

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). Course Note: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT121 - INTERMEDIATE ALGEBRA
LEC **//** 4 CREDITS **//** 4 PERIODS

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). Course Note: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT122 - INTERMEDIATE ALGEBRA
LEC **//** 3 CREDITS **//** 3 PERIODS

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). Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT140 - COLLEGE MATHEMATICS
LEC **//** 5 CREDITS **//** 5 PERIODS

College-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: 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. Course Notes: Students may receive credit for only one of the following: MAT140, MAT141, or MAT142. General Education Designation: Mathematics - [MA]

MAT141 - COLLEGE MATHEMATICS
LEC **//** 4 CREDITS **//** 4 PERIODS

Working knowledge of college-level mathematics and its applications to real life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: 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. Course Note: Students may receive credit for only one of the following: MAT140, MAT141, or MAT142. General Education Designation: Mathematics [MA].

MAT142 - COLLEGE MATHEMATICS MAT1142
LEC **//** 3 CREDITS **//** 3 PERIODS

College-level mathematics and its applications to real life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: 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. Course Notes: Students may receive credit for only one of the following: MAT140, MAT141, or MAT142. General Education Designation: Mathematics [MA] Arizona Shared Unique Number SUN# MAT1142

MAT150 - COLLEGE ALGEBRA/FUNCTIONS
LEC // 5 CREDITS // 5 PERIODS
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 MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.General Education Designation: Mathematics - [MA] in combination with: MAT182. General Education Designation: Mathematics [MA].

MAT151 - COLLEGE ALGEBRA/FUNCTIONS
  MAT1151
LEC // 4 CREDITS // 4 PERIODS
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 MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.General Education Designation: Mathematics - [MA] in combination with: MAT182. General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1151

MAT152 - COLLEGE ALGEBRA/FUNCTIONS
LEC // 3 CREDITS // 3 PERIODS
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 "B" or better in MAT120, or MAT121, or MAT122, or satisfactory score on a placement test. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. General Education Designation: Mathematics [MA].

MAT156 - MATHEMATICS FOR ELEMENTARY TEACHERS I
LEC // 3 CREDITS // 3 PERIODS
Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

MAT157 - MATHEMATICS FOR ELEMENTARY TEACHERS II
LEC // 3 CREDITS // 3 PERIODS
Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.

MAT172 - FINITE MATHEMATICS
LEC // 3 CREDITS // 3 PERIODS
An introduction to the mathematics required for the study of social and behavioral sciences. Includes sets, combinatorics, probability, matrix algebra, linear programming and mathematics of finance. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement ex-am. General Education Designation: Mathematics [MA].

MAT182 - PLANE TRIGONOMETRY
LEC // 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. May receive Credit for only one of the following: MAT 182 or MAT 187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, or MAT152, or satisfactory score on District placement exam. [MAT152 and MAT182 must be taken as block to meet AGEC value.] General Education Designation: Mathematics [MA].

MAT187 - PRECALCULUS   MAT1187
LEC // 5 CREDITS // 5 PERIODS

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. General Education Designation: Mathematics [MA] Arizona Shared Unique Number: SUN# MAT1187

MAT206 - ELEMENTS OF STATISTICS   MAT1160
LEC // 3 CREDITS // 3 PERIODS

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam. General Education Designation: Computer/ Statistics/Quantitative Applications [CS] Arizona Shared Unique Number SUN# MAT1160

MAT212 - BRIEF CALCULUS
MAT2212
LEC // 3 CREDITS // 3 PERIODS

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213. General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT2212

MAT213 - BRIEF CALCULUS
LEC // 4 CREDITS // 4 PERIODS

Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213. General Education Designation: Mathematics [MA].

MAT218 - MATHEMATICAL ANALYSIS FOR BUSINESS
LEC // 4 CREDITS // 4 PERIODS

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of C or better in MAT212 or MAT213.

MAT220 - CALCULUS WITH ANALYTIC GEOMETRY I   MAT2220
LEC // 5 CREDITS // 5 PERIODS

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate

Math placement test score. Course Note: Students may receive credit for only one of the following: MAT220 or MAT221. General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT2220

MAT221 - CALCULUS WITH ANALYTIC GEOMETRY I
LEC // 4 CREDITS // 4 PERIODS
Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Note: Student may receive credit for only one of the following: MAT220 or MAT221. General Education Designation: Mathematics [MA].

MAT225 – ELEMENTARY LINEAR ALGEBRA
LEC // 3 CREDITS // 3 PERIODS
Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212 or MAT220, or MAT221, or equivalent.

MAT230 – CALCULUS WITH ANALYTIC GEOMETRY II
MAT2230
LEC // 5 CREDITS // 5 PERIODS
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: Stu-dents may receive credit for only one of the following: MAT230 or MAT231. General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT2230

MAT231 - CALCULUS WITH ANALYTIC GEOMETRY II
LEC // 4 CREDITS // 4 PERIODS
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: Stu-dent may receive credit for only one of the following: MAT230 or MAT231. General Education Designation: Mathematics [MA].

MAT240 – CALCULUS WITH ANALYTIC GEOMETRY III
LEC // 5 CREDITS // 5 PERIODS
Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of C or better in MAT230 or MAT231 Course Notes: Students may receive credit for only one of the following: MAT240 or MAT241. Course Attributes: General Education Designation: Mathematics [MA].

MAT241 - CALCULUS WITH ANALYTIC GEOMETRY III
MAT2241
LEC // 4 CREDITS // 4 PERIODS
Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241. General Education Designation: Mathematics [MA] Arizona Shared Unique Number SUN# 2241

MAT256 – INVESTIGATING QUANTITY: NUMBER, OPERATIONS AND NUMERATION SYSTEMS
LEC // 4 CREDITS // 4 PERIODS
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 under-standing of these topics. Prerequisites: A grade of "C" or better in (MAT150 or MAT151 or MAT152 or higher), or a grade of "C" or better in [(MAT120 or MAT121 or MAT122) and (MAT140 or MAT141 or MAT142 or higher)], or [a grade of "C" or better in (MAT140 or MAT141 or MAT142) and satisfactory score on District placement exam to permit enrollment in (MAT150 or MAT151 or MAT152 or higher)]. Course Notes: MAT256 is designed to meet requirements for prospective elementary education teachers.

MAT257 – INVESTIGATING GEOMETRY, PROBABILITY AND STATISTICS
LEC **//** 4 CREDITS **//** 4 PERIODS

Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics. Prerequisites: MAT256 or permission of Instructor. Course Notes: MAT257 is designed to meet the requirements for prospective elementary education teachers.

MAT262 - DIFFERENTIAL EQUATIONS
  MAT2262
LEC **//** 3 CREDITS **//** 3 PERIODS

Ordinary differential equations with applications including La Place transforms with numerical methods. Prerequisites: Grade of "C" or better in MAT230 or MAT231 or equivalent. General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT2262

MAT276 - MODERN DIFFERENTIAL EQUATIONS
LEC **//** 4 CREDITS **//** 4 PERIODS

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. General Education Designation: Mathematics - [MA]

MAT277 – MODERN DIFFERENTIAL EQUATIONS
LEC **//** 3 CREDITS **//** 3 PERIODS

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. General Education Designation: Mathematics - [MA]

MANAGEMENT (MGT)

MGT101 - TECHNIQUES OF SUPERVISION
LEC **//** 3 CREDITS **//** 3 PERIODS

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT135 - GLOBAL PROCUREMENT AND SUPPLY MANAGEMENT
LEC **//** 3 CREDITS **//** 3 PERIODS

The evolution of purchasing to supply management. Underlying fundamentals of tactical purchasing and strategic supply management. Prerequisites: MGT102 or permission of department.

MGT175 – BUSINESS ORGANIZATION AND MANAGEMENT
LEC **//** 3 CREDITS **//** 3 PERIODS

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

MGT179 - UTILIZING THE HUMAN RESOURCES DEPARTMENT
LEC + LAB **//** 3 CREDITS **//** 3 PERIODS

Provides the opportunity to learn how to appropri-ately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development,

manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None

MGT180 - RETAIL MANAGEMENT
LEC **//** 3 CREDITS **//** 3 PERIODS
The role of management in retailing and retail performance. Challenges and processes of retail management across various institutions. Prerequisites: None

MGT229 - MANAGEMENT AND LEADERSHIP I
LEC **//** 3 CREDITS **//** 3 PERIODS
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None. General Education Designation: Social-Behavioral Sciences [SB].

MGT230 - MANAGEMENT AND LEADERSHIP II
LEC **//** 3 CREDITS **//** 3 PERIODS
Includes practical applications of activities, issues, and problems related to current managerial and supervisory skills and talents. Prerequisites: MGT229 or permission of Department or Division. General Education Designation: Social Behavioral Sciences [SB].

MGT251 - HUMAN RELATIONS IN BUSINESS
LEC **//** 3 CREDITS **//** 3 PERIODS
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT 101 or MGT 175 or MGT 229 suggested, but not required.

MGT253 - OWNING AND OPERATING A SMALL BUSINESS
LEC **//** 3 CREDITS **//** 3 PERIODS
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, Credit, inventory control and ethics. Prerequisites: None.

MGT275 - OFFICE MANAGEMENT AND PROCEDURES
LEC **//** 3 CREDITS **//** 3 PERIODS
Covers basic administrative office services and systems, including analysis and management of operations, information systems, human resources, and facilities design. Prerequisites: None. MGT 175 or MGT 229 suggested, but not required.

MGT276 - PERSONNEL/HUMAN RESOURCE MANAGEMENT
LEC **//** 3 CREDITS **//** 3 PERIODS
Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT277 - LABOR RELATIONS
LEC **//** 3 CREDITS **//** 3 PERIODS
Covers the historical, legal, and environmental parameters surrounding current labor/ management relations, including contract negotiations and grievance procedures. Prerequisites: None. MGT101, MGT175, or MGT229 suggested but not required.

MGT296WA-WD - COOPERATIVE EDUCATION
LAB **//** 1-4 CREDITS **//** 5-20 PERIODS/ARRANGED
Work-college experiences that involve the combined efforts of educators and employers to accomplish an out-come 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. Co requisites: 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.

MGT298AA – SPECIAL PROJECTS
LAB // 1 CREDIT // 1 PERIOD
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 HISTORY/LITERATURE (MHL)

MHL140 - SURVEY OF MUSIC HISTORY
LEC // 3 CREDITS // 3 PERIODS
Study of composers, compositions, styles, and Periods in music history. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].

MHL145 - AMERICAN JAZZ AND POPULAR MUSIC
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Cultural Diversity - [C]; Humanities and Fine Arts – [HU]

MHL153 - ROCK MUSIC AND CULTURE
LEC // 3 CREDITS // 3 PERIODS
History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].

MHL204 – HIP-HOP MUSIC AND CULTURE
LEC // 3 CREDITS // 3 PERIODS
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.

General Education Designation: Literacy and Critical Inquiry [L] General Education Designation: Cultural Diversity [C] General Education Designation: Humanities and Fine Arts [HU].

MHL242
LEC // 3 CREDITS // 3 PERIODS
In-depth study of music history from the Classical period through the Contemporary period Prerequisites: MHL241 or permission of Instructor General Education Designation: Humanities and Fine Arts - [HU]

MARKETING (MKT)

MKT101 – INTRODUCTION TO PUBLIC RELATIONS
LEC // 3 CREDITS // 3 PERIODS
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT110 – MARKETING AND SOCIAL NETWORKING
LEC // 3 CREDITS // 3 PERIODS
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.

MKT111 – APPLIED MARKETING AND SOCIAL NETWORKING
LEC + LAB // 3 CREDITS // 4 PERIODS
Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands on use of social media platforms

and tools to conduct research, develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness. Prerequisites: MKT110.

MKT263 - ADVERTISING PRINCIPLES
LEC // 3 CREDITS // 3 PERIODS

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT 271 recommended, but not required.

MKT267 - PRINCIPLES OF SALESMANSHIP
LEC // 3 CREDITS // 3 PERIODS

Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

MKT268 - MERCHANDISING
LEC // 3 CREDITS // 3 PERIODS

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

MKT271 - PRINCIPLES OF MARKETING
LEC // 3 CREDITS // 3 PERIODS

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.

MKT280AA-AC
LEC + LAB // 1-3 CREDITS // 1-3 PERIODS

Marketing work experience in a business or industry. 80 hours of designated work per credit. Maximum of 8 credits allowed. Prerequisites: Departmental approval.

MKT296WB – COOPERATIVE EDUCATION
LAB // 2 CREDITS // 10 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 students academic or career goals (students present job may qualify) or permission of instructor. Co requisites: Must be concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.

MKT298AB – SPECIAL PROJECTS
LAB // 2 CREDITS // 2 PERIODS

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

MICROSOFT TECHNOLOGY (MST)
MST140 - MICROSOFT NETWORKING ESSENTIALS
LEC + LAB // 3 CREDITS // 4 PERIODS

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.

MST150EI – CONFIGURING WINDOWS 8
LEC + LAB // 3 CREDITS // 4 PERIODS

In-depth exploration of how to effectively install and con-figure Windows 8. Includes features of Windows 8, virtualization with Hyper-V, network connectivity, access to resources, monitor and maintain Windows clients and back-up and recovery. Designed to prepare students for the Microsoft Windows 8 certification examination (70- 687). Prerequisites: MST140, or CNT140++, or permission of Instructor.

MST150SV - MICROSOFT WINDOWS 7 CONFIGURATION
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Knowledge and skills necessary to perform installation and day-to-day administration and support of the Microsoft Windows 7 operating system. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not re-quired.

MST150WT – INSTALLING AND CONFIGURING WINDOWS 10
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to re-sources, monitor and maintain Windows clients and back-up and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required.

MST150XP - MICROSOFT WINDOWS XP PROFESSIONAL
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Knowledge and skills necessary to perform day-to-day administration tasks of Microsoft Windows XP Professional. Preparation for Microsoft certification examination Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required. Editor's Note: Final term for MST150XP is fall 2017.

MST155DB – CONFIGURING ADVANCED WINDOWS SERVER SERVICES
LEC + LAB **//** 4 CREDITS **//** 5 PERIODS
In-depth exploration of how to effectively install and configure Windows Server. Designed to prepare students for the Microsoft Configuring Advanced Windows Server Services examination (70-412). Prerequisites: MST158++ or permission of Instructor. Course Notes: Recommend that prerequisite course completed was for the same version of Windows server as will be taught in this course.

MST157DA - ACTIVE DIRECTORY WINDOWS SERVER CONFIGURATION
LEC + LAB **//** 4 CREDITS **//** 5 PERIODS
Information and skills necessary to install, configure and administer Active Directory service. Covers tasks required to create users and groups, and to implement Group Policies which provide centralized management of users and computers. Prerequisites: Any MST course or permission of Instructor. Course Notes: MST157DA is a preparation for the Microsoft 70-640 professional certification test.

MST158DA – WINDOWS SERVER ADMINISTRATION
LEC + LAB **//** 4 CREDITS **//** 5 PERIODS
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Prerequisites: (MST155 or any MST155++ course) and (MST157 or any MST157++ course), or permission of Instructor

MST158DB – INSTALLING AND CONFIGURING WINDOWS SERVER
LEC + LAB **//** 4 CREDITS **//** 5 PERIODS
In-depth exploration of how to effectively install and con-figure Windows Server. Includes roles and features of Server, virtualization with Hyper-V, core network services, Active Directory, and Group Policy. Designed to prepare students for the corresponding Microsoft Windows Server

Installation and Configuration examination (70-410). Prerequisites: (MST140 or CNT140++) and MST150++, or permission of Instructor.

MUSIC: THEORY/ COMPOSITION (MTC)

MTC101 - INTRODUCTION TO MUSIC THEORY
LEC // 3 CREDITS // 3 PERIODS
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None

MTC105 - MUSIC THEORY I
LEC // 3 CREDITS // 3 PERIOD
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; Co-requisites: MTC106.

MTC106 - AURAL PERCEPTION I
LEC + LAB // 1 CREDIT // 2 PERIODS
The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Co requisites: MTC105.

MTC130 - JAZZ THEORY
LEC // 2 CREDITS // 2 PERIODS
Develop written and aural theory skills necessary in the jazz idiom. Prerequisites: (MTC101 and MTC103), or permission of Instructor. Course Notes: MTC130 is recommended for students taking jazz improvisation, jazz com-position and jazz combo.

MTC155 - MUSIC THEORY II
LEC // 3 CREDITS // 3 PERIODS
A continuation of Music Theory I with emphasis on harmony and part writing procedures. Prerequisites: MTC105. Co requisites: MTC156

MTC156 - AURAL PERCEPTION II
LEC + LAB // 1 CREDIT // 2 PERIODS
A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Co requisites: MTC155.

MTC205 – MUSIC THEORY III
MUS2222
LEC // 3 CREDITS // 3 PERIODS
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155 Co requisites: MTC206 Arizona Shared Unique Number SUN#: MUS 2222

MTC206 – AURAL PERCEPTION III
MUS2222
LEC + LAB // 1 CREDIT // 2 PERIODS
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Co requisites: MTC205 Arizona Shared Unique Number SUN#: MUS 2222

MTC255 – MUSIC THEORY IV
MUS2223
LEC // 3 CREDITS // 3 PERIODS
A continuation of Music Theory III, including 20th century theories and techniques Prerequisites: MTC205 Co requisites: MTC256 Arizona Shared Unique Number SUN#: MUS 2223

MTC256 – AURAL PERCEPTION IV
MUS2223
LEC + LAB // 1 CREDIT // 2 PERIODS
A continuation of Aural Perception III, including extended chords. Prerequisites: None. Co requisites: MTC255 Arizona Shared Unique Number SUN#: MUS 2223

MUSIC: COMMERCIAL/BUSINESS (MUC)

MUC109 - MUSIC BUSINESS: MERCHANDISING AND THE LAW
LEC // 3 CREDITS // 3 PERIODS
Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures, and business affairs, agents, artist management, and concert production. Prerequisites: None.

MUC110 - MUSIC BUSINESS: RECORDING AND MASS MEDIA
LEC // 3 CREDITS // 3 PERIODS
The operation, scope, and career opportunities in the mu-sic business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

MUC111 - DIGITAL AUDIO WORKSTATION I (DAW I)
LEC + LAB // 3 CREDITS // 5 PERIODS
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195 or MUC195AA, or TCM/VPT105, or permission of Instructor.

MUC112 – DIGITAL AUDIO WORKSTATION II (DAW II)
LEC + LAB // 3 CREDITS // 5 PERIODS
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC111, and (MUC195 or MUC195AA).

MUC195 - STUDIO MUSIC RECORDING I
LEC + LAB // 3 CREDITS // 5 PERIODS
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC196 - STUDIO MUSIC RECORDING II
LEC + LAB // 3 CREDITS // 5 PERIODS
Emphasis on signal processing equipment, mixing con-soles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session Prerequisites: MUC195 or MUC195A A

MUC209 - MUSIC INDUSTRY ENTREPRENEURSHIP
LEC // 3 CREDITS // 3 PERIODS
Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary development and the collaboration process. Prerequisites: MUC109 and MUC110 or permission of Instructor.

MUC274 – MUSIC INDUSTRY STUDY TOUR
LAB // 2 CREDIT // 2 PERIOD
A tour of the music industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of professional opportunities and careers. Prerequisites: None. Course Notes: Additional expenses will apply students responsible for travel expenses. MUC274 may be repeated for a total of ten (10) credit hours.

MUC290AA – MUSIC BUSINESS INTERNSHIP
LEC + LAB // 1 CREDIT // 1 PERIOD
Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: MUC290AA may be repeated for a total of twelve (12) credit hours.

MUC293 - SELF PROMOTION FOR MUSIC
LEC **//** 1 CREDIT **//** 1 PERIOD
Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

MUC296WA – COOPERATIVE EDUCATION
LAB **//** 1 CREDIT **//** 5 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an out-come 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 students academic or career goals (students present job may qualify) or permission of instructor. Co requisites: Must be concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.

MUC297AB - MUSIC INTERNSHIP
LEC + LAB **//** 2 CREDITS **//** 2 PERIODS
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.

MUC298AA-AC – SPECIAL PROJECTS
LAB **//** 1 CREDIT **//** 1 PERIOD
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: PERFORMANCE (MUP)

MUP101AA-CJ - PRIVATE INSTRUCTION
LEC + LAB **//** 1 CREDIT **//** 6 PERIODS
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.

MUP102AA-CJ - PRIVATE INSTRUCTION
LEC + LAB **//** 2 CREDITS **//** 1.2 PERIODS
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for Credit. Prerequisites: None.

MUP110 - CONCERT MUSIC
LEC **//** 0.5 CREDITS **//** 0.5 PERIODS
Attendance at concerts, recitals and music Lectures on and off campus. Required each semester for all music majors. Prerequisites: None

MUP131 - CLASS PIANO I
LEC + LAB **//** 2 CREDITS **//** 3 PERIODS
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonization's including the I, IV, V7 chords. Prerequisites: None.

MUP132 - CLASS PIANO II
LEC + LAB // 2 CREDITS // 3 PERIODS
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP 131 or permission of instructor.

MUP133 - CLASS VOICE I
LEC + LAB // 2 CREDITS // 3 PERIODS
Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 - CLASS VOICE II
LEC + LAB // 2 CREDITS // 3 PERIODS
Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP 133 or permission of instructor.

MUP150 - COMMUNITY CHORUS
LEC + LAB // 1 CREDIT // 3 PERIODS
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.

MUP152A A - PRIVATE INSTRUCTION: VOICE
LEC + LAB // 2 CREDITS // 1.2 PERIODS
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. Prerequisites: MUP102A A. Course Notes: MUP152A A may be repeated for credit.

MUP152AD - PRIVATE INSTRUCTION: PIANO
LEC + LAB // 2 CREDITS // 1.2 PERIODS
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. Prerequisites: MUP102AD. Course Notes: MUP152AD may be repeated for credit.

MUP153 - CONCERT CHOIR
LEC + LAB // 2 CREDITS // 5 PERIODS
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Prerequisites: None. Course Notes: Auditions may be required. MUP153 may be repeated for credit.

MUP159 - COMMUNITY ORCHESTRA
LEC + LAB // 1 CREDIT // 3 PERIODS
Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. Course Note: MUP159 may be repeated for credit. Prerequisites: None.

MUP160 - ORCHESTRA
LEC + LAB // 2 CREDITS // 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. Course Notes: MUP160 may be repeated for credit. Auditions may be required.

MUP161 - COMMUNITY BAND
LEC + LAB // 1 CREDITS // 3 PERIODS
Emphasis on college/community participation and the preparation of band literature for public

performance. Auditions may be required. Course Note: MUP161 may be repeated for Credit. Prerequisites: None.

MUP163 - JAZZ ENSEMBLE
LEC + LAB // 1 CREDIT // 3 PERIODS
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. Course Note: MUP163 may be repeated for Credit. Prerequisites: None.

MUP164 - JAZZ IMPROVISATION I
LEC // 2 CREDITS // 3 PERIODS
Theoretical and performance skills in many styles of jazz improvisation. Course Note: MUP164 may be repeated for a total of six (6) credit hours. Prerequisites: None.

MUP168 - MARIACHI BAND
LEC + LAB // 1 CREDIT // 3 PERIODS
Emphasis on college and community participation and the preparation of mariachi band literature for public performance. Auditions may be required. Prerequisites: None. Course Note: MUP168 may be repeated for credit

MUP181 - CHAMBER MUSIC ENSEMBLES
LEC + LAB // 1 CREDIT // 2 PERIODS
Practical and performance experience in instrumental, vocal, and mixed ensembles. Prerequisites: None Course Notes: MUP181 may be repeated for credit.

MUP201BQ – PRIVATE INSTRUCTION: SAXOPHONE
LEC + LAB // 1 CREDITS // 0.6 PERIODS
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. Prerequisites: MUP151BQ. Course Notes: MUP201BQ may be repeated for credit

MUP202AM – PRIVATE INSTRUCTION: GUITAR
LEC + LAB // 2 CREDITS // 1.2 PERIODS
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: MUP152AM. Course Notes: MUP202AM may be repeated for credit.

MUP225 - CLASS GUITAR I
LEC + LAB // 2 CREDITS // 3 PERIODS
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger- style playing. Stresses development of efficient practicing techniques and proper sit-ting and hand positions. Prerequisites: None.

MUP226 - CLASS GUITAR II
LEC + LAB // 2 CREDITS // 3 PERIODS
Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

MUP231 - CLASS PIANO III
LEC + LAB // 2 CREDITS // 3 PERIODS
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of instructor.

MUP232 - CLASS PIANO IV
LEC + LAB // 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.

NAVAJO (NAV)
NAV101 - ELEMENTARY NAVAJO I
LEC // 4 CREDITS // 4 PERIODS
Basic grammar, pronunciation, and vocabulary of the Navajo language. Practice of listening, speaking, reading, and writing skills. Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event. Prerequisites: None.

NAV102 - ELEMENTARY NAVAJO II
LEC // 4 CREDITS // 4 PERIODS
Continued study of grammar, pronunciation, and vocabulary of the Navajo language. Emphasis on listening, speaking, reading, and writing skills. Prerequisites: NAV101 or permission of department. Course Note: Includes the study of the Navajo culture with participation in an off campus Navajo cultural event.

NAV115 – BEGINNING NAVAJO CONVERSATION I
LEC // 3 CREDITS // 3 PERIODS
Beginning conversational Navajo with emphasis on basic listening and speaking skills, including basic pronunciation, vocabulary, sentence structure, and cultural awareness. Prerequisites: None.

PHYSICAL EDUCATION (PED)
PED101BA - BASEBALL
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of baseball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101BA may be repeated for credit.

PED101BB - BASKETBALL
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of basketball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101BB may be repeated for credit.

PED101DF – SELF-DEFENSE
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic self defense skills, ground-fighting skills, and stand up fighting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence. Prerequisites: None Course Notes: PED101DF may be repeated for credit Course Attributes.

PED101FL - FITNESS FOR LIFE
LEC + LAB // 1 CREDIT // 2 PERIODS
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. Course Note: PED101FL may be repeated for credit.

PED101GO - GOLF
LEC + LAB // 1 CREDIT // 2 PERIODS
Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course. Prerequisites: None. Course Note: PED101GO may be repeated for credit.

PED101KB - KICKBOXING
LEC + LAB // 1 CREDIT // 2 PERIODS
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. Course Note: PED101KB may be repeated for credit.

PED101SB - SOFTBALL
LEC + LAB // 1 CREDIT // 2 PERIODS

Basic skills and game strategy of softball. Class emphasis on competition and drills. Prerequisites: None Course Notes: PED101SB may be repeated for credit.

PED101SO - SOCCER
LEC + LAB // 1 CREDIT // 2 PERIODS

Basic skills and game strategy of soccer. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101SO may be repeated for credit.

PED101ST – STRENGTH TRAINING
LEC + LAB // 1 CREDIT // 2 PERIODS

Introduction to techniques of basic weight training, concentrating on incorporating an exercise regimen for increased strength. Prerequisites: None Course Notes: PED101ST may be repeated for credit.

PED101VB - VOLLEYBALL
LEC + LAB // 1 CREDIT // 2 PERIODS

Basic skills and game strategy of volleyball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101VB may be repeated for credit.

PED101WT - WEIGHT TRAINING
LEC + LAB // 1 CREDIT // 2 PERIODS

Access to Olympic and Free Weights with a qualified instructor. Prerequisites: None. Course Note: PED101WT may be repeated for credit.

PED101YO - YOGA
LEC + LAB // 1 CREDIT // 2 PERIODS

Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques. Prerequisites: None. Course Note: PED101YO may be repeated for credit.

PED101ZU - ZUMBA® FITNESS
LEC + LAB // 1 CREDIT // 2 PERIODS

Zumba® dynamic fitness program. Features high energy, easy to follow rhythmic moves set to energizing Latin and international beats. Provides an enjoyable way to increase fitness level. Prerequisites: None. Course Notes: PED101ZU may be repeated for credit.

PED102 - PHYSICAL ACTIVITIES: INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS

Individual, dual, or team sports activities at the intermediate level. Prerequisites: None. Prior experience recommended. Course Notes: PED102 may be repeated for credit.

PED102BA - BASEBALL: INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS

To improve upon basic skills and game strategy of base-ball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102BA may be repeated for credit.

PED102BB - BASKETBALL - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS

To improve upon basic skills and game strategy of basketball at the intermediate level. Class emphasis on com-petition and drills. Prerequisites: None. Prior experience recommended. Course Notes: PED102BB may be repeat-ed for credit.

PED102BC - BOOT CAMP - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS

Vigorous training at an intermediate level incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety. Prerequisites: None. Prior experience recommended. Course Note: PED102BC may be repeated for credit.

PED102GO - GOLF - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improving techniques of putting, chipping, the full swing, rules and scoring will be covered in this class. Prerequisites: None. Prior experience recommended. Course Note: PED102GO may be repeated for credit.

PED102SB - SOFTBALL - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon basic skills and game strategy of softball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102SB may be repeated for credit.

PED102SO - SOCCER - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon basic skills and game strategy of soccer at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102SO may be repeated for credit.

PED1O2ST – STRENGTH TRAINING – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Intermediate techniques of strength training, concentrating on incorporating an exercise regimen for increased strength and endurance. Not recommended for the beginning weight lifter. Prerequisites: None. Prior experience recommended. Course Notes: PED102ST may be repeated for credit.

PED102VB – VOLLEYBALL - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon basic skills and game strategy of volleyball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Notes: PED102VB may be repeated for credit. COMMON COMPETENCY COURSE

PED102WT - WEIGHT TRAINING - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Increase knowledge and training with a qualified instructor on the use of Olympic and Free Weights. Prerequisites: None. Prior experience recommended. Course Note: PED102WT may be repeated for credit.

PED102YO - YOGA - INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Yoga for the experienced practitioner. Prerequisites: None. Prior experience recommended. Course Note: PED102YO may be repeated for credit.

PED103BC - BOOT CAMP
LEC + LAB // 0.5 CREDITS // 1 PERIODS
Vigorous physical and mental conditioning incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety. Prerequisites: None Course Note: PED103BC may be repeated for credit.

PED115 - LIFETIME FITNESS
LEC + LAB // 2 CREDITS // 4 PERIODS
Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable. Prerequisites: None. Course Note: PED115 may be repeated for a total of (8) credit hours.

PED120AF - SPECIAL EMPHASIS ACTIVITIES: WEIGHT TRAINING
LEC + LAB // 2 CREDITS // 4 PERIODS
Intensive experience in weight training. Prerequisites: None. Course Note: PED120AF may be repeated for a total of 8 credits.

P**ED124 – STRENGTH AND CONDITIONING FOR SPORT PERFORMANCE: BASIC**
LEC+LAB // 2 CREDITS **//** 4 PERIODS
Introduction to the principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on beginning instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: None. Course Notes: PED124 may be repeated for a total of eight (8) credit hours.

PED125 – STRENGTH AND CONDITIONING FOR SPORT PERFORMANCE: INTERMEDIATE
LEC+LA // 2 CREDITS **//** 4 PERIODS
Principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: PED124. Course Notes: PED125 may be repeated for a total of eight (8) credit hours.

PED201BA – BASEBALL - ADVANCED
LEC + LAB // 1 CREDIT **//** 2 PERIODS
To improve upon intermediate skills and game strategy of baseball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201BA may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PED201GO - GOLF - ADVANCED
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Experienced golfers gain helpful hints and practice to improve their game. Prerequisites: None. Prior experience at competitive level recommended. Course Note: PED201GO may be repeated for credit.

PED201SB – SOFTBALL - ADVANCED
LEC + LAB // 1 CREDIT **//** 2 PERIODS
To improve upon intermediate skills and game strategy of soccer at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201SB may be repeated for credit.

PED201SO – SOCCER - ADVANCED
LEC + LAB // 1 CREDIT **//** 2 PERIODS
To improve upon intermediate skills and game strategy of soccer at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201SO may be repeated for credit.

PED201VB – VOLLEYBALL - ADVANCED
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Improve upon intermediate skills and game strategy of volleyball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Note: PED201VB may be repeated for credit.

PED201WT – WEIGHT TRAINING - ADVANCED
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Advanced level training with a qualified instructor on the use of Olympic and Free Weights. Prerequisites: Prior experience at competitive level recommended. Course Notes: PED201WT may be repeated for credit.

PED202BA – BASEBALL - ELITE
LEC + LAB // 1 CREDIT **//** 2 PERIODS
Improve upon advanced skills and game strategy of baseball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED202BA may be repeated for credit.

PED202GO – GOLF - ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of golf at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED202GO may be repeated for credit.

PED202SB – SOFTBALL - ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of softball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Class Notes: PED202SB may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PED202SO – SOCCER - ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of soccer at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Class Notes: PED202SO may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PED202VB – VOLLEYBALL ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of volleyball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED202VB may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PHILOSOPHY (PHI)

PHI101 - INTRODUCTION TO PHILOSOPHY
  PHI1101
LEC // 3 CREDITS // 3 PERIODS
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom, and determinism, and the existence of God. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]. Arizona Shared Unique Number SUN#: PHI 1101

PHI103 - INTRODUCTION TO LOGIC
  PHI1103
LEC // 3 CREDITS // 3 PERIODS
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent. General Education Designation: Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L]. Arizona Shared Unique Number SUN#: PHI 1103

PHI104 – WORLD PHILOSOPHY
LEC // 3 CREDITS // 3 PERIODS
Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None. General Education Designations: Global Awareness [G]; Humanities and Fine Arts [HU].

PHI105 - INTRODUCTION TO ETHICS
  PHI1105
LEC // 3 CREDITS // 3 PERIODS
A survey of ethical theory in Western Philosophy, including the major normative theories and selected meta ethical theories. Prerequisites: None General Education Designation: Humanities and Fine Arts [HU]. Arizona Shared Unique Number SUN#: PHI 1105

PHI213 - MEDICAL AND BIOETHICS
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Humanities and Fine Arts [HU].

PHI216 – ENVIRONMENTAL ETHICS
LEC // 3 CREDITS // 3 PERIODS
Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

PHI218 - PHILOSOPHY OF SEXUALITY
LEC // 3 CREDITS // 3 PERIODS
Philosophical examination of sexuality in human life. Historical and critical survey of philosophical and theological views. Comparison and evaluation of contemporary theories about the nature of sexual desire and sexual acts. Implications of theories for contemporary moral problems. Prerequisites: ENG101, or ENG107, or permission of Instructor. Student must be 18 years or older. General Education Designation: Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L].

PHYSICAL SCIENCE (PHS)
PHS110 - FUNDAMENTALS OF PHYSICAL SCIENCE
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Survey of the principles of physics and chemistry. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam. General Education Designation: Natural Sciences (Quantitative) [SQ].

PHARMACY TECHNOLOGY (PHT)
PHT120 – PHARMACY TECHNICIAN RESPONSIBILITIES
LEC // 3 CREDITS // 3 PERIODS
Responsibilities and skills of pharmacy technicians. Emphasis on federal and state laws, prescription entry and fulfillment, drug regulations, and drug calculations, as well as pharmaceutical products, abbreviations, and terminology. Includes inventory management, administration routes, financial issues, and pharmacy environments. Prerequisites: None

PHYSICS (PHY)
PHY101 - INTRODUCTION TO PHYSICS
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 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 - GENERAL PHYSICS I
  PHY1111
LEC // 4 CREDITS // 3 PERIODS
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. Course Note: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111A A. General Education Designation: Natural Sciences (Quantitative) - [SQ]. Arizona Shared Unique Number SUN# PHY1111

PHY112 - GENERAL PHYSICS II
  PHY1112
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111. General Education Designation: Natural Sciences (Quantitative) [SQ]. Arizona Shared Unique Number SUN# PHY1112

PHY 115 – UNIVERSITY PHYSICS I
LEC // 5 CREDITS **//** 4 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
General physics course using calculus to develop the principles of mechanics and thermodynamics. Recommended for majors in the sciences and mathematics. Re-quired for Engineering majors. Prerequsites: MAT220 or MAT221 or permission of Department or Division. Co requisites: MAT230 or MAT23. One year High School physics or PHY111 and PHY112 is strongly recommended.

PHY116 - UNIVERSITY PHYSICS II
LE // 5 CREDITS **//** 4 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
Principles of electricity, magnetism, waves, and optics. Required for Engineering majors. Prerequisites: PHY115 and (MAT230 or MAT231) Co requisites: MAT241

PHY121 - UNIVERSITY PHYSICS I: MECHANICS
   PHY1121
LEC // 4 CREDITS **//** 3 PERIODS
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 Department or consent. One year of High School physics or PHY111 and PHY112 suggested but not required. General Education Designation: Natural Sciences (Quantitative) - [SQ]

PHY131 - UNIVERSITY PHYSICS II: ELECTRICITY AND MAGNETISM
   PHY1131
LEC // 4 CREDITS **//** 3 PERIODS
LAB // 0 CREDIT **//** 3 PERIODS
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. Co requisites: MAT241 or per-mission of Department or Division. General Education Designation: Natural Sciences (Quantitative) - [SQ]. Arizona Shared Unique Number SUN# PHY1131

PHLEBOTOMY (PLB)

PLB109 – PHLEBOTOMY: BASIC SKILLS
LEC + LAB // 2 CREDITS **//** 4 PERIODS
Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures. Prerequisites: (Acceptance into the Medical Assisting or Phlebotomy program), (a grade of "C" or better in HCC130 and HCC145AA), and permission of Program Director.

PLB111 – SPECIMEN PROCESSING AND ADVANCED TECHNIQUES IN PHLEBOTOMY PROCEDURES
LEC + LAB // 2 CREDITS **//** 4 PERIODS
Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures. Prerequisites: PLB109 and permission of Program Director.

PLB122 – PRACTICUM: PHLEBOTOMY AND SPECIMEN PROCESSING
LAB // 3 CREDITS **//** 12 PERIODS
Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment. Prerequisites: PLB109 or permission of Program Director. Prerequisites or Co requisites: PLB111 or permission of Program Director.

POLITICAL SCIENCE (POS)

POS110 - AMERICAN NATIONAL GOVERNMENT
   POS1110
LEC // 3 CREDITS **//** 3 PERIODS
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None. (POS110 meets U.S. Constitution

Requirements for Teacher Certification.) General Education Designation: Social and Behavioral Sciences [SB]. Arizona Shared Unique Number SUN# Pos1110

POS120 – WORLD POLITICS
POS1120
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designations: Global Awareness [G]; Social and Behavioral Sciences [SB]. Arizona Shared Unique Number SUN#: POS 1120

POS130 – STATE AND LOCAL GOVERNMENT
POS1130
LEC // 3 CREDITS // 3 PERIODS
Survey of state and local government in the United States. Special attention on Arizona State government. Prerequisites: None General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN#: POS 1130

POS230 – PUBLIC POLICY & CIVIC ENGAGEMENT: CESAR CHAVEZ LEGACY
LEC + LAB // 3 CREDITS // 3 PERIODS
Exploration of democratic citizenship in a multicultural society. Focus on the role of the activist in public policy service, community organizing, and social change strategies such as communication, social movement theory perspectives, and how leaders maintain movement momentum. Interpretation of the vision, philosophy, and work of Cesar E. Chavez; and accomplishments by citizens (individually and collectively) in social change and opposition. Special emphasis on community engagement participation. Prerequisites: None Course Notes: POS230 requires a mini-mum of 16 hours of civic engagement participation with community partners. Cross-references: CCS230

PSYCHOLOGY (PSY)
PSY101 - INTRODUCTION TO PSYCHOLOGY PSY1101
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Social and Behavioral Sciences - [SB]. Arizona Shared Unique Number SUN#: PSY1101

PSY123 - PSYCHOLOGY OF PARENTING
LEC // 3 CREDITS // 3 PERIODS
The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

PSY132 - PSYCHOLOGY AND CULTURE
LEC // 3 CREDITS // 3 PERIODS
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 crosscultural 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. General Education Designation: Cultur5al Diversity [C]; Global Awareness [G]; Social and Behavioral Sciences [SB].

PSY156 - UNDERSTANDING DEATH AND DYING
LEC // 3 CREDITS // 3 PERIODS
Designed to give the student an understanding of the re-search and theories of death, dying and the bereavement process. Prerequisites: None.

PSY230 - INTRODUCTION TO STATISTICS
LEC **//** 3 CREDITS **//** 3 PERIODS
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: (A grade of "C" or better in PSY101 and MAT092 or higher MAT course) or (a grade of "C" or better in PSY101 and eligibility for MAT112 or higher as indicated by appropriate mathematics placement test score) or permission of Instructor. General Education Designation: Computer / Statistics/Quantitative Applications - [CS]

PSY235 - PSYCHOLOGY OF GENDER
LEC **//** 3 CREDITS **//** 3 PERIODS
To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of C or better or permission of Instructor. General Education Designation: Cultural Diversity [C]; Social and Behavioral Sciences [SB].

PSY240 - DEVELOPMENTAL PSYCHOLOGY
LEC **//** 3 CREDITS **//** 3 PERIODS
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, premed, and psychology. Prerequisites: PSY 101 with a grade of "C" or better or permission of the instructor. General Education Designation: Social and Behavioral Sciences [SB].
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PSY244 – INTERNSHIP IN PSYCHOLOGY
LEC + LAB **//** 1 CREDIT **//** 1 PERIOD
Experience in working in a wide variety of settings including but not limited to schools, non-profit agencies, advocacy agencies and other governmental agencies. 80 hours of designated volunteer or paid work. Prerequisites or Co requisites: A grade of "C" or better in any two 200-level PSY courses and permission of Instructor. At least one of the 200-level PSY course must be taken in prior semester. Course Notes: PSY244 may be repeated for a total of two (2) credit hours.

PSY250 - SOCIAL PSYCHOLOGY
LEC **//** 3 CREDITS **//** 3 PERIODS
The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

PSY266 - ABNORMAL PSYCHOLOGY
LEC **//** 3 CREDITS **//** 3 PERIODS
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor.

PSY277 - PSYCHOLOGY OF HUMAN SEXUALITY
LEC **//** 3 CREDITS **//** 3 PERIODS
Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor. Student must be 18 years or older. General Education Designation: Social Behavioral Sciences [SB].

PSY290AB - RESEARCH METHODS
LEC **//** 4 CREDITS **//** 3 PERIODS
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,or ENG107. Prerequisites or Co requisites: PSY230 with a grade of "C" or better, or permission of Instructor.

PSY298AC - SPECIAL PROJECTS
LAB **//** 3 CREDITS **//** 3 PERIODS
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.

READING (RDG)

RDG008 - PHONICS
LEC **//** 3 CREDITS **//** 3 PERIODS
Designed for students who are learning English as a second language. Includes the study of the speech sounds used in English as represented by the written symbols of the alphabet; recognition of spelling patterns and resulting pronunciation; and diacritical markings. Prerequisites: Reading placement score (CELSA) or per-mission of instructor.

RDG013 - SPELLING DEVELOPMENT FOR ESL SPEAKERS (NON-NATIVE SPEAKERS)
LEC **//** 3 CREDITS **//** 3 PERIODS
Study of basic English spelling principles with emphasis on common spelling errors due to mispronunciation. Examination of homonyms, homophones, homographs, and contractions.

Creating personalized mnemonic techniques to spell problem words. Prerequisites: RDG001 with grade of "C" or better, or permission of instructor.

RDG016 - READING ENGLISH AS A SECOND LANGUAGE I
LEC **//** 3 CREDITS **//** 3 PERIODS
Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

RDG026 - READING ENGLISH AS A SECOND LANGUAGE II
LEC **//** 3 CREDITS **//** 3 PERIODS
Designed for students who are learning English as a second language. Continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG016, or permission of Instructor.

RDG031 - ADVANCED VOCABULARY FOR ESL SPEAKERS (NON-NATIVE SPEAKERS)
LEC **//** 3 CREDITS **//** 3 PERIODS
Designed to expand and improve reading vocabulary skills. Emphasis on understanding advanced vocabulary in both context and isolation through practice and review. Vocabulary building strategies which will aid in ongoing study of words. Emphasis on both learning and using more advanced vocabulary effectively. Prerequisites: RDG020 with grade of C or better, or permission of instructor. Course Note: Recommended for reading students at ESL Levels III and IV.

RDG036 - READING ENGLISH AS A SECOND LANGUAGE III
LEC // 3 CREDITS // 3 PERIODS

Designed for students who are learning English as a second language. Instruction or more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG026, or permission of Instructor.

RDG046 - READING ENGLISH AS A SECOND LANGUAGE IV
LEC // 3 CREDITS // 3 PERIODS

Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG036, or permission of Instructor.

RDG071 - BASIC READING
LEC // 3 CREDITS // 3 PERIODS

Provide opportunities for practice and application of basic reading skills. Includes phonic analysis, word recognition, structural analysis, use of context clues, and use of dictionary, reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and development of inferential interpretation. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG040. Course Note: Recommended for all students with limited reading experiences.

RDG081 - READING IMPROVEMENT
LEC // 3 CREDITS // 3 PERIODS

Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG071.

RDG091 - COLLEGE PREPARATORY READING
LEC // 3 CREDITS // 3 PERIODS

Designed to improve basic reading and study skills, vocabulary and comprehension skills. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG081 or permission of Instructor. Course Notes: RDG091 is recommended to all students whose placement test scores indicate a need for reading instruction.

RDG095 – INTENSIVE FOUNDATIONS FOR COLLEGE READING
LEC // 6 CREDITS // 6 PERIODS

Accelerated format to improve basic reading skills, study skills, and information literacy skills including vocabulary development, main idea identification, patterns of organization recognition, and comprehension improvement. Prerequisites: Appropriate reading placement test score, or a grade of "B" or better in RDG071, or permission of Instructor. Course Notes: RDG095 is an accelerated and intensive learning program for students and meets the requirements for RDG081 and RDG091 in one semester

RDG100 – SUCCESSFUL COLLEGE READING
LEC // 3 CREDITS // 3 PERIODS

Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Co requisites: 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.

REAL ESTATE PRINCIPLES (REA)

REA179 – REAL ESTATE PRINCIPLES I
LEC // 3 CREDITS // 3 PERIODS
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 REAL ESTATE PRINCIPLES II
LEC // 3 CREDITS // 3 PERIODS
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.

REA201 - REAL ESTATE PRINCIPLES I AND II
LEC // 6 CREDITS // 6 PERIODS
Comprehensive survey of real estate principles to include careers in real estate, nature and description of real estate, rights and interests in land, forms of real property ownership, forms of business organization, methods of title transfer, title search and insurance, contract law, real estate sales contracts, mortgage and notes payable, deeds of trust, lending practices, loans and consumer rights, sources of financing real estate loans, types of financing instruments, real property taxes and assessments, title closing, escrow and settlement procedures, property management and real estate leases, real estate appraisal, state licensing laws and professional affiliations, real estate brokerage, real estate agency, fair housing and equal credit laws, types of residential real estate, real property insurance, land use control, economics of real estate, and investment considerations. Prerequisites: None. Course Note: This course is intended to satisfy the state of Arizona's requirement for 90 hours of prelicensure education. Students must attend all scheduled class meetings to meet the State's attendance requirement.

REA290AH - REAL ESTATE SEMINAR: CONTRACT WRITING
LEC // 0.5 CREDITS // 0.5 PERIODS
Contract writing skills, techniques, and requirements. Writing of basic real estate contracts, including purchase offers, counter offers, sales listing agreements, and riders. Prerequisites: None.

RECREATION (REC)

REC120 – LEISURE AND THE QUALITY OF LIFE
LEC // 3 CREDITS // 3 PERIODS
Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and the role in contemporary society, Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

REC150AB – OUTDOOR ADVENTURE SKILLS
LEC // 3 CREDITS // 3 PERIODS
Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

RELIGIOUS STUDIES (REL)

REL100 – WORLD RELIGIONS
LEC // 3 CREDITS // 3 PERIODS
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

SMALL BUSINESS MANAGEMENT (SBS)

SBS200 - SMALL BUSINESS OPERATIONS
LEC // 2 CREDITS // 2 PERIODS

In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, ship-ping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

SBS202 - SMALL BUSINESS BOOKKEEPING AND TAX PREPARATION
LEC // 1 CREDIT // 1 PERIOD

Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

SBS203 - FINANCING AND CASH MANAGEMENT FOR A SMALL BUSINESS
LEC // 1 CREDIT // 1 PERIOD

Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company, with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day today operational budgeting also included. Prerequisites: None.

SBS204 - SMALL BUSINESS MARKETING AND ADVERTISING
LEC // 2 CREDITS // 2 PERIODS

Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/ promotion plan. Prerequisites: None.

SBS211 - SMALL BUSINESS COMPUTER APPLICATIONS
LEC // 1 CREDIT // 1 PERIOD

Hands-on opportunity for the small business owner to test several current computer application programs. Emphasizes practical applications, hardware and software purchasing decision criteria, and technological developments. Prerequisites: None.

SBS213 - HIRING AND MANAGING EMPLOYEES
LEC // 1 CREDIT // 1 PERIOD

Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

SBS214 - SMALL BUSINESS CUSTOMER RELATIONS
LEC // 1 CREDIT // 1 PERIOD

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 - MANAGING STRESS IN SMALL BUSINESS
LEC **//** 1 CREDIT **//** 1 PERIOD

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.

SBS216 - PLANNING FOR A SMALL BUSINESS
LEC **//** 2 CREDIT **//** 2 PERIOD

Relates business management issues to a specific small business through development of an individual study plan. Provides onsite review of business operation by trained instructor. Prerequisites: SBS200 and SBS204 or permission of instructor.

SBS217 - STARTING/MANAGING A HOME BUSINESS
LEC **//** 1 CREDIT **//** 1 PERIOD

Analysis of the successful operation of a home-based business. Includes study of economic feasibility, practicality, and adjustments for the family. Analysis of the ad-vantages/ disadvantages of operating a home based business, versus a "storefront" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in lo-cal, national, and international markets. Prerequisites: None.

SBS218 - ESTABLISHING AN IMPORT/EXPORT BUSINESS
LEC **//** 1 CREDIT **//** 1 PERIOD

Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 - INTERNET MARKETING FOR SMALL BUSINESS
LEC **//** 2 CREDITS **//** 2 PERIODS

Focuses on "e-Commerce"-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Inter-net services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and ongoing operations of the Internet site. Prerequisites: None.

SBS221 – SOCIAL MEDIA MARKETING FOR SMALL BUSINESS
LEC **//** 2 CREDITS **//** 2 PERIODS

Focuses on use of Social Media for Small Businesses and Entrepreneurs. Topics include: Use of Social Media, types of Social Media, how Social Media can help growth and success of business; examples of successful Social Media marketing, setting up and deploying various types of Social Media. Options for hardware and software for Social Media, determining products/services appropriate for Social Media, Monetization of Social Media. Budget constraints and ongoing monitoring and content management of Social Media. Prerequisites: None

SBS230 - FINANCIAL AND TAX MANAGEMENT FOR SMALL BUSINESS
LEC **//** 2 CREDITS **//** 2 PERIODS

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.

SBS298AA - SPECIAL PROJECTS
LAB // 1 CREDIT // 1 PERIOD
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.

SOCIETY AND BUSINESS (SBU)

SBU200 – SOCIETY AND BUSINESS
LEC // 3 CREDITS // 3 PERIODS
The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. Prerequisites: None   General Education Designation: Global Awareness [G]; Social and Behavioral Sciences [SB].

SIGN LANGUAGE (SLG)

SLG101 - AMERICAN SIGN LANGUAGE I
LEC // 4 CREDITS // 4 PERIODS
Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a co requisite but not required.

SLG102 – AMERICAN SIGN LANGUAGE II
LEC // 4 CREDITS // 4 PERIODS
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101 with a grade of "C" or better, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SLG201 – AMERICAN SIGN LANGUAGE III
LEC // 4 CREDITS // 4 PERIODS
Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102 with a grade of C or better, or permission of Department 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.

SOCIOLOGY (SOC)

SOC101 - INTRODUCTION TO SOCIOLOGY
SOC1101
LEC // 3 CREDITS // 3 PERIODS
The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN# 1101

SOC157 - SOCIOLOGY OF FAMILIES AND RELATIONSHIPS
LEC // 3 CREDITS // 3 PERIODS
Systemic analysis of socio-cultural and historical origins of modern families in the U.S. and their importance, major challenges and changing trends.

Explores being single, dating and attraction, love, cohabitation and marriage, family planning and parenthood, conflict and crisis within the family, and divorce. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

SOC220 – SPORT AND SOCIETY
LEC // 3 CREDITS // 3 PERIODS
Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of both the fan and the athlete, as well as how both professional and amateur sport have at times played a transformative role in society. Prerequisites: None General Education Designation: Social and Behavioral Sciences [SB].

SOC241 – RACE AND ETHNIC RELATIONS SOC2215
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Cultural Diversity [C] General Education Designation: Social Behavioral Sciences [SB] Arizona Shared Unique Number SUN# SOC2215

SOC251 - SOCIAL PROBLEMS   SOC2250
LEC // 3 CREDITS // 3 PERIODS
A sociological exploration of selected social problems and inequalities. Analyzes issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/ age, family, education, work, the economy, population migration/ immigration, the environment, war and global insecurity. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB]. Arizona Shared Unique Number SUN# SOC2250

SPANISH (SPA)
SPA085AA - SPEEDY SPANISH I
LEC // 1 CREDIT // 2 PERIOD
Basic vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: None

SPA101 - ELEMENTARY SPANISH I
  SPA1101
LEC // 4 CREDITS // 4 PERIODS
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 Arizona Shared Unique Number SUN# SPA1101

SPA102 - ELEMENTARY SPANISH II SPA1102
LEC // 4 CREDITS // 4 PERIODS
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: A grade of "C" or better in SPA101 or permission of Department or Division. Arizona Shared Unique Number SUN# SPA1102

SPA115 - BEGINNING SPANISH CONVERSATION I
LEC // 3 CREDITS // 3 PERIODS
Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116 - BEGINNING SPANISH CONVERSATION II
LEC // 3 CREDITS // 3 PERIODS
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

SPA117 - HEALTH CARE SPANISH I
LEC // 3 CREDITS **//** 3 PERIODS
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None

SPA201 - INTERMEDIATE SPANISH I
SPA2201
LEC // 4 CREDITS **//** 4 PERIODS
Continued study of essential Spanish grammar and Spanish speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: Grade of "C" or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G] Arizona Shared Unique Number SUN# SPA2201

SPA202 - INTERMEDIATE SPANISH II
SPA2202
LEC // 4 CREDITS **//** 4 PERIOD
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 SPA 201 or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G] Arizona Shared Unique Number SUN#SPA 2202

SPA206 – SPANISH FOR MEDICAL INTERPRETATION II
LEC // 3 CREDITS **//** 3 PERIODS
Continuation of Spanish interpretation for medical interpreters. Medical vocabulary relating to human anatomy and physiology emphasized. Prerequisites: A grade of B or better in SPA205 or permissi of Department or Division. Completion of prerequisites within the last three years is required.

SPA296WA - COOPERATIVE EDUCATION
LAB // 1 CREDIT **//** 5 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an out-come 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 position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Co requisites: 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.

SPANISH HUMANITIES (SPH)
SPH245 – HISPANIC HERITAGE IN THE SOUTHWEST
LEC // 3 CREDITS **//** 3 PERIOD
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. General Education Designation: Cultural Diversity [C]; General Education Designation: Humanities and Fine Arts [HU].

SPECIAL PROJECTS
298AA-AC - SPECIAL PROJECTS
LAB // 1-3 CREDITS **//** 1-3 PERIODS/ARRANGED
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None. Note: Special Projects may be used under most disciplines. However, the student must communicate with the instructor of his/her class for assistance in having a special project section initiated.

SUSTAINABILITY/SCIENCES AND THE HUMANITIES (SSH)

SSH111 – SUSTAINABLE CITIES
LEC // 3 CREDITS // 3 PERIODS
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.

STORYTELLING (STO)

STO100AA - HOW TO TELL TRADITIONAL STORIES
LEC // 1 CREDIT // 1 PERIOD
Introduction to the art of storytelling. Finding, crafting and telling a traditional story in and out of class. Prerequisites: None

STO101 – STORYTELLING FOR LITERACY
LEC // 1 CREDIT // 1 PERIOD
Introduction to the natural process from oral to written language and the role of storytelling in both. Focus will be on the development and sharing of oral and written stories. Prerequisites: None

STO150 - DIGITAL STORYTELLING
LEC + LAB // 3 CREDITS // 6 PERIODS
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
Cross References: ART150 COM150

STO200AA - BIOGRAPHICAL STORYTELLING
LEC // 1 CREDIT // 1 PERIOD
Exploration of the art and craft of finding, developing and telling biographical stories. Prerequisite: None

STO250AA – BENEFITING FROM THE STORYTELLING FESTIVAL EXPERIENCE
LEC // 1 CREDIT // 1 PERIOD
Observation of master storytellers in performance. Structured observation, inquiry, and reflection in the context of a major national storytelling festival. Prerequisites: None. Course Notes: STO250AA may be taken up to 3 times for different festival experiences.

STO282AA-AC - SERVICE LEARNING EXPERIENCE IN STORYTELLING
LAB // 1-3 CREDITS // 1-3 PERIODS
Unpaid Service Learning (SL) experience, completed with approved community partner. STO282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

STO283 - THE AFRICAN STORYTELLING TRADITION
LEC // 3 CREDITS // 3 PERIODS
Introduction to the history and practice of storytelling in Africa. Overview of African myths, legends, folktales, parables, and fables. Great story tellers and story collectors of the past and present. Researching, developing, and crafting African stories for telling. Prerequisites: None.

STO284 - STORYTELLING AND MUSIC
LEC // 3 CREDITS // 3 PERIODS
Introduction to the role and importance of music in storytelling. Research, craft, and tell stories that include percussion, vocal, or instrumental elements. Prerequisites: None.

STO286 - USING STORYTELLING IN A VARIETY OF SETTINGS
LEC // 3 CREDITS // 3 PERIODS
The application of storytelling and storytelling activities in the world of health care, business, parks, museums, hospitals, and education. Prerequisites: None.

STO288 - TELLING SACRED STORIES FROM AROUND THE WORLD
LEC // 3 CREDITS // 3 PERIODS
Introduction to sacred stories as a genre. Researching, developing, and crafting traditional and personal sacred stories. Finding appropriate applications and venues for telling. Prerequisites: None

STO289AA - USING STORYTELLING IN EDUCATIONAL SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in educational settings. Prerequisites: None Cross Reference: EDU283AA

STO289AB - USING STORYTELLING IN BUSINESS SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in business settings. Prerequisites: None.

STO289AC - USING STORYTELLING IN HEALING SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in healing settings. Prerequisites: None

STO289AD - USING STORYTELLING IN INTERPRETIVE SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in interpretive settings including museums, gardens, parks, and zoos. Prerequisites: None.

STO290AG – USING STORYTELLING IN ADVOCACY SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in contexts of advocacy and civic engagement. Focus on stories that reflect the goals and aims of a civic organization. Prerequisites: None.

STO291AA - STORYTELLING CIRCLE
LEC + LAB // 1 CREDIT // 1.5 PERIODS
Designed to provide opportunities for students to practice and develop critical listening and storytelling skills. Prerequisites: EDU292, or HUM292, or STO292, or permission of instructor. Course Notes: STO291AA may be repeated for a total of three (3) STO291AA credits

STO292 - THE ART OF STORYTELLING
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C]. Cross References: EDU292, HUM292

STO293 - THE ART OF STORYTELLING II
LEC // 3 CREDITS // 3 PERIODS
Further exploration of the art of storytelling. Provide opportunities for the expansion of storytelling skills and a deeper appreciation of storytelling and its applications. Prerequisites: EDU292 or HUM292 or STO292

STO294 - MULTICULTURAL FOLKTALES
LEC // 3 CREDITS // 3 PERIODS
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C]. Cross References: EDU294, ENH294

STO295 - MULTICULTURAL FOLKTALES II
LEC // 3 CREDITS // 3 PERIODS

Study of storytelling focusing on the cultural context in which stories are told, their meaning in those contexts, and ways of telling those stories that honor their original contexts and tellers. Prerequisites: EDU294 or ENH294 or STO294.

STO297 - CREATING AND TELLING PERSONAL STORIES
LEC // 3 CREDITS // 3 PERIODS

Exploration of the art and craft of finding, developing and telling personal stories. Prerequisites: EDU292 or HUM292 or STO292.

STO298AA - AC - SPECIAL PROJECTS
LAB // 2 CREDITS // 3 PERIODS

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 m Prerequisites: Permission of Program Director or instructor.

SUSTAINABILITY/NATURAL SCIENCES (SUS)
SUS110 SUSTAINABLE WORLD
LEC // 3 CREDITS // 3 PERIODS

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. General Education Designation: Social and Behavioral Sciences [SB]

SOCIAL WORK (SWU)
SWU171 - INTRODUCTION TO SOCIAL WELFARE
LEC // 3 CREDITS // 3 PERIODS

Analysis of contemporary social welfare services and professional social work. Prerequisites: None. General Education Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB] Editor's Note: The following prerequisites for SWU171 will become effective the spring 2018 semester: Prerequisites: (A grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score) and (a grade of "C" or better in ENG091 or eligibility for ENG101 as indicated by appropriate writing placement test score).

SWU258 – VICTIMOLOGY AND CRISIS MANAGEMENT
LEC // 3 CREDITS // 3 PERIODS

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. General Education

SWU292 – EFFECTIVE HELPING IN A DIVERSE WORLD
LEC // 3 CREDITS // 3 PERIODS

Introduction to professional helper communication skills with respect to cross- cultural practice and diversity issues, in a social work setting. Prerequisites: None. (SOC101 and SWU102) or SWU171 suggested but not required. General Education Designations: Cultural Diversity [C]; Social Behavioral Sciences [SB]

THEATER (THE)
THE111 - INTRODUCTION TO THEATRE
LEC // 3 CREDITS // 3 PERIODS

A survey of theatre, including basic elements and

principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]

THE118 - PLAYWRITING
LEC + LAB // 3 CREDITS // 3 PERIODS
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None.

THE220 - MODERN DRAMA   THE2220
LEC // 3 CREDITS // 3 PERIODS
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. General Education Designation: Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L] Arizona Shared Unique Number SUN# THE2220

THE260 - FILM ANALYSIS
LEC // 3 CREDITS // 3 PERIODS
Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None.

THEATER AND FILM (THF)
THF115 – MAKEUP FOR STAGE AND SCREEN
LEC + LAB // 3 CREDIT // 4 PERIODS
Purposes, materials, and techniques of makeup for stage and screen. Prerequisites: None

THF120A A – AUDITION TECHNIQUES FOR STAGE AND SCREEN: PREPARED MONOLOGUE
LEC + LAB // 1 CREDITS // 2 PERIODS
Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

THF120AB – AUDITION TECHNIQUES FOR STAGE AND SCREEN: COLD READINGS
LEC + LAB // 1 CREDITS // 2 PERIODS
Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None.

THF205 – INTRODUCTION TO CINEMA
LEC // 3 CREDITS // 4 PERIODS
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None General Education Designation: Humanities and Fine Arts [HU] Cross references: HUM205

THF210 – CONTEMPORARY CINEMA
LEC // 3 CREDITS // 3 PERIODS
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]. Cross references: HUM210

THF215 – ADVANCED MAKEUP FOR STAGE AND SCREEN
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen. Prerequisites: THF115.

THEATER PERFORMANCE/PRODUCTION (THP)
THP112 - ACTING I
LEC + LAB // 3 CREDITS // 4 PERIODS
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP201AA - THEATRE PRODUCTION I
LAB **//** 1 CREDITS **//** 2 PERIODS
Designed to give college Credit to the cast and technical production crews of college theatre productions. Course Note: THP201AA may be repeated for up to a maximum of four (4) Credits. Prerequisites: None.

THP201AB - THEATRE PRODUCTION II
LAB **//** 2 CREDITS **//** 4 PERIODS
Designed to give college Credit to the cast and technical production crews of college theatre productions. Course Note: THP201AB may be repeated for up to a maximum of four (4) Credits. Prerequisites: None.

THP203 – TECHNICAL THEATRE PRODUCTION
LAB **//** 3 CREDITS **//** 6 PERIODS
Designed to give college credit to the technical production crews of college theatre productions. Prerequisites: None. Course Notes: THP203 may be repeated for up to a maximum of nine (9) credits.

THP211AB - CREATIVE DRAMA: STORYTELLING/ PUPPETS
LEC **//** 1 CREDIT **//** 1 PERIOD
Theory and practice of creative drama in storytelling and puppetry. Covers use of puppets to enhance storytelling skills. Emphasis on application in elementary and secondary school levels. Prerequisites: None.

THP217 – INTRODUCTION TO DESIGN SCENOGRAPHY
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
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

THP271 - VOICE AND DICTION
LEC **//** 3 CREDITS **//** 3 PERIODS
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers International Phonetic Alphabet and standard stage speech. Prerequisites: None. Cross-Reference: COM271

THP281 - PRODUCTION AND ACTING I
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one act plays. Prerequisites: Permission of Department or Division.

THP282 – PRODUCTION AND ACTING II
LEC + LAB **//** 3 CREDITS **//** 4 PERIODS
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor`s work to the total production process. Performance of monologues, scenes, and one act plays. Prerequisites: THP281 or permission of Department or Division

THP298AB - SPECIAL PROJECTS IN THEATRE
LAB **//** 2 CREDITS **//** 2 PERIODS
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.

WOMEN'S STUDIES (WST)

WST100 - INTRODUCTION TO WOMEN'S AND GENDER STUDIES
LEC // 3 CREDITS // 3 PERIODS

Introduction to critical issues in women's studies. Prerequisites: None. General Education Designations: Cultural Diversity [C]; Social and Behavioral Sciences [SB].

WST209 - WOMEN AND FILMS
LEC // 3 CREDITS // 3 PERIODS

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None. Cross References: HUM209. General Education Designations: Cultural Diversity [C]; Historical Awareness [H]; Humanities and Fine Arts [HU]. Editor's Note: WST209 will lose the Historical Awareness [H] designation in Spring, 2018.

YAQUI INDIAN HISTORY AND CULTURE (YAQ)

YAQ100 - YAQUI INDIAN HISTORY AND CULTURE
LEC // 3 CREDITS // 3 PERIODS

Surveys Yaqui Indian history and culture from precontact to the present. Explores themes of resistance, dispersion, survival, tradition, family, community, belief systems, and identity. Places Yaqui history within the context of Arizona, American Indian, Mexican, and Mexican American History. Examines historical writing and analysis, life histories, poetry, language, and emphasis on Yaqui experiences in 20th century Arizona. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Social and Behavioral Sciences [SB].

YAQ110 - YAQUI LANGUAGE AND CULTURE
LEC // 3 CREDITS // 3 PERIODS

Introduction to the Yaqui language and overview of the traditional culture as a background for language use. Instruction in the grammar and writing system to assist student in speaking, reading, and writing Yaqui. Prerequisites: None

VOCABULARY FOR COLLEGE SURVIVAL

TERMS YOU SHOULD KNOW

Academic Advisor: See: Student Services Specialist

Adjunct Faculty: Part-time certified instructors.

Admission: Acceptance into a college after the student has filed a completed Student Admission Application with the Admissions and Records Office and has been admitted according to admission criteria. Students who have been admitted are eligible to register for courses.

Advisor: A counselor, faculty, or other designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their goals and enhance their success.

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 student's 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 tests. Scores are used as a guide for proper course placement, which leads to greater success.

Associate Degree: A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. Degrees designed for transfer to a university include Associate in Arts (AA), Associate in Science (AS), and Associate in Business (ABUS). The Associate in General Studies (AGS) allows more flexibility in course selection, and the Associate in Applied Sciences (AAS) emphasizes a particular occupational field.

Associate in Transfer Partnership (ATP)
The Maricopa County Community College District Associate in Transfer Partnership (ATP) degree is designed to meet the needs of the Maricopa Community College students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

Attachment: A file that is included with an e-mail message. Oftentimes, the file must be saved to the desktop before it can be opened.

Audit: An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete assignments.

Bachelor's Degree: A degree awarded by a four-year college. The B.A., B.S., or B.A.S. requires completion of 120 credits.

Blended Learning: Blended learning is often referred to as Hybrid learning and typically is the combination of multiple approaches to learning. An example of blended learning would be to give a well- structured introductory lesson face- to-face in the classroom, and then provide follow- up materials online, often times provided through Canvas (a course management system).

Blog: A user-generated website where entries are made in journal style. A blog provides interactive commentary on a particular subject.

Campus: The College a course is being offered at (SMC).

Canvas: A course management system designed to support teaching and learning in an educational setting; often referred to as a virtual learning environment. Canvas works over the Internet and provides a variety of tools that a student and instructor use to communicate with each other such as uploading of course content, return of student's assignments, peer and group interaction, collecting and organizing student grade, questionnaires, etc. Canvas is used to supplement the face-2-face classroom environment, commonly known as Blended Learning.

Catalog: The annual publication which explains college policies, procedures, and programs, including course descriptions. Catalog is available in Acrobat (pdf) files on SMCC website

Catalog Year: A policy that allows students who maintain continuous enrollment to follow the program requirements of the catalog year in which they began.

Certificate of Completion (CCL): A certificate awarded for the completion of a specified career program.

Class Notes: Notes unique to the class attached to in SIS that give specific instruction to the student.

Class Number: The five-digit number following the subject code and course number of a class (i.e., PSY101 55673).

Class Section: The numerical order of several classes within the same subject area (4 digits long).

Class Status: Active (open for enrollment), Canceled Section (class placed in canceled status due to low enrollment), Stop Further Enrollment (class placed in this status to prevent any further enrollment), and Tentative Section (temporarily closed status until enrollment determined; usually a class set up for ACE or Charter School students).

College Orientation: A session during which new students are introduced to academic programs, facilities, and services provided by a college. *See NSO.*

College Work/Study: A form of financial aid based on need, which provides the student with paid employment while in school.

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.

Contact Time: The number of 50-minute periods per week that a course should be offered during a standard 16-week semester

Content Outline: An outline reflects the content that will be covered by a course.

Co-requisite: Requirement(s) which must be met concurrently with a course.

Counselor: A faculty member available to help you with personal, career, or school related questions.

Course: A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. *Also called course offering or class.*

Course Career: When a course is offered as Credit or Non Credit

Course Competencies: Statements which describe skills and/or knowledge students are expected to acquire as a result of completing the course successfully. Includes an Outline Reference (Roman Numerals) which identifies a relationship between

a major outline point and a Competency.

Course Component: When a class is offered as a lecture (LEC), a lab (LAB), or a combination of the two; Lecture/Lab (LEC/LAB).

Course Description: The brief, official statement of the content and prerequisites and/or co-requisites of each course included in the catalog.

Course Fee: A charge for services, supplies, and/or materials for a course, in addition to tuition and registration fees for the course.

Course ID: A number identifying a course and linked to the Course Bank (repository of all MCCD courses created)

Course Notes: Contains critical course information such as credit/no credit option and course repeat statements.

Course Number: Number that is assigned to a course that provides information about course level and sequence. Numbers range from 001-299. Numbers below 100 are not transferable to Universities and do not apply toward MCCCD degrees or certificates (i.e., ENG101 First Year Composition).

Credits: Credit hour is the term used to indicate the value of an academic credit. Credit hours are awarded for the successful completion of a course. In PeopleSoft (Student Information System), the term credit is titled: Units.

Course Prefix: A three-letter code that identifies a specific course and indicates its level and sequence (i.e., ENG in ENG101 indicating a course in First Year Composition).

Course Title: The name of a specific course that indicates subject and content (e.g., First Year Composition, title for ENG101).

Credit Hour: The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (i.e., 3 credit hours).

Cross-referenced Courses: Two or more disciplines connected to the course. All course elements are identical except for the prefix. Some variation may occur at number level if a number is not available for use.

Curriculum: A series of courses which meet a particular academic or vocational goal. Also called a program of study.

Division: A group of faculty who teach classes in related subjects, such as English, Critical Reading, and Journalism in the Language Arts Division.

Drop/Add Period: The period during which you can make changes in your schedule without penalty. The drop/add period varies with the length of the class.

Electives: Courses a student can select in order to complete a program of study, sometimes with restrictions.

e-Learning: Electronic learning is designed in such a way that the student really, if ever, attends face-to-face classroom setting and most times no in-person interaction may take place. Instruction delivered using e-Learning involves using interchangeably a wide variety of technologies, mainly Internet or computer-based instruction.

E-mail: Electronic mail, a means of sending written messages electronically. Students are automatically assigned a gmail ac-count once registered as a student of SMCC. You will receive student e-mail regarding class enrollment, financial aid, tuition due dates, changes to your class meeting pattern, etc.! Most official college communications will come to

you through this account. If you have any problems with your email account or need support, go to: www.google.com/ support.

Enrollment Status: Active, Canceled, Closed, etc.

Extracurricular Activities: Also known as co-curricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

Faculty: Instructors

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 both the fall and spring term is included in the Schedule of Classes.

Fiscal Office: Also known as the Cashier's or Business Office. Students may pay tuition and fees, course fees, and other encumbrances owed the college at the Fiscal Office.

Full Course Descriptions: Information which communicates the content of a course.

Grade Point: The numerical value of a grade multiplied by the credit hours for a course (A = 4 points; B = 3 points; C = 2 points; D = 1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the students earns 12 points; A = 4 points X 3 (credit hours) = 12 points.

Grade Point Average: The average obtained by dividing the total number of grade points earned by the total number of credits attempted.

Grading Basis: GRD or P/Z

Grant: Student financial aid based on need. Grants do not have to be repaid.

Helpdesk: A college service that assists students when they are having technical/ computer related problems while enrolled in an Internet course.

Hybrid Class: Delivery of instruction using a combination of multiple approaches to learning that may involve web-based re-sources, computer-based training, collaborative activities, moderate discussion, or other as appropriate for the specific course. Content delivery and participation in a hybrid course may range from 25% up to 100% outside of the traditional classroom/ lab environment. In most cases, a student will need to attend an orientation the first week of classes in the Technology Center. *See also: Blended Learning and e- Learning.*

Instruction Mode: Hybrid, Online, In Person, Private Instruction

Internet Class: Classes on the World Wide Web.

Load: Also called academic load. The total number of credit hours taken in a term. Twelve credit hours is considered a full- time load.

Location of Class: The physical location that a class will be held at. Often times, a class offered through a college but is held at a separate site from the main campus (i.e., offered by SMCC; held at the Guadalupe Center or at a location in Laveen).

Lower Division: First and second year college courses referred to as freshman and sophomore level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions offer lower division courses and upper division courses, which are junior- level and senior-level (300 and 400) courses.

Major: An area of concentrated study often for a specific degree or occupation, such as English, nursing, or engineering.

MCCCD: Maricopa County Community College District

MEID: Maricopa Enterprise ID used to log on to My.maricopa.edu to access the Student Center (see Student Center).

Netiquette: Rules of conduct that defines polite behavior in an email and on the Internet.
New Student Orientation (NSO) 602.243.8330 - New Student Orientation is designed to provide you with the resources you'll need to maximize your potential and to successfully manage your college experience. This is a great opportunity to meet new friends, interact with faculty and take a campus tour. For more information, contact the Advisement Department.

Official Absence: Absence from class approved by the Dean of Student Services for students who are participants in an official college activity. Students must present approved absence documentation to their instructors before the official absence and make arrangements to complete the work they will miss.

Online: One of the delivery options of a class. You would complete a course by connecting to the Internet and submitting class assignments through Canvas. Online can also be used to describe services that are available to you through the Internet.

Pass/Fail: An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fall grades will transfer to another college or university.

Password: A secret word you use to gain access to a computer system. Sometimes there are restrictions on the types of characters you can use

(i.e., letters, numbers, or incidentals) as well as a maximum number of them. Periodically you will be alerted by a system generated memo to renew your password by a scheduled date in order to continue assessing the system.

Periods: Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week for a one-credit course that meets during a 16-week semester. Sometimes referred to as "seat time".

Placement Test: See Assessment.

Prerequisite: Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

Probation: A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Quick Admit: Admitting an individual for a specific term.

Quick Enroll: Registering a Student.

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 a student must complete to meet certain goals or to complete a certificate or degree program.

Requisites (Pre/Co requisites): Prerequisites define requirements which must be completed prior to enrollment in a course. Co requisites define requirements that must be met concurrently with a course.

Residential Faculty: Full-time certified, board approved instructors.

Restricted Electives: A listing of selected courses students can choose from to complete a certificate or degree program.

Schedule of Classes: A college publication that lists all courses offered during a semester, including dates and times of class meetings, names of instructors, buildings and rooms, credit hours, and other important registration information.

Scholarships: Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid. Student must apply for them through the Financial Aid Office.

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.

Section Number: See Class Number

Semester: Traditionally half an academic year; 16 weeks in length. Fall semester begins in August and spring semester begins in January. Also referred to as "term."

Service Learning: Combines community service with classroom instruction, focusing on critical thinking, value clarification and social responsibility. The key components of Service Learning are linkage to course competencies or objectives, a relevant experience and a meaningful contribution to the community.

SIS: Student Information System (PeopleSoft) is the software each of the colleges in the Maricopa Community College District MCCCD uses to perform numerous functions related to assist students to register for classes.

SMCC: South Mountain Community College (sometimes referred to as SM or SMC); board approved to become an established college within MCCCD in 1978. Groundbreaking to begin construction was in 1979.

Social Security Number/National ID: A nine-digit number assigned to an individual from the Social Security Administration once an application has been submitted. This number is used by SMCC to identify your records. If you chose not to use your Social Security Number; Confirmation ID's can be obtained at Admissions and Records.

Student Self Service: On-Line Registration

Student Center: Internet access to the Student Center (My.Maricopa.edu) allows you to search for classes, register for classes, view class schedule, drop/withdraw from a class, view financial aid, view changes to account, view grades, register for classes at another Maricopa Community College, request official transcripts and update contact and address information.

Student Services Specialist: A resource person who is able to provide resources to assist a student to plan a career of study and select appropriate courses.

Subject Area/Course Prefix: Three letter designation for the discipline to which a course belongs.

Suffix: Alphabetic characters grouped with the Course Number that often identifies a modularized course. (e.g., AA, AB, BB, AX...).

SUN - Arizona Shared Unique Number: Based on requirements of Senate Bill 1186, the Shared Unique Number (SUN) System was created to help students identify and enroll in courses that transfer as direct equivalents throughout the Arizona public community colleges and state

universities. Look in the Official Course Descriptions area of the catalog for courses identified as SUN equivalents. 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.

Term: A grouping for classes and tuition; a period of time a campus has determined as an instructional accounting period.
  • The Term Code consists of 4 digits (i.e., 4176 which refers to the Fall 2017 term.).
  • The first number represents an arbitrary number chosen to correspond to the 21st century (i.e., 4XXX).
  • The second and third numbers represent the year (2017).
  • The fourth number represents the term of spring (2), summer I (4), or fall (6).

Transcript: An official record of a student's college course work that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

Transfer Credit: Credit earned at other regionally accredited institutions that is accepted at South Mountain Community College to meet requirements in a major or as general education. Credits accepted in transfer do not necessarily apply to all certificates and degrees.

Tuition and Fees: The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

Units/Credits: The term used to indicate the value of an academic credit.

Upper Division: Courses usually taken during junior and senior years, offered at four-year institutions.

Username: A unique name used to access resources on a computer. If you are registered for an Internet course, your username, along with your password, allows you to get access to course information and the messaging system. In an e-mail address, the characters before the '@' symbol are the username.

Withdrawal: Officially dropping any or all courses during a semester. Students withdrawing from one or more courses must notify the Admissions and Records Office in writing and requires that they be officially withdrawn. Refunds are based on the re-fund schedule set forth in the catalog. After a specified date, students must have instructor approval before withdrawing from a course.

MARICOPA
COMMUNITY COLLEGES