



**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE



# COURSE CATALOG 2022-2023

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**MARICOPA**  
COMMUNITY COLLEGES



**WELCOME TO SOUTH MOUNTAIN**

**COMMUNITY COLLEGE**

**SHARI OLSON, PRESIDENT**

**Welcome to the 2021-2022 South Mountain Community College!**

By the time this catalog is placed online, I will have retired, effective in the summer of 2022. It has been such a tremendous joy to see so many students graduate, and for everyone at South Mountain Community College, student success has been and will continue to be our primary focus.

Whether you are 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 engage in active learning that will help you meet your goals.

Whatever your career and education goals are, SMCC wants you to succeed. Don't give up on yourself, and if you need assistance, please reach out to any of our amazing faculty and staff. And I truly believe they are amazing, and it has been my honor to be a part of their lives – and of students' lives, for the past 11 years.

I will miss this campus very much, and am so excited about what is next for SMCC on the horizon. Take care, and stay safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Shari Olson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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.

**Integrity:** 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.

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 (HLC)



### The Higher Learning Commission

230 South La Salle Street, Suite 7-500  
Chicago, Illinois 60604

Email: [info@hlcommission.org](mailto:info@hlcommission.org)

Telephone (800) 621.7440

Website: [www.ncahlc.org](http://www.ncahlc.org)

### ACCREDITATION

Accreditation is a review process used in higher education to scrutinize colleges, universities and educational programs for quality assurance and institutional improvement. In 2019-2020 South Mountain submitted an assurance argument, supported by detailed artifacts or evidentiary documents, to the HLC. In February 2020, the college hosted HLC representatives as they engaged in a campus visit to verify claims and validate our continued accreditation.

In May 2020, The Higher Learning Commission announced that South Mountain Community College has been fully reaccredited for the maximum allowable time frame of ten years. The Open Pathways model is focused on two processes:

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.

- 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 Components as determined by the HLC.
- The second process is Quality Initiative project. This project is a major improvement effort that “should suit the institution’s present concerns or aspirations.”

### **HLC 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.

## 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 four decades, the college has been a Phoenix tradition.

SMCC is one of ten 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 on 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 churches 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. 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, makeup 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.

The college also features 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.

On the horizon is also the new Science Complex, which expects to house classes starting in the Spring of 2023. This state-of-the-art facility has been the dream of faculty and student alike for decades, and it has now come to fruition. The Science Complex will have everything that students who are seeking STEM careers in physical and life science need to make their dreams a reality. Included in all classrooms, meeting rooms and labs is also the region's first cadaver lab! SMCC went all out to make the facility a place for students to achieve for decades to come.

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!" "Estamos Aquí!" "We are Here!"



# MCCCD GENERAL EDUCATION PHILOSOPHY AND VALUES

## PHILOSOPHY OF GENERAL EDUCATION

General Education is present in every aspect of the collegiate experience, providing students with opportunities to explore broad areas of foundational knowledge and essential skills, and preparing them to contribute to society through personal, social, and professional interactions with others.

This philosophy informs the values that guide the design and development of MCCCD's Curriculum and General Education requirements. It is used by MCCCD Center for Curriculum, Transfer, and Articulation (CCTA) to ensure the relevance and currency of the Curriculum at each degree and certificate level, as well as to evaluate the effectiveness of our systems and processes to support the inclusion of General Education in our educational offerings.

General Education Values for MCCCD

### 1. Knowledge of Human Cultures and the Physical and Natural World

Developed through engagement with big questions about both contemporary and enduring topics

Exemplified by experiences, courses, and/or outcomes that reflect:

- Study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts

### 2. Intellectual and Practical Skills

Practiced extensively through progressively more challenging problems, projects, and standards for performance

Exemplified by experiences, courses, and/or outcomes that reflect:

- Inquiry and analysis
- Critical and creative thinking
- Written and oral communication
- Reading
- Quantitative literacy
- Information literacy
- Teamwork and problem solving
- Philosophical reasoning

### 3. Personal and Social Responsibility

Anchored through active involvement with diverse communities and real-world challenges

Exemplified by experiences, courses, and/or outcomes that reflect:

- Civic knowledge and engagement - local and global
- Intercultural knowledge and competence
- Intersectional awareness and responsiveness
- Ethical reasoning and action
- Foundations and skills for lifelong learning
- Global learning

### 4. Integrative and Applied Learning

Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems

Exemplified by experiences, courses, and/or outcomes that reflect:

- Synthesis and advanced accomplishment across general and specialized studies
- Exploration of critical and complex questions through applied investigative approaches

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## 2021-2022 ACADEMIC CALENDAR

### SUMMER SEMESTER – 2022

Tuition Due for Summer 2022 Semester	Mon	May 2
Final Grades Due for Spring 2022 Semester	Mon	May 14
Memorial Day (Colleges Closed)	Mon	May 30
Summer Semester Begins	Tues	May 31
Independence Day (Colleges Closed)	Mon	July 4
Summer Break for Clock Hour Programs Only	Tues-Sat	July 5-9
Tuition Due for Fall 2022 Semester	Mon	Aug 1
Summer Semester Ends (SMCC)	Thurs	July 22
Tuition Due for Fall 2022 Semester	Mon	Aug 2
Summer Semester Ends	Thurs	Aug 4
Final Grades Due for Summer 2022 Semester	Mon	Aug 8

### FALL SEMESTER – 2022

First Day of Faculty Accountability	Fri	Aug 12
Classes Begin	Sat	Aug 20
Labor Day (Colleges Closed)	Mon	Sep 5
Find A Class opens for Spring 2023	Mon	Sep 19
Spring 2023 Priority Registration for Currently Enrolled Students	Mon	Oct 3
Last Day for Withdrawal without Instructor's Signature	Sat+	Oct 8
Student Withdrawal with Instructor's Signature Begins	Mon++	Oct 10
Spring 2023 Open Registration Begins	Mon	Oct 10
Application for December 2022 Graduation	*	
Veterans Day (Colleges Closed)	Fri	Nov 11
Thanksgiving Holiday (Campus Closed)	Thurs-Sun	Nov 24-27
Tuition Due for Spring 2023 Semester	Mon	Dec 5
Last Day of Classes	Sun	Dec 11
Final Exams Week	Mon-Thurs**	Dec 12-15
Mid-Year Recess Begins for Students	Fri	Dec 16
Fall Semester Ends [Last day of Faculty Accountability]	Fri	Dec 16
Final Grades Due for Fall 2022 Semester	Mon	Dec 19
Mid-Year Recess (Colleges Closed)	Sat-Sun	Dec 25 through Jan 2, 2023

### SPRING SEMESTER - 2023

Employees Return	Tues	Jan 3
First day of Faculty Accountability	Mon	Jan 9
Clock Hour Student Classes Begin	Mon	Jan 9
Classes Begin	Sat	Jan 14
Martin Luther King, Jr. Day (Colleges Closed)	Mon	Jan 16
Presidents' Day (Colleges Closed)	Mon	Feb 20
Find a Class Opens for Summer/Fall 2023	Tues	Feb 21
Last Day for Withdrawal without Instructor's Signature	Sat+	Mar 4

## 2021-2022 ACADEMIC CALENDAR

Student Withdrawal with Instructor's Signature Begins	Mon++	Mar 6
Summer/Fall 2023 Priority Registration for Currently Enrolled Students	Mon	Mar 6
Application for May 2023 Graduation	*	
Spring Break	Mon-Sun	Mar 13-19
Summer/Fall 2023 Open Registration Begins	Mon	Mar 20
Last Day of Regular Classes	Sun	May 7
Final Exams Week	Mon-Thurs**	May 8-11
Commencement	Thurs or Fri	May 11 or 12
Spring Semester Ends (Last day of Faculty Accountability)	Fri	May 12
Final Grades Due for Spring 2023 Semester	Mon	May 15

\* For specific information concerning the last day to apply for graduation, individual class start dates, and final exams, consult the college of enrollment.

\*\* Any classes meeting on Friday, Saturday or Sunday will have final examinations during their regular class time.

\*\*\* Dates are subject to change.

+ Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature (see Appendix S-7 in Catalog Common Pages).

++ After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature (see Appendix S-7 in Catalog Common Pages).

### SUMMER SEMESTER – 2023 NOTE: SUBJECT TO THE 2023-2024 CATALOG

Memorial Day (Colleges Closed)	Mon	May 29
Summer Semester Begins	Tues	May 30
Independence Day (Colleges Closed)	Tues	July 4
SMCC Summer Classes End	Thurs	July 21
MCCCD Summer Semester Ends	Thurs	Aug 3
Tuition Due for Fall 2023 Semester	Mon	Aug 7



## STUDENT SERVICES AND SUPPORT

## STUDENT SERVICES AND SUPPORT

**Editors Comment: Office Hours and time of availability within all campus areas listed below are subject to change.**

### ATHLETICS

**Todd Eastin, Director of Athletics**  
**todd.eastin@southmountaincc.edu**  
**602-243-8245**

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 seven national championships. Women have the opportunity to compete in soccer, volleyball, beach 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 **smccCougars.com** and click on the "JOIN" link at the top of the page.

### BOOKSTORE/FOLLETT

**Suzu Clancy, Assistant Store Manager**  
**bkstr.com/southmountainccstore**  
**602-243-8159**

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.

The Bookstore is dedicated 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. The bookstore is open Monday through Fridays while class is in session and closed Friday during summer and while class is not in session. To shop online or for further details about Follett please visit **bkstr.com/southmountainccstore**

Faculty and students have access to Follett's expansive 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. Follett also delivers a varied selection of digital learning technologies that help promote anywhere, anytime access to needed materials. Follett also offers a 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.

### CAREER AND EDUCATIONAL PLANNING

**Beth Whiteman, M.Ed.**  
**602-243-8314 | Main campus**  
**beth.whiteman@southmountaincc.edu**

Fields of Interest (FOI)

- Health Sciences
- STEM

**Josh Schwalbach, M.Ed.**  
**602-305-5787 | Main campus**  
**joshua.schwalbach@southmountaincc.edu**

Fields of Interest (FOI)

- Behavioral Science and Human Services

**Ashley Morrison**  
**602-243-8156 | Main Campus**

Fields of Interest (FOI)

- Applied Technology
- Computer and Information Technology

**Rene Rosales,**  
**602-243-8330 | Main campus**  
**rene.rosales@southmountaincc.edu**

Field of Interest (FOI)

- Health Sciences

## STUDENT SERVICES AND SUPPORT

- Visual and Performing Arts
- English as a Second Language (ESL)

**Shelly Slightom,**  
**602-243-8330 | Main campus**  
**shelly.slightom@southmountaincc.edu**

Field of Interest (FOI)

- Culture and Society
- Education
- Undecided Field of Interest Advising

**Tashmin Sadia, MBA**  
**602-872-7574 | Main Campus**  
**tashmin.sadia@southmountaincc.edu**

Field of Interest (FOI)

- Applied Technology
- STEM

The Maricopa County Community College District (MCCCD) has organized degree and certificate options into nine (9) Fields of Interest (FOI) to help students clarify their career path and connect to their learning community. Students can meet with the advisor within their Field of Interest (FOI) to gain information about course selection, educational planning, career resources and university transfer requirements.

### Academic Advisement:

- Information about Fields of Interest (FOI), majors, careers, and programs of study
- Interpretation of placement measures
- Developing a semester to semester educational plan
- Course selection to meet certificate, associate's degree and university transfer requirements
- Appropriate degree/certificate selection to meet academic and career goals
- Applying for graduation

### University Transfer:

- University transfer information
- Opportunities to meet with university representatives
- Transfer fairs held in the fall and spring semester

## COUNSELING SERVICES

**Jason Reif, 602-305-5608**

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 Enrollment Services (SES) building.

## DEPARTMENT OF RECRUITMENT AND OUTREACH, THE WELCOME CENTER, AND THE CONTACT CENTER

### Department Contact Information:

**Main Line: 602-243-8212**

**RecruitmentStaff@southmountaincc.edu**

**VACANT, 602-243-8346 Office**

**Manager of Student Recruitment and Outreach**

**John Yocopis, 602-305-5644**

**john.yocopis@southmountaincc.edu**

**CRM Specialist/Student Services Specialist,  
Senior**

**Marlon Liddell 602-305-5607**

**marlon.liddell@southmountaincc.edu**

**Campus Recruiter/Student Services Specialist  
Student Success**

**Nicole Acosta 602-243-8142**

**nicole.acosta@southmountaincc.edu**

**Campus Recruiter/Student Services Specialist  
Student Success**

## STUDENT SERVICES AND SUPPORT

### CORE MISSION

- The Mission of the department is to facilitate the outreach and transition of new-to-college students through strengths development, community involvement, student outreach, and student engagement opportunities to increase student enrollment, engagement, retention, leadership and success.

### CORE PURPOSE

- To create a welcoming environment and community; to serve as advocates for students and South Mountain Community College; to act as liaisons between the college and the community to connect students to the resources that will enhance their ability to fulfill their academic, personal, and career goals.

### CORE BELIEFS AND VALUES

- We are an inclusive community of staff and student leaders; building, fostering, and sharing an environment to educate new students about our campus resources and college culture.
- We value learning and we empower our students by encouraging them to become familiar with the various elements of the college experience, such as faculty expectations, campus activities, educational and career advancement, and student clubs and organizations.
- We believe that through participation in new student orientation, our students are inspired to share the knowledge of the South Mountain Community College resources and culture with their families and their community; this creates a network of awareness and support and encourages others to utilize our resources, programs, and services.
- We are focused on providing opportunities for students to create and develop relationships with faculty, staff, continuing students, and other new students.

- We believe that the connections made during our efforts shall provide students with the self-efficacy to build their professional and personal networks through collaborations within the academic environment and beyond.

### What is Student Recruitment?

Recruitment Specialists engage in high school, community, and campus outreach to provide information to outreach to prospective students on college resources, programs, and services, with a special emphasis on guidance and support 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?

SMCC has embedded college advisors in various high schools within SMCC's service area. Students from these high schools can meet with their SMCC representative on site where assistance to the students and parents through steps of enrollment can be provided.

Community members and students from other high school campuses not served by embedded college advisors can find more information about the enrollment process at [southmountaincc.edu/recruitment](https://southmountaincc.edu/recruitment).

### What type of programming and services do Recruitment Specialists offer?

Recruitment Specialists facilitate SMCC College Previews, Introduction to College workshops, admission workshops, and campus tours to prospective students and community members to introduce them to SMCC and MCCCD programs and services. Recruitment Specialists establish, foster, and maintain campus and community partnerships and collaborations to create experiences that support student transitions to successful college careers.



## STUDENT SERVICES AND SUPPORT

### 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 a Cougar Ambassador.

### I am a first-time college student who wants to earn a degree, what are my enrollment steps?

The first step for any student to enroll at SMCC should always be to create a plan to pay for college. This can be done by completing the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov).

#### Step One – Get Admitted

Create your MEID online and complete the Student Admissions Application or go in person the Admissions, Records, and Registration to apply for admissions.

1. Provide proof of identity to the college at which you applied.
2. For tuition purposes, verify your residency status by providing a government issued ID.
3. Submit prior education (if applicable) i.e. High School and/or College/University official transcript.

#### Step Two – Determine Placement

Our college utilizes multiple options to determine college course placement for students:

- High School Transcripts, OR
- GED scores, OR
- ACT scores, OR
- Placement Test (Accuplacer)
- [maricopa.edu/testing](http://maricopa.edu/testing)

#### Step Three – Seek Academic Advisement and attend New Student Orientation

- Advisors will help with identifying courses and creating an educational plan to meet student academic goals.
- An advisor will review your placement test scores, your educational pathway, and will assist to map out the first semester at SMCC.
- An academic advisor will help students register for New Student Orientation where students register for classes.

#### Step Four – Pay Tuition and Fees

- During New Student Orientation, students register for classes, receive assistance with understanding the tuition balance, outline tuition due dates, as well as tuition refund deadlines.
- Monitor your Student Center for current balance and pay on or before the due date.
- Explore ways to pay for college at [www.maricopa.edu/future-students/payment-options](http://www.maricopa.edu/future-students/payment-options).
- 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),
- 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.

### DEPARTMENT OF FIRST YEAR EXPERIENCE

602-243-8337

[orientation@southmountaincc.edu](mailto:orientation@southmountaincc.edu)  
[southmountaincc.edu/become-student/new-student-orientation](http://southmountaincc.edu/become-student/new-student-orientation)

#### DEPARTMENT STAFF

**Callan Orozco, EdD. Student Services Manager**  
602-243-8257  
[callan.fay@southmountaincc.edu](mailto:callan.fay@southmountaincc.edu)

#### About the Department of First-Year Experience

Every academic year, South Mountain Community College engages students who are new to college and who have declared an intent to earn an Associate's degree or to transfer to a university. It is important that the college has systems in place to prepare students to enter and to be successful in a program of study and to participate in the college

## STUDENT SERVICES AND SUPPORT

learning environment.

The Maricopa County Community College District (MCCCD) has organized degree and certificate options into nine (9) Fields of Interest (FOI) to help students clarify their career path and connect to their learning community.

The Department of First Year Experience (FYE) strives to create an educational environment that connects first-time college students to their Field of Interest (FOI), as well as the people (staff, faculty, and administrators), resources, and services to promote student success. The department's signature program is New Student Orientation (NSO), a celebratory and welcoming experience that honors a student's choice to begin an academic journey at South Mountain Community College.

### **About Women Rising** **[my.maricopa.edu/support/women-rising](http://my.maricopa.edu/support/women-rising)**

Women Rising is a student success and community based program for women of color. Students involved in the Women Rising program participate in activities that promote: Empowerment, Engagement, Success, Leadership, and Sisterhood.

Women Rising provides opportunities that support student success through:

- Bi-Weekly Chapter Meetings
- Networking
- Academic and Career Workshops
- Professional Development
- Cultural Events and Activities
- University Transfer Support
- Leadership Events
- Mentoring
- Campus Resources

## DISABILITY RESOURCES AND SERVICES

**Catherine Pettet**  
**Student Enrollment Services Building**  
**Main Campus, SS109**  
**Phone: 602-243-8395**  
**Fax: 602-243-8226**

The Disability Resources and Services (DRS)

Office representatives coordinate the provision of reasonable accommodation for qualified students with disabilities. Reasonable accommodation is the provision of an auxiliary aid, device, or adjustment to the course or program that will allow access to the educational program, material, activity or degree. 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
- Creating an online application and providing appropriate documentation of his/her disability
- Meeting with the DRS representative to review his/her needs and complete an DRS new student orientation to review his/her rights and responsibilities under the ADA
- Selecting identified accommodations
- 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: [district.maricopa.edu/regulations/admin-regs/section-2/2-8](http://district.maricopa.edu/regulations/admin-regs/section-2/2-8)

Contact the 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 website at: [southmountaincc.edu/disability-resources](http://southmountaincc.edu/disability-resources). The Disability Resources and Services office is located in the Student Enrollment Services (SES) Building, Room SS109 Office hours are Monday – Thursday, 8:00 a.m. – 5:00 p.m and Friday 10:00a - 5:00 p.m.. (Fall/Spring) Monday – Wednesday, 7:30 a.m. - 6:00 p.m. and Thursday 10:00 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](mailto:catherine.pettet@southmountaincc.edu) website at: **[southmountaincc.edu/become-student/disability-resources](http://southmountaincc.edu/become-student/disability-resources)**

## ENROLLMENT SERVICES

**Dana Frasca,**  
**Dean of Enrollment Services**

## STUDENT SERVICES AND SUPPORT

**Student Enrollment Services Building/Main Campus, SS 117**  
**Phone: 602-305-5832**

### REGISTRATION AND RECORDS

**Student Enrollment Services Building**

### DIRECTOR OF ADMISSIONS, RECORDS AND REGISTRATION

**Jean Watermolen**  
**Main Campus Phone: 602-243-8123**  
**Fax: 602-243-8199**  
**Email: [admissions@southmountaincc.edu](mailto:admissions@southmountaincc.edu)**

**Website: [southmountaincc.edu/current-students/admissions-registration-records](http://southmountaincc.edu/current-students/admissions-registration-records)**  
**A&R (ADMISSIONS, REGISTRATION, AND RECORDS)** is focused on a commitment to offer quality and convenience to the students and the community.

- Process Student Admission Applications
- Determine and process residency for tuition purposes
- Process admissions applications for international students
- Process class registrations and withdrawals
- Maintain official college transcripts
- Evaluate official transcripts received from other institutions
- Process transcript requests and enrollment verifications
- Evaluate graduation applications for degree and certificate completion

### PROCESS FERPA (FAMILY EDUCATIONAL RIGHT PRIVACY ACT) REQUESTS

- Issue Student ID cards
- Process CALCULATE tuition and fee payments
- Process refunds (when appropriate)
- Provide information on student tuition payment plans

### FINANCIAL AID OFFICE

**Elizabeth (Liz) Carlon, Director of Financial Aid**

### 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), or other resources available to the student and his/her family.

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 for Federal Student Aid (FAFSA) form. Students are encouraged to file this application through [www.studentaid.gov](http://www.studentaid.gov). The Financial Aid Office uses this information to determine need and aid 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 requirements, please visit [district.maricopa.edu/consumer-information/residency/faq/residency](http://district.maricopa.edu/consumer-information/residency/faq/residency). In assessing an applicant's need, all available resources are subtracted from the budget.

### For example:

Academic Year Budget (commuter), which includes tuition, fees, books, living and travel allowance, as well as personal: \$15,526 minus Parent's Contribution of \$2,000; minus Student's Contribution of \$1,000 Financial Aid Eligibility (need) \$12,526.00

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-

## STUDENT SERVICES AND SUPPORT

\$800 for books. The total cost for the 2021-22 academic year may vary from \$ 6,229 to \$20,350, depending on residency and tuition status, books, supplies, room and board, travel and personal expenses.

### Priority Deadline

The FAFSA application opens in October for the following academic year. The priority filing date for SMCC financial and applicants is as soon after October 1 for the following fall semester, i.e. FAFSA opened October 1, 2021, for the upcoming 2022-23 academic year. 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 Checklist items in their Student Center ([my.maricopa.edu/](http://my.maricopa.edu/)) by June 1 to avoid any delays, such as receiving a Book Advance funds prior to the start of the term.

### 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 a Student Service Specialist approve a specific major course of study (degree objective); (4) Maintain Satisfactory Academic Progress (SAP) each semester, which requires: successful completion of 2/3 of attempted credits with appropriate catalogue GPA in an appropriate time frame; (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 June 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 NelNet (Maricopa's Student Refund Program) to issue a refund to the student for any remaining funds with the exception of student loans, which may have delayed disbursement dates. Students are encouraged to review their Official Student Email messages from Maricopa in their Student Center for important Financial Aid messages, such as how to sign up for Maricopa Refunds through NelNet.

For the spring (January-May) term the priority date is November 1, if the student is attending only the spring term; otherwise, students are awarded for fall and spring terms. For the summer (June-July) term, the priority date is April 1. Summer awards are reviewed and awards are based on enrollment and eligibility. The 2022 FAFSA covers fall 2021, spring 2022, and summer 2022 terms of the 2021-22 Academic Year.

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 Book Advance funds approximately nine days prior to the beginning of classes (some exceptions may apply), IF they have an award credit beyond owed tuition and fees. Students are allowed to purchase books and supplies with their advance refund at on- campus bookstores, a neighborhood bookstore, or online. For more information, go to: [my.maricopa.edu/financial-aid/book-advances](http://my.maricopa.edu/financial-aid/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 remaining financial aid 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.

## STUDENT SERVICES AND SUPPORT

More information about the application process, students' rights and responsibilities, enrollment requirements, verification and academic progress policies, refund policies, and summaries of various state, federal, and local aid programs are at: [www.southmountaincc.edu/paying-college](http://www.southmountaincc.edu/paying-college) or by calling the Maricopa Financial Aid Answer Center at 1-855-622-2332.

### LEARNING RESOURCE CENTER

**Daniel Lacapa, Learning Center Director**  
**602-243-8181**

**[Daniel.Lacapa@southmountaincc.edu](mailto:Daniel.Lacapa@southmountaincc.edu)**  
**LRC Bldg, Room 182**  
**602-243-8189**

**TC Bldg, TC Computing Commons**

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 in the LRC and Computing Commons. Tutoring is peer lead with one-on-one and small groups opportunities based on tutor availability. Study rooms and computer pods are available for reservation as well. Resources and tutoring are available to enrolled Maricopa Community College students.

For more information, please stop by, call or visit our website: [southmountaincc.edu/current-students/learning-resources/learning-center](http://southmountaincc.edu/current-students/learning-resources/learning-center)

### LRC HOURS\*

**Fall/Spring Semester**

**Monday-Thursday** 8 AM - 7 PM

**Friday** 8 AM - 3 PM

**Summer Semester**

**Monday-Thursday** 8 AM - 7 PM

### COMPUTING COMMONS HOURS\*

**Fall/Spring Semester**

**Monday-Thursday** 8 AM - 8 PM

**Friday** 8 AM - 3 PM

**Saturday** 10 AM - 3 PM

**Summer Semester**

**Monday-Thursday** 8 AM - 7 PM

**\* Hours are subject to change.**

### COLLEGE POLICE

**Kyran "Joe" Brennan, Police Commander**  
**480-784-0900 or 602-243-8100**

South Mountain Community College enjoys excellent relations with its neighbors and maintains a highly visible College Police Unit. The College Police at SMCC are 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.

The College Police staff consists of a diverse group of AZPOST certified police officers, PalAmerican; 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 College Police.

General information about the College Police Office or online at [southmountaincc.edu/about/college-police](http://southmountaincc.edu/about/college-police).

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:**

## STUDENT SERVICES AND SUPPORT

**Monday - Friday**                      **6 AM - 10 PM**  
**Saturday**                                **8 AM - 3 PM**

**Phone: 480-784-0900 for calls for service or to report a crime 602-243-8100 for information and questions Email: [publicsafety@southmountaincc.edu](mailto:publicsafety@southmountaincc.edu)**  
**Contact: Kyran "Joe" Brennan, Police Commander**

### SOUTH MOUNTAIN COMMUNITY LIBRARY

**SMCL website: [smclibrary.org](http://smclibrary.org)**  
**SMCC college resources:**  
**[libguides.southmountaincc.edu/home](http://libguides.southmountaincc.edu/home)**  
**602-243-8194**

The South Mountain Community Library (SMCL) is an integrated, shared-use library comprising 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 classroom materials and some textbooks through the SMCC Reserve Collection, housed on the 2nd floor of the Library.

### SMCL HOURS

**Monday - Thursday**                      **7:30 AM - 8 PM**  
**Friday and Saturday**                      **7:30 AM - 4 PM**  
**Sunday**    **Closed**

### SOUTH MOUNTAIN COMMUNITY WRITING CENTER

**Dawn Thacker**  
**Email: [writing.center@southmountaincc.edu](mailto:writing.center@southmountaincc.edu)**  
**[southmountaincc.edu/current-students/learning-resources/writing-center](http://southmountaincc.edu/current-students/learning-resources/writing-center)**  
**Phone: 602-305-5742**

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:**

**Monday-Thursday**                      **8 AM – 5 PM**  
**Friday**    **Closed**

### STUDENT RIGHTS AND RESPONSIBILITIES

The Governing Board of the Maricopa Community Colleges has established policies, procedures, rules and regulations designed to provide a safe and positive learning environment. Students are expected to know and comply with these regulations in the classroom and throughout the college. Student policies are found in the college catalog, student planner, or on the Maricopa County Community College District website. The complete MCCC Administrative Regulations document can be found at [district.maricopa.edu/regulations/admin-regs/section-2/2-5](http://district.maricopa.edu/regulations/admin-regs/section-2/2-5).

If you have any questions or need additional information, please contact the Office of the Vice President of Student Development at 602.243.8036, located in the Student Enrollment Services (SES) building. You may also contact the Maricopa Community College District Office of General Counsel at [district.maricopa.edu/legal](http://district.maricopa.edu/legal).

### SUCCEEDING IN COLLEGE

Your success in college requires motivation

## STUDENT SERVICES AND SUPPORT

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 certain about the importance of a college education.

- Work with your academic advisor on a regular basis to set your course and stay on the path.
- Be clear about why you are going to college.
- Establish specific goals you wish to accomplish.
- Understand 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 can be 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. These options may include federal financial aid (grants and loans), Maricopa Foundation scholarships, other private scholarships, or tuition reimbursement programs from your employer.

- 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.maricopa.edu "Message Center" often for important messages and updates.
- Respond quickly and completely to all requests for additional information.
- Be persistent in following up on your FAFSA or scholarship 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 reasons other than education purposes. Take steps to ensure that you do not spend the money set aside for your college education unnecessarily.

- Set a budget and keep to it.
- Be careful about your use of credit cards.
- Don't overspend.
- Pay balances promptly to avoid high interest costs.
- Open a checking account and carefully monitor your balance.
- Keep your cell phone under control.
- Attend a Financial Literacy workshop on campus.

### 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.
- For a quick snack, stop by The Village in the Student Union.
- When needed, 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 connect with a faculty or professional 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 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.
- When meeting with your advisor, be prepared

## STUDENT SERVICES AND SUPPORT

before each session and actively participate in the discussion.

### Make good use of the library and tutoring services

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.
- Use the available computers and other services to help you be successful.
- Regularly visit the Tutoring Center for help throughout the semester.

### 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 club or organization that is consistent with your interests.
- Join a club in your major. This can help you in your studies and 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 on campus. The college campus offers many different opportunities to learn and grow.

## TESTING SERVICES

### Technology Center | Main Campus Phone:

**602-243-8188**

**Email: [testing@southmountaincc.edu](mailto:testing@southmountaincc.edu) [maricopa.edu/placement](mailto:maricopa.edu/placement)**

**[southmountaincc.edu/current-students/admissions-registration-records/testing](https://southmountaincc.edu/current-students/admissions-registration-records/testing)**

### Department Staff

**Dr. Callan Orozco, Ed.D.**

**Student Services Manager**

**602-243-8257**

**[callan.fay@southmountaincc.edu](mailto:callan.fay@southmountaincc.edu)**

### Debbe Asher-Kelly

**Student Services Specialist**

**602-872-7785**

**[debbe.asher@southmountaincc.edu](mailto:debbe.asher@southmountaincc.edu)**

### Emily Ollarsaba

**Student Services Specialist Sr**

**602-243-8186**

**[emily.ollarsaba@southmountaincc.edu](mailto:emily.ollarsaba@southmountaincc.edu)**

The Maricopa County Community College District (MCCCD) uses multiple placement options to determine college course placement for students. The Department of Testing Services at South Mountain Community College is committed to helping students maintain momentum in the enrollment process through information on the course placement model using Multiple Measures.

In addition, Testing Services staff administer college level placement, academic, and Combined English Language Skills Assessment (CELSA) exams with an emphasis on accuracy, efficiency, and effectiveness.

The Testing Center at South Mountain Community College provides placement testing (ACCUPLACER), Combined English Language Skills Assessment (CELSA), and academic testing services.

## CELSA (COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT)

A 45-minute test designed to place ESL adult students in the appropriate ESL classes. To complete the 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 [my.maricopa.edu/services/admissions-records-registration/proof-identityid-authentication](https://my.maricopa.edu/services/admissions-records-registration/proof-identityid-authentication) for information on the accepted types of photo identification.

Testing Services staff collect high school GPA, GED, SAT, and ACT scores and enter this information in the Student Information System (SIS) to support course placement for students. For students who do



## STUDENT SERVICES AND SUPPORT

not have eligible high school GPA, GED, SAT, ACT, or ACCUPLACER scores, Testing Services staff educate students on the Maricopa EdReady Diagnostic Assessment at [maricopa.edready.org](http://maricopa.edready.org).

Test administration standards have been developed for the Maricopa Community Colleges in compliance with the Arizona Association of College Testing Administrators (AZACTA) and the National College Testing Association (NCTA) guidelines. These standards have been developed to ensure students are treated equitably and fairly.

### VETERANS SERVICES

**Karla Kovalin 602.872.7730 | Main Campus  
Manager of Veterans Services / Enrollment  
Services Veteran's Office**  
[www.southmountaincc.edu/current-students/  
veterans-services](http://www.southmountaincc.edu/current-students/veterans-services)  
[Karla.kovalin@southmountaincc.edu](mailto:Karla.kovalin@southmountaincc.edu)

The mission of Veterans Services at South Mountain Community College is to act as a liaison between student veterans 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: Language Arts (LA) Building - Room 332  
Phone: 602-872-7730  
Email: [veterans@southmountaincc.edu](mailto:veterans@southmountaincc.edu) Hours:

**Fall/Spring Semesters:  
Monday - Friday 8 AM - 5 PM**

**Summer Semester:  
Monday - Thursday 7:30 AM - 6 PM  
Closed on Friday**

### VACANT, DIRECTOR OF STUDENT LIFE AND LEADERSHIP

Office of Student Life and Leadership. Located in the Student Union Building room 110. Housed within the Student Life office are the Following areas. Staff offices and main office area. Student game room and Pantry/Village and Student Union Conference room. Student Leadership meeting room.

**Hours of operation:  
Summer Hours:  
Monday-Thursday 7:30 AM - 6 PM**

**Fall and Spring Hours: 8 AM - 5 PM**

#### Mission

The Mission of Student Life and Leadership is to motivate students to enhance their learning experiences through participation in leadership, service, recreational, wellness and cultural activities. We build connections between academic, co-curricular and extra-curricular programs to enhance student learning and development. As a program committed to creating quality opportunities for learning, we continually evaluate and assess our learning outcomes effectiveness.

#### Program/Service Goals and Objectives

- The Student Life and Leadership Office seeks to inspire all students to discover their potential and achieve their goals by providing germane, reasonable, and innovative leadership learning opportunities and services.
- The Student Life and Leadership Office will be the catalyst that transforms our students' lives to ultimately enhance the communities that we serve. Everything we do is focused on expanding student engagement, retention, and completion of their goals—set or otherwise.
- We believe that our own engagement in the learning process increases our ability to enhance our personal lives, career, and work within our global.

## STUDENT SERVICES AND SUPPORT

### THE VILLAGE AT SOUTH MOUNTAIN COMMUNITY COLLEGE

The purpose of The Village at South Mountain Community College is to assist students with navigating obstacles that hinder personal and academic success.

Students who visit The Village will be able to access services that meet basic needs and to support their personal, social and academic growth. Services provided within The Village include:

- Gabriel's Pantry Snack Distribution
- Extended Food Pantry to address food insecurity
- Childcare Resources
- Transportation Resources
- Personal Esteem Resources (toiletry and hygiene supplies)
- Mental Health/Personal Development Resources
- Housing Resources
- Financial Resources Education

For assistance or questions about services offered through The Village, contact the Student Life and Leadership Office at 602-243-8065.



## **EARLY OUTREACH PROGRAMS**

## EARLY OUTREACH 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 consider 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 enrolled 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 may earn 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.

[southmountaincc.edu/early-college](http://southmountaincc.edu/early-college)

### ALLIED HEALTH BILINGUAL NURSING FELLOWSHIP PROGRAM (BNFP)

**Allied Health Program Advisor**

**Phone: 602-243-8269, Fax: 602-243-8263**

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 year after acceptance into the program, once all requirements are met.

- Tutoring
- Employment Assistance
- Nurse Mentors

### AMERICAN INDIAN STUDENT CENTER (AISC)

**Student Union Building, SU 120**

**Office: 602-305-5643**

[smc-aisc@southmountaincc.edu](mailto:smc-aisc@southmountaincc.edu)

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

Outreach. The primary focus of AISC 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.

## EARLY OUTREACH PROGRAMS

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

### 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 online or simply contact the Admissions and Records Office of SMCC. Tuition will vary according 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 Fitness Center can be accessed as an academic course, or on a membership basis. The center also participates in several local health fairs each year.

### HIGH SCHOOL DUAL ENROLLMENT

**602-872-7756**

**[southmountaincc.edu/early-college](http://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 Program 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 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.

## EARLY OUTREACH PROGRAMS

### 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 President's' Honors 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 President's' 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 request an application, students can stop by the Honors Office (SS-105), call (602) 243-8122, or email [honors@southmountaincc.edu](mailto:honors@southmountaincc.edu).

### HOOP OF LEARNING (HOOPS)

602-243-8340

[southmountaincc.edu/become-student/early-college/hoop-learning](http://southmountaincc.edu/become-student/early-college/hoop-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 students in grades 9-12 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 distributes 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

## EARLY OUTREACH PROGRAMS

- 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 Music 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, scholarships 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.

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 Coordinator:  
Dr. Carol Smith 602-243-8255  
carol.smith@southmountaincc.edu**

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.

Membership 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.

## EARLY OUTREACH PROGRAMS

### SI SE PUEDA PARTNERSHIP

**Rosa Cota 602-243-8225**

**rosa.cota@southmountaincc.edu**

SMCC established a partnership with Si Se Pueda Foundation in 2014. SMCC offers annual mixers to present the partnership/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.

**Liz Warren, Director Storytelling Faculty**

**liz.warren@southmountaincc.edu**

**Phone: 602-243-8026**

**Website: southmountaincc.edu/ storytelling/**

### TRIO UPWARD BOUND

SMCC's Upward Bound is federally funded through the U.S. Department of Education. Upward Bound provides support to low-income high school students; students whose parents have not completed a bachelor's degree; and low-income and/or first-generation students, as they prepare to enter college.

Students are provided instruction in mathematics, laboratory science, composition, literature, and foreign languages. Other services include tutoring, counseling, mentoring, cultural enrichment, SAT/ACT preparation, and work study programs.

In addition, students have the opportunity to participate in a one-week residential experience on a four-year university campus. Upward Bound students attend SMCC on weekends during fall and spring semesters, and take summer enrichment courses at the SMCC campus.





## **CERTIFICATES AND DEGREES**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST



### APPLIED TECHNOLOGY

In the Applied Technology Field of Interest (FOI) programs you will learn how to design high-tech equipment and processes while getting hands-on, on-the-job experience. South Mountain Community College offers programs in the construction fields of carpentry, electrical and plumbing. Classes are scheduled to accommodate both full-time and working students and align to industry standards.

**AAS in Construction Technology (3193)**

**CCL in Construction Trades: Carpentry (5108)**

**CCL in Construction Trades: Carpentry, Commercial and Residential (5118)**

**CCL in Construction Trades: Electrical (5112)**

**CCL in Construction Trades: Electrical, Commercial and Residential (5120)**

**CCL in Construction Trades: Plumbing (5116)**

**CCL in Construction Trades: Plumbing, Commercial and Residential (5122)**



### BEHAVIORAL SCIENCE AND HUMAN SERVICES

If you are motivated to help people, serve your community, and improve the lives of those in need with a rewarding career in healthcare, counseling and more, consider the Behavioral Science and Human Services Field of Interest (FOI). Professionals in this field typically work with community members to identify problems and create and implement solutions.

**CCL in Administration of Justice (5007N) - FastTrack**

**AAS in Administration of Justice Studies (3181)**

**CCL in Corrections (5776N) - FastTrack**

**CCL in Crime Scene Investigation (5964)**

**CCL in Fingerprint Identification and Photography (5010N) - FastTrack**

**AAS in Forensic Science (3183)**

**CCL in Homeland Security (5322N) - FastTrack**

**CCL in Law Enforcement (5987N)**

**CCL in Legal Studies (5966N) - FastTrack**

**CCL in Victimology (5392N) - FastTrack**

**AAS in Behavioral Sciences (3067)**

**CCL in Basic Behavioral Health Sciences (5522)**

**CCL in Advanced Behavioral Health Sciences (5521)**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST



### BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

The Business, Entrepreneurialism, and Management Field of Interest pathway was designed to give you the skills you need to be an economic and social leader at every level of your career. Programs and majors in this pathway lead to careers in accounting, management, social media marketing, owning and operating a small business, and Real Estate.

**AAS in Accounting (3149)**

**CCL in Accounting (5665)**

**CCL in Administrative Professional (5677)**

**AAS in Administrative Professional (3680)**

**CCL in Commercial Real Estate (5229N)**

**CCL in Enrolled Agent (5958)**

**CCL in Entrepreneurial Studies: Level I (5819N) - FastTrack**

**CCL in Entrepreneurial Studies: Level II (5820)**

**CCL in Esports (5335)**

**CCL in General Business (5683)**

**AAS in General Business (3148)**

**CCL in Human Resources Management (5580)**

**CCL in Management (5729)**

**AAS in Management (3070)**

**CCL in Marketing (5094)**

**CCL in Organizational Leadership (5731)**

**AAS in Organizational Management (3727)**

**CCL in Real Estate: Prelicense (5139N) - FastTrack**

**CCL in Retail Management (5286)**

**AAS in Retail Management (3048)**

**CCL in Securities Industry Essentials (5907)**

**CCL in Small Business Management: Level I (5153N) - FastTrack**

**CCL in Small Business Management: Level II (5978)**

**CCL in Social Media Marketing (5830)**



### COMPUTER AND INFORMATION TECHNOLOGY

As technology evolves and data management systems become increasingly complex, the demand for highly skilled technology professionals continues to grow. In the Computer and Information Technology Field of Interest, you will gain knowledge and real-world experience you need to excel in gaming, programming, tech support web design and more.

**CCL in Adobe Foundations: Animation and Graphics Production (5167N)**

**CCL in Adobe Foundations: Audio and Video Production (5166N)**

**CCL in Amazon Web Services Cloud Associate (5330N)**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CCL in Amazon Web Services Cloud Specialist (5331N)  
CCL in Amazon Web Services Cloud Practitioner (5141N) - FastTrack  
CCL in Android App Development (5834N) - FastTrack  
CCL in CISCO Certified Network Professional: Enterprise Core (5189N) - FastTrack  
CCL in CISCO Certified Network Professional: Enterprise (5190)  
CCL in CISCO Certified Network Professional: Enterprise Advanced Routing and Services (5187N) - FastTrack  
CCL in CISCO Network Administration and Security (5036)  
CCL in CISCO Network Administration: CCNA (5969N - FastTrack  
CCL in CISCO Network Administration: CCNP (5037)  
CCL in Computer System Configuration and Support (5038N) - FastTrack  
CCL in Computer System Configuration and Support, Linux (5039N) - FastTrack  
CCL in Computer System Configuration and Support, Network (5044N) - FastTrack  
CCL in Computer System Configuration and Support: Security (5040N) - FastTrack  
CCL in Cross-Platform App Development (5067)  
CCL in Cyber Engineering (5149)  
CCL in Cyber Operations (5165)  
AAS in Cybersecurity (3197)  
CCL in Cybersecurity Fundamentals (5154)  
CCL in Desktop Support (5043)  
CCL in Foundations of Mobile App Development (5793)  
AAS in Information Technologies (3196)  
CCL in iOS App Development (5914N) - FastTrack  
CCL in Linux Associate (5046N) - FastTrack  
CCL in Linux System Administration (5052N) - FastTrack  
CCL in Microsoft Desktop Associate (5030N) - FastTrack  
CCL in Microsoft Office Professional (5132)  
CCL in Microsoft Office Specialist (5137)  
AAS in Mobile App Development (3099)  
CCL in Mobile App Development (5193)  
CCL in Native Mobile App Development (5063)  
AAS in Network and Systems Administration (3189)  
CCL in Programming (5047)  
CCL in Python Applications (5340N)  
CCL in Red Hat Linux Administrator (5049N) - FastTrack  
CCL in Red Hat Linux Engineer (5050N) - FastTrack  
CCL in Web App Development (5835N) - FastTrack  
CCL in Web Design (5986)  
AAS in Web Design/Development (3185)  
CCL in Web Development (5988)  
CCL in Web Foundations (5984)  
CCL in Windows App Development (5833N) - FastTrack

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST



### CULTURE AND SOCIETY

Programs in the Culture and Society Field of Interest will tackle complex global issues in a wide range of fulfilling career fields, from communication and sociology to history, economics, and beyond.

**CCL in Applied Bilingual Spanish Language Skills (5247)**

**AC in Applied Storytelling (6253N)**

**AC in Foundations of Storytelling (6252N)**

**AC in Traditional and Fact-Based Storytelling (6254N)**



### EDUCATION

If you love learning and want to help students reach their potential, start your career as a teacher, instructional designer, administrator, and more.

**AAS in Early Childhood Education (3186)**

**CCL in Early Childhood Education (5056)**

**CCL in Foundations of Early Childhood Education (5054) - FastTrack**

**CCL in Instructional Assistance (5119)**



### HEALTH SCIENCES

If you want to help people live better, safer, healthier lives, consider the Health Sciences Field of Interest (FOI). Our Health Sciences degrees and certificates are designed to give you comprehensive training for health-related work in the hospital, healthcare, or exercise and fitness settings. In addition to preparing you for employment, the Health Sciences FOI also fully prepares you to transfer to a four-year program. SMCC gives you the flexibility you need to pursue your goals.

**AAS in Exercise Science: Health, Fitness and Sports Performance (3059)**

**CCL in Personal Trainer (5421)**

**CCL in Personal Trainer: Advanced (5445)**



### SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

If you want to creatively solve problems and explore new frontiers with a challenging STEM career, the Science, Technology, Engineering, and Mathematics (STEM) Field of Interest might be right for you. Many of

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

the skills you'll acquire in your STEM coursework can be applied to a variety of fields, like computer science, healthcare, and even sports medicine.

**AAS in Engineering Technology (3187)**

**CCL in Food Science and Technology I (5972)**

**CCL in Food Science and Technology II (5974)**

**AC in Sustainability (6240N)**

**AC in Sustainability and Ecological Literacy (6232N)**



### VISUAL AND PERFORMING ARTS

Unleash your creativity while honing your craft as you pursue a career in visual art, design, dance, music, or theatre. The Visual and Performing Arts Field of Interest may be the right choice for you. Students will develop cultural awareness and the communication, creative, and critical thinking skills necessary for success in a variety of fields.

**CCL in Music Business I (5106)**

**CCL in Music Business II (5258)**

**AAS in Music Industries: Music Business (3017)**

#### PROGRAM DISCLOSURES

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



### APPLIED TECHNOLOGY

#### CONSTRUCTION TECHNOLOGY

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING and LEARNING (MCLCTL)**

#### ASSOCIATE IN APPLIED SCIENCES IN CONSTRUCTION TECHNOLOGY (3193) CREDITS: 61-63

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING and LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Construction Technology prepares individuals to apply technical knowledge and skills in carpentry or plumbing or electrical systems in residential and commercial settings. Instruction is in both the theoretical and practical aspects of the construction trade, and includes course work in safety, tools and equipment, construction calculations, blueprint reading, and trade-specific codes, material characteristics, and installation techniques. Certificates of Completion (CCL) and Certificates of Competency (CCT) in Carpentry, Electrical, and Plumbing are also available and are embedded in this AAS.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

Students must earn a grade of C or better in all courses within the program.  
+ indicates course has a prerequisite and/or corequisite

### PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 6-8

CON103 Foundation of Construction Safety 1  
CON104 Hand and Power Tools, Equipment, and Workspace 1.5  
CON105 Construction Calculations 1.5  
CON107 Construction Drawings Introduction 1

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

### RESTRICTED ELECTIVES: CREDITS: 21-23

#### SPECIALIZATION 1: CARPENTRY

##### CREDITS: 22

CON110 Carpentry: Floor Systems 3.5  
CON111 Carpentry: Wall Systems 3.5  
CON112 Carpentry Ceiling Joist and Roof Framing 4  
CON213 Carpentry: Steel Framing 1  
CON214 Carpentry: Roof Systems and Building Envelopes 3  
CON215 Carpentry: Interior Finishes 4  
CON216 Carpentry: Concrete Forms 3

#### SPECIALIZATION 2: ELECTRICAL

##### CREDITS: 21

CON/HVA131 Electrical Systems 3.5  
CON132 Distribution Panels, Wiring, and Circuit Protection in Electrical Systems 3.5  
CON133 Conduit, Raceways, and Termination in Electrical Systems 4  
CON234 Electric Power Distribution 3  
CON235 Motors: Theory and Application 4  
CON236 Industrial Wiring Applications 3

#### SPECIALIZATION 3: PLUMBING

##### CREDITS: 23

CON124 Plumbing: Pipes and Fittings 3.5  
CON125 Plumbing: Fixtures 2  
CON126 Plumbing: Drain, Waste, and Vent 3.5  
CON127 Plumbing: Water Distribution Systems 2  
CON224 Plumbing: Pipe Systems and Controls 3  
CON225 Plumbing: Water Disposal Systems 4  
CON226 Plumbing: Fixtures and Appliances 3  
CON227 Plumbing: Water Resource Solutions 2

### GENERAL ELECTIVES: CREDITS: 4-12

Select additional courses 100-level or higher to complete the minimum 60 credits required for this degree.  
Consult with the Program Director or an Academic Advisor.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

The following courses are recommended:

CON244 Working Drawing Analysis: Blueprint Reading 3

CON271 Construction Safety 3

### **GENERAL EDUCATION REQUIREMENT: CREDITS: 22-28**

### **GENERAL EDUCATION CORE: CREDITS: 12-18**

#### **FIRST-YEAR COMPOSITION: CREDIT: 6**

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

#### **ORAL COMMUNICATION: CREDITS: 3**

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

#### **CRITICAL READING: CREDITS: 0-3**

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

#### **MATHEMATICS: CREDITS: 3-6**

- + GTC108 Technical Mathematics II (3) OR
- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) OR
- Any approved general education course in the Mathematical Applications [MA] area (3-6) 3-6

Recommend one of the following mathematics courses for transfer to a university program:

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

### **GENERAL EDUCATION DISTRIBUTION: CREDITS: 10**

#### **HUMANITIES, ARTS AND DESIGN: CREDITS: 3**

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

Recommended: CON101 Construction and Culture 3



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS: 3**

Any approved general education course from the Social and Behavioral Sciences area 3

### **NATURAL SCIENCES: CREDITS: 4**

CON106 Foundations of Concrete (4) OR

Any approved general education course from the Natural Sciences area (4) 4

### **CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: CARPENTRY (5108) CREDITS: 16**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Construction Trades: Carpentry is designed to provide knowledge, safety and skills in the carpentry construction trade. This program is an introduction to common construction skills to include safety, codes, construction drawings, tools, wall systems, flooring systems, and roof systems. Students can seek employment as carpentry technicians on residential and commercial job sites. A Certificate of Competency (CCT) in Construction Trades: Carpentry is available. A second Carpentry CCL and Associate in Applied Science (AAS) in Construction Technology are also available.

#### **PROGRAM NOTES:**

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 16**

CON103 Foundation of Construction Safety 1

CON104 Hand and Power Tools, Equipment, and Workspace 1.5

CON105 Construction Calculations 1.5

CON107 Construction Drawings Introduction 1

CON110 Carpentry: Floor Systems 3.5

CON111 Carpentry: Wall Systems 3.5

CON112 Carpentry Ceiling Joist and Roof Framing 4

### **CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: CARPENTRY, COMMERCIAL AND RESIDENTIAL (5118) CREDITS: 27**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Construction Trades: Carpentry, Commercial and Residential is designed to provide knowledge, safety and skills in the carpentry construction trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. It offers further theory and practice in commercial and specialty carpentry, to include steel framing, conventional roofing, interior finishing, and concrete forms. Students can seek employment as carpentry technicians on residential and commercial job sites. A Certificate of Competency (CCT) in Carpentry: Commercial and Residential is also available. The CCL/CCT can be applied to an available Associate in Applied Science (AAS) in Construction Trades.

#### **PROGRAM NOTES:**

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

#### **PROGRAM PREREQUISITES: NONE**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED COURSES: CREDITS – 27**

CON103 Foundation of Construction Safety 1  
CON104 Hand and Power Tools, Equipment, and Workspace 1.5  
CON105 Construction Calculations 1.5  
CON107 Construction Drawings Introduction 1  
CON110 Carpentry: Floor Systems 3.5  
CON111 Carpentry: Wall Systems 3.5  
CON112 Carpentry Ceiling Joist and Roof Framing 4  
CON213 Carpentry: Steel Framing 1  
CON214 Carpentry: Roof Systems and Building Envelopes 3  
CON215 Carpentry: Interior Finishes 4  
CON216 Carpentry: Concrete Forms 3

### **CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: ELECTRICAL (5112) CREDITS: 16**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Construction Trades: Electrical is designed to provide beginning knowledge, safety, and skills in the electrical construction trade. This program is an introduction to common construction to include use of tools, safety, codes, installation of circuitry, equipment, construction drawings, and a basic understanding of electricity. Students can seek employment as electrical technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

### **PROGRAM NOTES:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 16**

CON103 Foundation of Construction Safety 1  
CON104 Hand and Power Tools, Equipment, and Workspace 1.5  
CON105 Construction Calculations 1.5  
CON107 Construction Drawings Introduction 1  
CON/HVA131 Electrical Systems 3.5  
CON132 Distribution Panels, Wiring, and Circuit Protection in Electrical Systems 3.5  
CON133 Conduit, Raceways, and Termination in Electrical Systems 4

### **CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: ELECTRICAL, COMMERCIAL AND RESIDENTIAL (5120) CREDITS: 26**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Construction Trades: Electrical, Commercial and Residential is designed to provide knowledge, safety, and skills in the electrical construction trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. This award offers further theory and practice in commercial and specialty electrical, to include work with electric power distribution, motors and motor controls, specialty electrical lighting and services, and electrical currents. Students can seek employment as electrical technicians on

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

### PROGRAM NOTES:

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 26

CON103 Foundation of Construction Safety 1

CON104 Hand and Power Tools, Equipment, and Workspace 1.5

CON105 Construction Calculations 1.5

CON107 Construction Drawings Introduction 1

CON/HVA131 Electrical Systems 3.5

CON132 Distribution Panels, Wiring, and Circuit Protection in Electrical Systems 3.5

CON133 Conduit, Raceways, and Termination in Electrical Systems 4

CON234 Electric Power Distribution 3

CON235 Motors: Theory and Application 4

CON236 Industrial Wiring Applications 3

### CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: PLUMBING (5116) CREDITS: 16

CHAIRPERSON: STEPHEN HUSTEDDE

DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)

**DESCRIPTION:** The Certificate of Completion (CCL) in Construction Trades: Plumbing is designed to provide knowledge safety and skills in the plumbing construction trade. This program is an introduction to common construction skills to include safety; codes; construction drawings; tools; fixtures; pipes and fittings; drain, waste, and vent systems; and water distribution systems. Students can seek employment as plumbing technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

### PROGRAM NOTES:

+ indicates course has prerequisite and/or corequisites.

++ indicates any suffixed courses.

### REQUIRED COURSES: CREDITS – 16

CON103 Foundation of Construction Safety 1

CON104 Hand and Power Tools, Equipment, and Workspace 1.5

CON105 Construction Calculations 1.5

CON107 Construction Drawings Introduction 1

CON124 Plumbing: Pipes and Fittings 3.5

CON125 Plumbing: Fixtures 2

CON126 Plumbing: Drain, Waste, and Vent 3.5

CON127 Plumbing: Water Distribution Systems 2

### CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: PLUMBING, COMMERCIAL AND RESIDENTIAL (5122) CREDITS: 28

CHAIRPERSON: STEPHEN HUSTEDDE

DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

**DESCRIPTION:** The Certificate of Completion (CCL) in Construction Trades: Plumbing, Commercial and Residential is designed to provide knowledge safety and skills in the plumbing construction trade. This program reinforces common construction skills to include use of tools, adherence to safety and codes, and reading construction drawings. It offers further instruction and practice in commercial and specialty plumbing, to include work in piping systems; water resource solutions; water disposal systems; and plumbing fixtures and appliances. Students can seek employment as plumbing technicians on residential and commercial job sites. A Certificate of Competency (CCT) and an Associate in Applied Science (AAS) in Construction Trades are also available.

**PROGRAM NOTES:**

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

**REQUIRED COURSES: CREDITS – 28**

CON103 Foundation of Construction Safety 1  
CON104 Hand and Power Tools, Equipment, and Workspace 1.5  
CON105 Construction Calculations 1.5  
CON107 Construction Drawings Introduction 1  
CON124 Plumbing: Pipes and Fittings 3.5  
CON125 Plumbing: Fixtures 2  
CON126 Plumbing: Drain, Waste, and Vent 3.5  
CON127 Plumbing: Water Distribution Systems 2  
CON224 Plumbing: Pipe Systems and Controls 3  
CON225 Plumbing: Water Disposal Systems 4  
CON226 Plumbing: Fixtures and Appliances 3  
CON227 Plumbing: Water Resource Solutions 2



## BEHAVIORAL SCIENCE AND HUMAN SERVICES

**ADMINISTRATION OF JUSTICE**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**CERTIFICATE OF COMPLETION IN ADMINISTRATION OF JUSTICE (5007N) CREDITS: 15**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

**PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

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

### **This program replaces:**

CCL/5008 Administration of Justice - Comprehensive  
CCL/5327 Justice Studies  
CCL/5837 Administration of Justice  
CCL/5861N Justice Studies

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS: 15**

AJS101 Introduction to Criminal Justice 3  
AJS109 Substantive Criminal Law (3) or  
AJS260 Procedural Criminal Law (3) 3  
AJS123 Ethics and the Administration of Justice 3  
AJS230 The Police Function 3  
AJS240 The Corrections Function 3

### **ASSOCIATE IN APPLIED SCIENCES IN ADMINISTRATION OF JUSTICE STUDIES (3181) CREDITS: 60-69**

#### **CHAIRPERSON: STEPHEN HUSTEDDE**

#### **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Administration of Justice Studies is an interdisciplinary program designed to prepare students for various careers within the criminal justice system and/or transfer to a four year institution. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of four Certificates of Completion in Corrections, Law Enforcement, Legal Studies, and Victimology, and/or a transfer option.

### **PROGRAM NOTES:**

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

### **This program replaces:**

AAS/3012 Administration of Justice Studies  
AAS/3057 Administration of Justice  
AAS/3137 Administration of Justice  
AAS/3396 Administration of Justice Studies  
AAS/3397 Administration of Justice  
AAS/3398 Administration of Justice Studies

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS: 27**

AJS101 Introduction to Criminal Justice 3  
AJS109 Substantive Criminal Law 3  
AJS123 Ethics and the Administration of Justice 3  
AJS200 Current Issues in Criminal Justice (3) OR  
AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

AJS212 Juvenile Justice Procedures 3  
AJS225 Criminology 3  
AJS230 The Police Function 3  
AJS240 The Corrections Function 3  
AJS260 Procedural Criminal Law 3

### **RESTRICTED ELECTIVES: CREDITS – 12-13**

AJS113 Criminal Justice Crime Control Policies and Practices 3  
(Fulfills ASU transfer requirement)  
AJS119 Computer Applications in Justice Studies 3  
(Fulfills NAU transfer requirement)  
AJS162 Domestic Violence 3  
(Fulfills Victimology certificate requirement)  
AJS201 Rules of Evidence 3  
(Fulfills Legal Studies certificate requirement)  
AJS205 Criminal Justice Report Writing 3  
(Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)  
AJS210 Constitutional Law 3  
(Fulfills Legal Studies certificate requirement and NAU transfer requirement)  
AJS255 Crime, Law, and Mental Health 3  
(Fulfills Corrections and Victimology certificate requirement)  
AJS270 Community Relations 3  
(Fulfills GCU transfer requirement)  
AJS275 Criminal Investigation I 3  
(Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)  
AJS290BN Courtroom Testimony Seminar 1

AJS++++ Any AJS Administration of Justice Studies course not listed under Required Courses area (3) OR  
BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3  
(BPC110 or CIS105 fulfills transfer requirement)

CIS114DE Excel Spreadsheet 3  
(Fulfills NAU transfer requirement)

PSY101 Introduction to Psychology (3) OR  
SOC101 Introduction to Sociology (3) 3  
(Fulfills ASU transfer requirement)

REC120 Leisure and the Quality of Life 3  
(Fulfills ASU transfer requirement)  
SWU171 Introduction to Social Work 3  
(Fulfills ASU transfer requirement)

### **GENERAL ELECTIVES: CREDITS – 7-9**

Recommend the following for transfer:  
FOR105 Forensic Science: Physical Evidence (4) OR  
OR106 Forensic Science: Biological Evidence (4) OR  
any course with the [SQ] general education designation (4) 4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

Recommend the following for transfer: Any course with an [HU] and [G] general education designation OR an [HU] and [H] general education designation 3

### GENERAL EDUCATION REQUIREMENTS: CREDITS – 12-22

### GENERAL EDUCATION CORE: CREDITS - 12-18

### FIRST-YEAR COMPOSITION: CREDITS – 6

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

### ORAL COMMUNICATION: CREDITS – 3

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

### CRITICAL READING: CREDITS - 0-3

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

### MATHEMATICS: CREDITS: 3-6

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
- Higher course in the Mathematical Applications [MA] area (3-5) 3-5

### GENERAL EDUCATION DISTRIBUTION: CREDITS -0- 4

### HUMANITIES, ARTS AND DESIGN: CREDITS – 0

Met by AJS123 in the Required Courses area

### SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 0

Met by AJS200 or AJS/EMT/FSC/SWU258 Required Courses area

### NATURAL SCIENCES: CREDITS – 0-4

Any approved general education course from the Natural Sciences area.  
Recommend FOR105 or FOR106 in Electives area.

### CERTIFICATE OF COMPLETION IN CORRECTIONS (5776N) CREDITS: 15

#### CHAIRPERSON: STEPHEN HUSTEDDE

#### DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)

**DESCRIPTION:** The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

of justice system.

### **PROGRAM NOTES:**

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

### **REQUIRED COURSES: CREDITS – 15**

AJS101 Introduction to Criminal Justice 3

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

AJS212 Juvenile Justice Procedures 3  
AJS240 The Correction Function 3

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

### **CERTIFICATE OF COMPLETION IN CRIME SCENE INVESTIGATION (5964) CREDITS: 16- 18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

### **PROGRAM NOTES:**

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

### **This program replaces:**

CCL/5490 Crime Scene Investigation

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS - 16-18**

AJS213 Evidence Technology/Fingerprints (3) OR  
AJS243 Crime Scene Reconstruction (3) 3

AJS215 Criminalistics: Physical Evidence (3) OR  
AJS219 Crime Scene Technology: Physical Evidence (3) OR  
FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR  
FOR106 Forensic Science: Biological Evidence (4) 3-4



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

AJS214 Evidence Technology Photography 3

AJS275 Criminal Investigation I 3

AJS290BN Courtroom Testimony Seminar 1

### **CERTIFICATE OF COMPLETION IN FINGERPRINT IDENTIFICATION AND PHOTOGRAPHY (5010N) CREDITS: 10**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

#### **This program replaces:**

CCL/5012N Crime and Accident Scene Photography

CCL/5655 Evidence Technology

CCL/5753 Crime Scene Technology

CCL/5877 Evidence Technology

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 10**

AJS101 Introduction to Criminal Justice 3

AJS213 Evidence Technology/Fingerprints 3

AJS214 Evidence Technology/Photography 3

AJS290BN Courtroom Testimony Seminar 1

### **ASSOCIATE IN APPLIED SCIENCES IN FORENSIC SCIENCE (3183) CREDITS: 61-68**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

#### **This program replaces:**

AAS/3041 Forensic Science: Crime Lab

AAS/3404 Forensic Technology

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 32-44

AJS101 Introduction to Criminal Justice 3

AJS123 Ethics and the Administration of Justice 3

AJS275 Criminal Investigation I 3

AJS290BN Courtroom Testimony Seminar 1

AJS215 Criminalistics: Physical Evidence (3) OR

AJS219 Crime Scene Technology: Physical Evidence (3) OR

FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR

FOR106 Forensic Science: Biological Evidence (4) 3-4

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

Students should select courses from one of the following emphases based on career goals.

### SPECIALIZATION 1: CRIME SCENE (15 CREDITS)

AJS109 Substantive Criminal Law 3

AJS210 Constitutional Law 3

AJS213 Evidence Technology/ Fingerprints 3

AJS214 Evidence Technology/Photography 3

AJS260 Procedural Criminal Law 3

### SPECIALIZATION 2: LAB SCIENCE (23 CREDITS)

ASM/FOR275 Forensic Anthropology 4

+ CHM151 General Chemistry I 3

+ CHM151LL General Chemistry I Laboratory 1

+ CHM152 General Chemistry II 3

+ CHM152LL General Chemistry II Laboratory 1

+ PHY111 General Physics I 4

+ PHY112 General Physics II 4

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

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

### RESTRICTED ELECTIVES: CREDITS - 3

Students must complete 3 credits of restricted electives.

Students interested in the Crime Scene Emphasis

CIS105 Survey of Computer Information Systems (3) OR

BPC110 Computer Usage and Applications (3) OR

AJS++++ Any AJS Administration of Justice Studies course not listed in the required courses area. (3) 3

Students interested in the Lab Science Emphasis

CIS105 Survey of Computer Information Systems (3) OR

BPC110 Computer Usage and Applications (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **GENERAL ELECTIVES: CREDITS: 0-14**

Students must choose zero 0-14 additional credits of General Elective courses. Total number of General Electives required will largely depend upon specialization selected.

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 12-24**

### **GENERAL EDUCATION CORE: CREDITS - 12-20**

### **FIRST-YEAR COMPOSITION: CREDITS - 6**

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

### **ORAL COMMUNICATION: CREDITS - 3**

- + COM225 Public Speaking 3

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-8**

For Specialization 1: Crime Scene

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3)
- OR higher course with an [MA] general education designation 3-5

For Specialization 2: Lab Science

- + MAT150 College Algebra/Functions (5) OR
  - + MAT151 College Algebra/Functions (4) OR
  - + MAT152 College Algebra/Functions (3) AND
  - + MAT182 Plane Trigonometry (3) OR
  - + MAT187 Precalculus (5)
- OR higher course with an [MA] general education designation 3-8

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 0-4**

### **HUMANITIES, ARTS AND DESIGN: CREDITS - 0**

Met by AJS123 in Required Courses area

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 0**

Met by AJS101 in Required Courses area

### **NATURAL SCIENCES: CREDITS - 0-4**

Recommended for Specialization 1: Crime Scene:

- + CHM130 Fundamental Chemistry (3) AND
- + CHM130LL Fundamental Chemistry Laboratory (1) OR

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

+ CHM151 General Chemistry I (3) AND  
+ CHM151LL General Chemistry I Laboratory (1) OR  
FOR105 Forensic Science: Physical Evidence (4) OR  
FOR106 Forensic Science: Biological Evidence (4) 0-4

For Specialization 2 Lab Science: Met by CHM151 and CHM151LL

### **CERTIFICATE OF COMPLETION IN HOMELAND SECURITY (5322N) CREDITS: 15**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Homeland Security program is designed to provide students with the knowledge and skills needed to conduct a homeland security evaluation and to assess, investigate and respond to terrorism incidents. It also provides criminal justice practitioners with an opportunity for academic growth and the development of specialized skills in homeland security.

#### **PROGRAM NOTES:**

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

#### **This program replaces:**

CCL/5774N Domestic Preparedness and Homeland Security

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 15**

AJS/FSC139 Emergency Response to Terrorism 3  
AJS/FSC147 Emergency Preparedness 3  
AJSFSC148 Fundamentals of Emergency Management 3  
AJS/FSC149 Hazard Mitigation 3  
AJS195 International and Domestic Terrorism 3

### **CERTIFICATE OF COMPLETION IN LAW ENFORCEMENT (5987N) CREDITS: 15**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

#### **PROGRAM NOTES:**

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **This program replaces:**

CCL/5107 Police Science  
CCL/5145N Law Enforcement

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 15**

AJS101 Introduction to Criminal Justice 3  
AJS123 Ethics and the Administration of Justice 3  
AJS205 Effective Communication and Report Writing in Criminal Justice 3  
AJS230 The Police Function 3  
AJS275 Criminal Investigation I 3

### **CERTIFICATE OF COMPLETION IN LEGAL STUDIES (5966N) CREDITS: 15**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

### **PROGRAM NOTES:**

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

### **This program replaces:**

CCL/5635 Legal Studies

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 15**

AJS109 Substantive Criminal Law 3  
AJS201 Rules of Evidence 3  
  
AJS123 Ethics and the Administration of Justice (3) OR  
AJS205 Effective Communication and Report Writing in Criminal Justice (3) 3  
  
AJS210 Constitutional Law 3  
AJS260 Procedural Criminal Law 3

### **CERTIFICATE OF COMPLETION IN VICTIMOLOGY (5392N) CREDITS: 15**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 15

AJS101 Introduction to Criminal Justice 3  
AJS162 Domestic Violence 3  
AJS225 Criminology 3  
AJS255 Crime, Law and Mental Health 3  
AJS/EMT/FSC/SWU258 Victimology and Crisis Management 3

### BACHELOR OF SCIENCES IN BEHAVIORAL SCIENCES (9300) CREDITS: 120

**CHAIRPERSON: JASON REIF**

**DIVISION OF COUNSELING, HEALTH AND WELLNESS (CNSLG)**

**EDITOR'S NOTE: EFFECTIVE FIRST TERM IS 2023 FALL**

**DESCRIPTION:** The Bachelors of Science (BS) Degree in Behavioral Sciences provides students with an advanced study of human behavior and the skills necessary to develop and implement specialized and comprehensive behavioral health and social services to individuals and families dealing with mental illness, substance use disorders and addiction, trauma, developmental disabilities, co-morbid medical conditions, and challenging behaviors. Upon completion of the Bachelors of Science degree, students will meet the academic requirements for Registered Behavior Technician and Nonviolent Crisis Intervention certification requirements and be qualified to apply to become a Licensed Substance Abuse Technician through the Arizona Board of Behavioral Health Examiners. Certificates of Completion (CCL) in Foundations of Behavioral Health Sciences and Advanced Behavioral Health Sciences, as well as the Associate of Applied Science (AAS) in Behavioral Health are also available and embedded within this degree.

### PROGRAM NOTES:

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 65-67

BHS150 Introduction to Behavioral Health and Social Services 3  
BHS155 Professional Resiliency and Well-Being 3  
BHS160 Ethical, Legal and Professional Issues in Behavioral Health and Social Service 3  
BHS165 Applied Therapeutic Communication Skills 3  
BHS170 Case Management and Clinical Documentation 3  
BHS175 Introduction to Trauma-Informed Care and Trauma-Focused Caregiving 3  
BHS180 Child, Family, and Adult Advocacy 3  
BHS185 Cultural Competence in Behavioral Health 3  
+ BHS190 Supervised Practice in Behavioral Health and Social Services 1  
BHS205 Therapeutic Models and Interventions in Individual Therapy 3  
BHS210 Addictions, Substance Use Disorders, and Relapse Prevention 3  
BHS215 Therapeutic Models and Intervention in Group Therapy 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- +BHS300 Research Methods for Evidence-Based Practice 4
- +BHS310 Family Dynamics and Systems 3
- +BHS320 Behavioral Development Across the Lifespan 3
- +BHS340 Psychopathology Across Cultures 3
- +BHS385 Multicultural Approaches to Behavioral Health Care 3
- +BHS400 Environmental and Biological Bases of Behavior 3
- +BHS410 Co-Occurring Disorders 3
- +BHS420 Relational Approach to Trauma 3
- +BHS430 Applied Behavior Analysis 3
- +BHS490 Behavioral Health Sciences Internship 2

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

### **RESTRICTED ELECTIVES: CREDITS: 6**

Complete six (6) credits from the following prefixes. Selected courses will not apply in both Required Courses and Restricted Electives areas. Students should consult with their college's Program Director or their faculty or academic advisor to select courses that best align with academic and professional goals.

- ASD+++ Any ASD Addictions and Substance Use Disorders course(s)
- BHS+++ Any BHS Behavioral Health Services Technology course(s)
- PSY+++ Any PSY Psychology course(s)

### **AGEC – TYPE A**

A single course with an [HU], [SB], [L], or [SG]/[SQ] designation may also be used to satisfy the Oral Communication, or Awareness Area ([C], [G] and/or [H]) requirement(s).

### **FIRST YEAR COMPOSITION [FYC] CREDITS: 6**

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

### **LITERACY AND CRITICAL INQUIRY [L] CREDITS: 3**

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

### **MATHEMATICS [MA] CREDITS: 3-6**

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) OR
- Higher level course in the Mathematical Applications [MA] area (3-6) 3-6

### **COMPUTER/STATISTICS/QUANTITATIVE APPLICATIONS [CS] CREDITS: 3**

- PSY230 Introduction to Statistics 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **HUMANITIES, ARTS AND DESIGN [HU] CREDITS: 6**

Any approved general education course from the Humanities, Arts and Design area.  
+ HCR210 Clinical Health Care Ethics (3) recommended.

Students should select a course that has [G].

### **SOCIAL-BEHAVIORAL SCIENCES [SB] CREDITS: 3**

PSY101 Introduction to Psychology 3 AND  
Met by BHS150 in the Required Courses area.

Three (3) credits of Social and Behavioral Science requirement met by BHS150 in the Required Courses area.

### **NATURAL SCIENCES [SG] / [SQ] CREDITS: 8**

BIO160 Introduction to Human Anatomy and Physiology (4) AND  
Any approved general education course from the Natural Science (Quantitative) [SQ] area.

### **AWARENESS AREAS CREDITS: 0**

#### **AWARENESS AREAS NOTES:**

These requirements may be shared with Core Requirements.

Cultural Diversity in the US [C] Credits: 0

Cultural Diversity in the US [C] Detail:

Cultural Diversity requirement met by BHS185 in Required Courses area.

Historical/Global Awareness [H] / [G] Credits: 0

Historical/Global Awareness [H] / [G] Detail:

Historical Awareness requirement met by BHS150 in the Required Courses area.

MCCCD Additional Requirements: Credits: 0-3

MCCCD Additional Requirements Notes:

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

Oral Communication (COM) Credits: 0-3

Oral Communication (COM) Detail:

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) OR

COM225 Recommended

Critical Reading (CRE) Credits: 0

Critical Reading (CRE) Detail: None.

### **GENERAL ELECTIVES CREDITS: 0-15**



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### GENERAL ELECTIVES DETAIL:

Select courses 100-level or higher to complete a minimum of 120 semester credits. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

### ASSOCIATE IN APPLIED SCIENCES IN BEHAVIORAL SCIENCES (3067) CREDITS: 60-66

**CHAIRPERSON: JASON REIF**

**DIVISION OF COUNSELING, HEALTH AND WELLNESS (CNSLG)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Behavioral Sciences is designed to provide students with a comprehensive study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, comorbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver specialized and comprehensive behavioral health and social services. This program is university-transferable and provides preparation for industry certifications and supervised field experience.

### PROGRAM NOTES:

- Students must earn a grade of C or better in all courses within the program.
- Students should select restricted electives in one of the following areas of emphasis:
- Trauma and Crisis Stabilization
- Infant and Early Childhood Mental Health
- Addiction and Substance Use Disorders
- Developmental Disabilities
- Criminal Justice and Forensic Science
- Mental Health

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 32

BHS150 Introduction to Behavioral Health and Social Services 3

BHS155 Professional Resiliency and Well-Being 3

BHS160 Ethical, Legal and Professional Issues in Behavioral Health and Social Service 3

BHS165 Applied Therapeutic Communication Skills 3

BHS170 Case Management and Clinical Documentation 3

BHS180 Child, Family, and Adult Advocacy 3

BHS175 Introduction to Trauma-Informed Care and Trauma-Focused Caregiving 3

BHS185 Cultural Competence in Behavioral Health 3

+ BHS190 Professional Portfolio: Supervised Practice in Behavioral Health and Social Services 1

BHS205 Therapeutic Models and Interventions in Individual Therapy 3

BHS210 Addictions, Substance Use Disorders, and Relapse Prevention 3

BHS215 Therapeutic Models and Intervention in Group Therapy 3

### RESTRICTED ELECTIVES: CREDITS – 6

Students must choose six (6) credits from one of the following areas of Emphasis:

Emphasis in Trauma and Crisis Stabilization

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

BHS230 Crisis and Trauma Stabilization 3

BHS235 Emergency Mental Health Crisis Response and Recovery 3

Emphasis in Infant and Early Childhood Mental Health

BHS275 Infant and Early Childhood Mental Health (3) OR

CFS177 Parent-Child Interaction (3) 3

BHS272 Child and Adolescent Mental Health and Interventions 3

CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight 3

+ EED210 Creative and Cognitive Play 3

(If EED210 is selected, CFS235 will need to be selected unless another requisite option has been met)

Emphasis in Addiction and Substance Use Disorders

ASD110 Pharmacology of Substances of Abuse and Dependency 3

ASD245 Co-Occurring Disorders (2) AND

ASD120 Professional Ethics in Addictions and Substance Use Disorders (1) OR

ASD145 AIDS and Addiction (1) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3

Emphasis in Developmental Disabilities

BHS271 Developmental Disabilities Assistance Training 3

+ PSY241 Understanding and Changing Behavior 3

+ PSY243 The Psychology of Developmental Disabilities 3

Emphasis in Criminal Justice and Forensic Science

+ PSY267 Introduction to Forensic Psychology 3

AJS101 Introduction to Criminal Justice (3) OR

AJS200 Current Issues In Criminal Justice (3) OR

AJS225 Criminology (3) 3

Emphasis in Mental Health

BHS230 Crisis and Trauma Stabilization (3) OR

BHS235 Emergency Mental Health Crisis Response and Recovery (3) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3

BHS255 Health and Wellness Coaching in Professional Resiliency 3

BHS262 Behavioral Health Service Techniques for the Elderly 3

BHS266 Violence and Abuse Services 3

BHS269 Grief Support Techniques 3

BHS271 Developmental Disabilities Assistance Training 3

BHS272 Child and Adolescent Mental Health and Interventions 3

BHS275 Infant and Early Childhood Mental Health 3

CPD180 Human Resilience: Cognitive, Emotional, and Behavioral Applications 3

+ PSY266 Abnormal Psychology 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### GENERAL EDUCATION REQUIREMENTS: CREDITS - 22-28

#### GENERAL EDUCATION CORE: CREDITS -12-18

#### FIRST-YEAR COMPOSITION: CREDITS – 6

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

ENG102 or ENG108 recommended for students considering pursuing a bachelor`s degree at an Arizona university.

#### ORAL COMMUNICATION: CREDITS – 3

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

#### CRITICAL READING: CREDITS - 0-3

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

#### MATHEMATICS: CREDITS - 3-6

- + MAT112 Mathematical Concepts and Applications (3) OR
- Satisfactory completion of a higher level mathematics course. (3-6) 3-6

MAT142 College Mathematics or

MAT151 College Algebra/Functions recommended for those planning to transfer.

#### GENERAL EDUCATION DISTRIBUTION: CREDITS – 10

#### HUMANITIES, ARTS AND DESIGN: CREDITS – 3

- Any approved general education course from the Humanities, Arts and Design area 3
- + HCR210 Clinical Health Care Ethics recommended.

#### SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3

- PSY101 Introduction to Psychology 3

#### NATURAL SCIENCES: CREDITS – 4

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

Recommended:

- + PSY275 Biopsychology (4) OR
- + BIO156 Introductory Biology for Allied Health (4) OR
- BIO160 Introduction to Human Anatomy and Physiology (4) OR
- FON241 Principles of Human Nutrition (3) AND
- FON241LL Principles of Human Nutrition Laboratory (1) 4

+ indicates course has prerequisites and/or corequisites.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **CERTIFICATE OF COMPLETION IN BASIC BEHAVIORAL HEALTH SCIENCES (5522) CREDITS: 16**

**CHAIRPERSON: JASON REIF**

**DIVISION OF COUNSELING, HEALTH AND WELLNESS (CNSLG)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Basic Behavioral Health Sciences is designed to provide students with a foundational study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, comorbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver essential behavioral health and social services. The core focus of the program is practical training and service learning experiences.

#### **PROGRAM NOTES:**

+ indicates course has prerequisites and/or corequisites.

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES CREDITS: 16**

BHS150 Introduction to Behavioral Health and Social Services 3

BHS155 Professional Resiliency and Well-Being 3

BHS160 Ethical, Legal and Professional Issues in Behavioral Health and Social Service 3

BHS165 Applied Therapeutic Communication Skills 3

BHS170 Case Management and Clinical Documentation 3

BHS180 Child, Family, and Adult Advocacy 3

### **CERTIFICATE OF COMPLETION IN ADVANCED BEHAVIORAL HEALTH SCIENCES (5521) CREDITS: 40-43**

**CHAIRPERSON: JASON REIF**

**DIVISION OF COUNSELING, HEALTH AND WELLNESS (CNSLG)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Advanced Behavioral Health Sciences is designed to provide students with a comprehensive study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, co-morbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver specialized and comprehensive behavioral health and social services. This program also provides university transfer options in addition to preparation for industry certifications and supervised field experience.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Students should select courses in one (1) of the following specializations:

Trauma and Crisis Stabilization

Infant and Early Childhood Mental Health

Addiction and Substance Use Disorders

Developmental Disabilities

Criminal Justice and Forensic Science

Mental Health

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 34

Certificate of Completion (CCL) in Behavioral Health Sciences (5522) 18 AND  
BHS175 Introduction to Trauma-Informed Care and Trauma-Focused Caregiving 3  
BHS185 Cultural Competence in Behavioral Health 3  
+ BHS190 Professional Portfolio: Supervised Practice In Behavioral Health and Social Services 1  
BHS205 Therapeutic Models and Interventions in Individual Therapy 3  
BHS210 Addictions, Substance Use Disorders, and Relapse Prevention 3  
BHS215 Therapeutic Models and Intervention in Group Therapy 3

### RESTRICTED ELECTIVES: CREDITS – 6

Students must choose six (6) credits from one (1) of the following specializations:

#### Specialization 1: Trauma and Crisis Stabilization

BHS230 Crisis and Trauma Stabilization 3  
BHS235 Emergency Mental Health Crisis Response and Recovery 3

#### Specialization 2: Infant and Early Childhood Mental Health

BHS275 Infant and Early Childhood Mental Health (3) OR  
CFS177 Parent-Child Interaction (3) 3

#### BHS272 Child and Adolescent Mental Health and Interventions 3

CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight 3  
+ EED210 Creative and Cognitive Play 3

(If EED210 is selected, CFS235 will need to be selected (unless another requisite option has been met.)

#### Specialization 3: Addiction and Substance Use Disorders

ASD110 Pharmacology of Substances of Abuse and Dependency 3

#### ASD245 Co-Occurring Disorders (2) AND

ASD120 Professional Ethics in Addictions and Substance Use Disorders (1) OR  
ASD145 AIDS and Addiction (1) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3

#### Specialization 4: Developmental Disabilities

BHS271 Developmental Disabilities Assistance Training 3  
+ PSY241 Understanding and Changing Behavior 3  
+ PSY243 The Psychology of Developmental Disabilities 3

#### Specialization 5: Criminal Justice and Forensic Science

+ PSY267 Introduction to Forensic Psychology 3

#### AJS101 Introduction to Criminal Justice (3) OR

AJS200 Current Issues In Criminal Justice (3) OR  
AJS225 Criminology (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### Specialization 6: Mental Health

BHS230 Crisis and Trauma Stabilization (3) OR

BHS235 Emergency Mental Health Crisis Response and Recovery (3) 3

BHS251 Harm Reduction in Addiction, Substance Use, and Social Services 3

BHS255 Health and Wellness Coaching in Professional Resiliency 3

BHS262 Behavioral Health Service Techniques for the Elderly 3

BHS266 Violence and Abuse Services 3

BHS269 Grief Support Techniques 3

BHS271 Developmental Disabilities Assistance Training 3

BHS272 Child and Adolescent Mental Health and Interventions 3

BHS275 Infant and Early Childhood Mental Health 3

CPD180 Human Resilience: Cognitive, Emotional, and Behavioral Applications 3

+ PSY266 Abnormal Psychology 3

### GENERAL ELECTIVES: CREDITS: 0-3

Students choosing Developmental Disabilities, Criminal Justice and Forensic Science, or Mental Health may also need to complete PSY101 as it is a requisite to courses in these emphases. PSY101 can be counted towards General Education requirement in most Associate degrees.

PSY101 Introduction to Psychology 3



## BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCES IN ACCOUNTING (3149) CREDITS: 62-73

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Accounting program is designed to provide fundamental skills for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparation or comparable positions. This program may prepare students for certification in Certified Bookkeeper (CB), Enrolled Agent (EA), and Certified Payroll Professional (CPP). Certificates of Completion (CCL) in Accounting and Enrolled Agent are available.

### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Consultation with an Academic Advisor is recommended for course selection.

### This program replaces:

AAS/3130 Accounting-Specialized Para-Professional

AAS/3131 Accounting Paraprofessional

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM PREREQUISITES: NONE

#### REQUIRED COURSES: CREDITS – 34-39

ACC111 Accounting Principles I (3) AND  
+ ACC230 Uses of Accounting Information I (3) AND  
+ ACC240 Uses of Accounting Information II (3) OR  
ACC111 Accounting Principles I (3) AND  
+ ACC112 Accounting Principles II (3) AND  
+ ACC212 Managerial Accounting (3) OR  
ACC211 Financial Accounting (3) AND  
+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR  
+ ACC222 Payroll Accounting (3) 3

ACC115 Computerized Accounting 3

ACC121 Individual Tax Preparation (3) OR  
+ ACC221 Tax Accounting (3) 3

+ ACC219 Intermediate Accounting I 3

CIS114DE Excel Spreadsheet 3  
CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS151 Introduction to Business 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS120 Workplace Communication Skills (3) OR  
+ GBS233 Business Communication (3) 3

#### RESTRICTED ELECTIVES: CREDITS – 6

Students must select six (6) credits from the list below:  
ACC+++++ Any ACC Accounting course(s)  
except courses used to satisfy Required Courses area 0-6  
GBS131 Business Calculations 3  
+ GBS220 Quantitative Methods in Business 3  
+ GBS221 Business Statistics 3  
GBS261 Investments I 3

MGT101 Techniques of Supervision (3) OR  
MGT175 Business Organization and Management (3) OR  
MGT229 Management and Leadership I (3) 3

#### GENERAL EDUCATION REQUIREMENTS: CREDITS - 22-28

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### GENERAL EDUCATION CORE: CREDITS - 12-18

#### FIRST-YEAR COMPOSITION: CREDITS - 6

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

#### ORAL COMMUNICATION: CREDITS - 3

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

#### CRITICAL READING: CREDITS - 0-3

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

#### MATHEMATICS: CREDITS - 3-6

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

#### GENERAL EDUCATION DISTRIBUTION: CREDITS - 10

#### HUMANITIES, ARTS AND DESIGN: CREDITS - 3

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

#### SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 3

- ECN211 Macroeconomic Principles (3) OR
- ECN212 Microeconomic Principles (3) OR
- SBU200 Society and Business (3) 3

#### NATURAL SCIENCES: CREDITS - 4

Any approved general education course from the Natural Sciences area.

### CERTIFICATE OF COMPLETION IN ACCOUNTING (5665) CREDITS: 24-27

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites

Consultation with an Academic Advisor is recommended for course selection.



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **This program replaces:**

CCL/5156 Accounting Specialized Paraprofessional  
CCL/5157 Bookkeeping

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES CREDITS: 24-27**

ACC111 Accounting Principles I (3) AND  
+ ACC230 Uses of Accounting Information I (3) AND  
+ ACC240 Uses of Accounting Information II (3) OR  
ACC111 Accounting Principles I (3) AND  
+ ACC112 Accounting Principles II (3) AND  
+ ACC212 Managerial Accounting (3) OR  
ACC211 Financial Accounting (3) AND  
+ ACC212 Managerial Accounting (3) 6-9  
ACC105 Payroll, Sales and Property Taxes (3) OR  
+ ACC222 Payroll Accounting (3) 3

ACC121 Income Tax Preparation (3) OR  
+ ACC221 Tax Accounting (3) 3

+ ACC115 Computerized Accounting 3  
CIS114DE Excel Spreadsheet 3  
CIS105 Survey of Computer Information Systems 3  
GBS151 Introduction to Business 3

### **CERTIFICATE OF COMPLETION IN ADMINISTRATIVE PROFESSIONAL (5677) CREDITS: 18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in the Administrative Professional program is designed to provide students with basic office skills. This program is recommended for students with little or no office-related work experience or college experience. Includes instruction in business communications, office procedures, and report preparation. An Associate in Applied Science (AAS) in Administrative Professional is available.

### **PROGRAM NOTES:**

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

### **This program replaces:**

CCL/5234 Administrative Professional  
CCL/5238 Business Office Assistant

### **PROGRAM PREREQUISITES: NONE**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED - COURSES: 18**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

CIS113DE Microsoft Word: Word Processing 3  
GBS120 Workplace Communication Skills 3  
GBS131 Business Calculations 3  
GBS151 Introduction to Business 3

Select three (3) of the following courses:

BPC101AA Introduction to Computers I 1  
BPC/OAS111AA Computer Keyboarding I 1  
CIS121AE Windows Operating System: Level I 1  
CIS121AI Mac Operating System 1  
+ CIS122AE Windows Operating System: Level II 1  
CIS133AA Internet/Web Development Level I-A 1

### **ASSOCIATE IN APPLIED SCIENCES IN ADMINISTRATIVE PROFESSIONAL (3680) CREDITS: 61-67**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in the Administrative Professional degree is designed to provide training for various office positions. The curriculum incorporates people and technological skills essential for job success. Includes instruction in business communications, office procedures, public relations, accounting, records management, and report preparation. A Certificate of Completion (CCL) in Administrative Professional is also available.

### **PROGRAM NOTES:**

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

### **This program replaces:**

AAS/3237 Administrative Technology  
AAS/3238 Administrative Specialist

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES CREDITS: 25-27**

ACC115 Computerized Accounting 3

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

CIS113DE Microsoft Word: Word Processing 3  
CIS114DE Excel Spreadsheet 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

GBS120 Workplace Communication Skills 3  
GBS131 Business Calculations 3  
GBS151 Introduction to Business 3  
Select three (3) of the following courses:  
BPC101AA Introduction to Computers I 1  
BPC/OAS111AA Computer Keyboarding I 1  
CIS121AE Windows Operating System: Level I 1  
CIS121AI Mac Operating System 1  
+ CIS122AE Windows Operating System: Level II 1  
CIS133AA Internet/Web Development Level I-A 1

### **RESTRICTED ELECTIVES: CREDITS - 15**

Students should select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:

ACC+++ Any ACC Accounting prefixed course (except ACC115) 3  
MGT251 Human Relations in Business 3  
MGT126 Customer Service Skills and Strategies 3  
CIS133DA Internet/Web Development: Level I 3  
+ CIS214DE Advanced Excel Spreadsheet: Level II 3  
CIS103 Introduction to Social Media 3  
MKT110 Marketing and Social Networking 3  
CIS117DM Microsoft Access: Database Management 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
MKT271 Principles of Marketing 3

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 22-28**

### **GENERAL EDUCATION CORE: CREDITS - 12-18**

### **FIRST-YEAR COMPOSITION: CREDITS - 6**

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

### **ORAL COMMUNICATION: CREDITS: 3**

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

### **CRITICAL READING: CREDITS - 0-3**

Any approved general education course from the Critical Reading area OR Equivalent as indicated by assessment.

### **MATHEMATICS: CREDITS - 3-6**

Any approved general education course from the Mathematics area OR Equivalent as indicated by assessment.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### GENERAL EDUCATION DISTRIBUTION: CREDITS – 10

#### HUMANITIES, ARTS AND DESIGN: CREDITS: 3

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

#### SOCIAL-BEHAVIORAL SCIENCES CREDITS: 3

SBU200 Society and Business 3

#### NATURAL SCIENCES CREDITS: 4

Any approved general education course from the Natural Sciences area.

### CERTIFICATE OF COMPLETION IN COMMERCIAL REAL ESTATE (5229N) CREDITS: 7

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Commercial Real Estate is designed for additional preparation for the new agent or broker and to provide specialized professional development for the experienced professional agent or broker. The CCL includes a core of classes in the foundations of commercial real estate, ethics, and the required research and computational skills in the field. The program also offers the opportunity to explore specializations within the industry. A CCL in Real Estate: Prelicense (5139N) is also available.

#### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in each course in the program.

#### PROGRAM PREREQUISITES:

Students should have:

- an AZ real estate license OR
- completion of MCCCDC's CCL Real Estate: Prelicense (5139N) or its equivalent OR
- a real estate license from another state OR
- have completed pre licensure coursework from another approved Arizona real estate school

#### REQUIRED COURSES: 5

REA205 Introduction to Commercial Real Estate 2

REA208 Ethics in Commercial Real Estate 1

REA211 Compliance in Commercial Real Estate 1

REA214 Finance in Commercial Real Estate 1

#### REQUIRED COURSES: 2

Students must select two of the following options:

REA220 Multiunit Properties in Commercial Real Estate 1

REA225 Industrial Properties in Commercial Real Estate 1

REA230 Land Properties in Commercial Real Estate 1

REA235 Commercial Real Estate Essential Tools 1

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **CERTIFICATE OF COMPLETION IN ENROLLED AGENT (5958) CREDITS: 17-18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents' expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

#### **PROGRAM NOTES:**

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

Consultation with an Academic Advisor is recommended for course selection.

The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester. Contact a program adviser for more information.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: 15**

ACC111 Accounting Principles I (3) OR  
ACC211 Financial Accounting (3) 3

ACC121 Individual Tax Preparation 3

+ ACC221 Tax Accounting 3

+ ACC224 Tax Practice Administration and Business Entity Analysis 3

CIS105 Survey of Computer Information Systems 3

#### **RESTRICTED ELECTIVES: 2-3**

Students should select 2-3 credits from the list below:

ACC105 Payroll, Sales and Property Taxes 3

+ ACC112 Accounting Principles II 3

+ ACC115 Computerized Accounting 3

+ ACC222 Payroll Accounting 3

+ ACC230 Uses of Accounting Information I 3

+ ACC270AB Accounting Internship 2

+ ACC270AC Accounting Internship 3

### **CERTIFICATE OF COMPLETION IN ESPORTS (5335) CREDITS: 18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Esports is designed for students pursuing careers in hospitality, marketing, business, management, event management, creative writing, computer technology, and/or video game production who are interested in utilizing those skills to gain entry level employment in the field of esports. Students completing this certificate will acquire specialized knowledge of the field of

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

esports that will enhance the ability to gain entry level employment in the world of esports.

### **PROGRAM NOTES:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: 15**

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

CIS120DA Introduction to Adobe Premiere (3) OR

CIS120DK Introduction to Digital Video Editing (3) 3

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

COM230 Small Group Communication (3) 3

GBS109 Introduction to Business Practices in Esports 3

MKT110 Marketing and Social Networking 3

### **RESTRICTED ELECTIVES: CREDITS: 3**

Complete courses as directed, choosing options that best align with your academic and professional goals. Consult with an academic, faculty, or program advisor to prevent exceeding your award's maximum credits.

ACC105 Payroll, Sales and Property Taxes 3

ACC111 Accounting Principles I 3

CIS111 Ethics in Information Technology 3

CRW150 Introduction to Creative Writing 3

CRW176 Writing Narrative for Video Games 3

CRW190 Introduction to Screenwriting 3

ENH110 Introduction to Literature 3

+ ENH140AA Sports in Literature and Film 3

GBS151 Introduction to Business 3

MGT175 Business Organizational Management 3

MGT229 Management and Leadership I 3

MGT253 Owning and Operating a Small Business 3

MKT101 Introduction to Public Relations 3

+ MKT111 Applied Marketing and Social Networking 3

MKT271 Principles of Marketing 3

### **ASSOCIATE IN APPLIED SCIENCES IN GENERAL BUSINESS (3148) CREDITS: 62-69**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites

### **This program replaces:**

AAS/3051 General Business Specialized

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: 22-24**

ACC111 Accounting Principles I 3

CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills (3) OR

+ GBS233 Business Communication (3) 3

GBS151 Introduction to Business 3

GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR

MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

### **RESTRICTED ELECTIVES: CREDITS - 18**

Students should select 18 credits from the following courses/subjects. Any 100/200 level courses in the following subjects can be used, except courses used to satisfy the Required Courses area.

ACC+++ Any ACC Accounting course(s)

CIS114DE Excel Spreadsheet 3

CIS117DM Microsoft Access: Database Management 3

CIS133DA Internet/Web Development Level I 3

EPS+++ Any EPS Entrepreneurial Studies course(s)

GBS+++ Any GBS General Business course(s)

IBS+++ Any IBS International Business course(s)

MGT+++ Any MGT Management course(s)

MKT+++ Any MKT Marketing course(s)

REA+++ Any REA Real Estate course(s)

SBS+++ Any SBS Small Business Management course(s)

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 22-27**

### **GENERAL EDUCATION CORE: CREDITS - 12-17**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **FIRST-YEAR COMPOSITION: CREDITS – 6**

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

### **ORAL COMMUNICATION: CREDITS: 3**

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

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-5**

Any approved general education course from the Mathematics area.

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

### **HUMANITIES, ARTS AND DESIGN: CREDITS: 3**

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

### **SOCIAL-BEHAVIORAL SCIENCES CREDITS: 3**

- ECN211 Macroeconomic Principles (3) OR
- ECN212 Microeconomic Principles (3) OR
- SBU200 Society and Business (3) 3

### **NATURAL SCIENCES: CREDITS - 4**

Any approved general education course in the Natural Sciences area.

### **CERTIFICATE OF COMPLETION IN GENERAL BUSINESS (5683) CREDITS: 21**

#### **CHAIRPERSON: STEPHEN HUSTEDDE**

#### **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**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:**

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED - COURSES: 12**

- ACC111 Accounting Principles I 3



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

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

### **RESTRICTED ELECTIVES: 9**

Students should select nine (9) credits from the following courses.  
Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

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

### **BUSINESS, ENTREPRENEURIALISM AND MANAGEMENT**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

### **PROGRAM NOTES:**

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

### **This program replaces:**

CCL/5192N Small Business Entrepreneurship  
CCL/5706N Small Business Start-Up  
CCL/5892 Business Micro Finance

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS - 10-11**

EPS150 Introduction to Entrepreneurship 3  
EPS160 New Venture Creation 2

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

EPS162 Introduction to Social Entrepreneurship (3) OR  
EPS195 Business Start-Up and Planning (2) 2-3

GBS/HEC132 Personal and Family Financial Security 3

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

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies Level I is also available and fully embedded in this program.

#### **PROGRAM NOTES:**

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

#### **This program replaces:**

CCL/5892 Business Micro Finance

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS - 18-19**

EPS150 Introduction to Entrepreneurship 3

EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR  
EPS195 Business Start-Up and Planning (2) 2-3

GBS/HEC132 Personal and Family Financial Security 3

EPS161 New Venture Law and Finance (3) OR

EPS180 Technology Business Planning (3) 3

EPS165 New Venture Feasibility Analysis 2

MGT253 Owning and Operating a Small Business 3

### **CERTIFICATE OF COMPLETION IN HUMAN RESOURCES MANAGEMENT (5580) CREDITS: 24**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in employment (recruiting, interviewing, and hiring), benefits administration, compensation, and employee relations.

#### **PROGRAM NOTES:**

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM PREREQUISITES: NONE

#### REQUIRED COURSES: CREDITS – 24

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS131 Business Calculations (3) 3 OR  
+MAT112 Mathematical Concepts and Applications (3) OR  
Satisfactory completion of higher level Mathematics course

GBS120 Workplace Communication Skills 3  
MGT229 Management and Leadership I 3  
MGT251 Human Relations in Business 3  
MGT276 Personnel/Human Resources Management 3  
+ MGT286 Human Resource Employment Management 3

#### CERTIFICATE OF COMPLETION IN MANAGEMENT (5729) CREDITS: 18

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Management is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. An Associate in Applied Science (AAS) in Management is also available.

#### PROGRAM NOTES:

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

#### This program replaces:

CCL/5072 Middle Management  
CCL/5088 Management  
CCL/5721N Supervision and Management I  
CCL/5722 Supervision and Management II

### 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) 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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **ASSOCIATE IN APPLIED SCIENCES IN MANAGEMENT (3070) CREDITS: 61-66**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. The Certificate of Completion (CCL) in Management is fully embedded in this AAS. The following Certificates of Completion (CCL) are also available based on chosen restricted electives: Human Resources Management, Project Management, Business Administration, Supervision and Management, and Organizational Leadership.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any suffixed courses.

#### **This program replaces:**

AAS/3054 Business Management

AAS/3780 Business Administration Fastrack

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 22-24**

ACC111 Accounting Principles I 3

BPC110 Computer Usage and Applications (3) OR

CIS105 Survey of Computer Information Systems (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills 3

GBS151 Introduction to Business 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

MGT229 Management and Leadership I 3

MGT251 Human Relations in Business 3

#### **RESTRICTED ELECTIVES: CREDITS – 18**

Students should select eighteen (18) credits from the following courses in consultation with a Department Advisor.

Courses cannot be shared with Required Courses.

ACC110 Understanding and Using Accounting Systems (3) OR

+ ACC112 Accounting Principles II (3) 3

CIS114DE Excel Spreadsheet 3

CIS224 Project Management Microsoft Project for Windows 3

GBS131 Business Calculations 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

IBS101 Introduction to International Business 3  
MKT271 Principles of Marketing 3  
MGT+++ Any MGT Management course(s) (except courses used to satisfy Required Courses area) 3  
TQM230 Teamwork Dynamics 2  
TQM240 Project Management in Quality Organizations 3

**GENERAL EDUCATION REQUIREMENT: CREDITS: 22-27**

**GENERAL EDUCATION CORE: CREDITS: 12-17**

**FIRST-YEAR COMPOSITION: CREDITS - 6**

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

**ORAL COMMUNICATION: CREDITS - 3**

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

**CRITICAL READING: CREDITS - 0-3**

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

**MATHEMATICS: CREDITS - 3-5**

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

**GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

**HUMANITIES, ARTS AND DESIGN: CREDITS - 3**

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

**SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 3**

SBU200 Society and Business 3

**NATURAL SCIENCES: CREDITS - 4**

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

**CERTIFICATE OF COMPLETION IN MARKETING (5094) CREDITS: 21**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

### **PROGRAM NOTES:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 18**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3  
GBS120 Workplace Communication Skills 3  
MKT263 Advertising Principles 3  
MKT267 Principles of Sales 3  
MKT271 Principles of Marketing 3

### **RESTRICTED ELECTIVES: CREDITS: 3**

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

CIS103 Introduction to Social Media 3  
MKT101 Introduction to Public Relations 3  
MKT110 Marketing and Social Networking 3  
MKT268 Merchandising 3

### **CERTIFICATE OF COMPLETION IN ORGANIZATIONAL LEADERSHIP (5731) CREDITS: 18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today`s changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

### **PROGRAM NOTES:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS: 18**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

### **ASSOCIATE IN APPLIED SCIENCES IN ORGANIZATIONAL MANAGEMENT (3727) CREDITS: 61-68** **CHAIRPERSON: STEPHEN HUSTEDDE** **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

#### **PROGRAM NOTES:**

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS: 19-22**

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Certificate of Completion in Organizational Leadership (5731) - Requirements listed below

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

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

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **RESTRICTED ELECTIVES: CREDITS – 20**

Students must choose 20 industry/job related course credits from any MCCCDC occupational program and/or Academic Certificate.

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

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 22-27**

#### **GENERAL EDUCATION CORE: CREDITS - 12-17**

#### **FIRST-YEAR COMPOSITION: CREDITS – 6**

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

#### **ORAL COMMUNICATION: CREDITS – 3**

Any approved general education course from the Oral Communication area.

#### **CRITICAL READING: CREDITS - 0-3**

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

#### **MATHEMATICS: CREDITS -3-5**

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

#### **GENERAL EDUCATION DISTRIBUTION: CREDITS – 10**

#### **HUMANITIES, ARTS AND DESIGN: CREDITS: 3**

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

#### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3**

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

#### **NATURAL SCIENCES: CREDITS – 4**

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

### **CERTIFICATE OF COMPLETION IN REAL ESTATE: PRELICENSE (5139N) CREDITS: 6.5**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Real Estate: Prelicense introduces students to the real estate profession. This program is designed to prepare students to meet the requirements to take the Arizona State Real Estate Salesperson's Exam. Emphasis will be placed on license laws, real and personal property, financing, purchasing, selling, renting, legal descriptions, rights and interests in property, ownership, contracts, real estate terminology and economics, investing in real estate, foreclosure, land use, and evaluation.



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.  
Students must earn a grade of C or better for each course listed in the program.

### REQUIRED COURSES: 6.5

REA179 Real Estate Principles I (3) AND  
+ REA180 Real Estate Principles II (3) OR  
REA201 Real Estate Principles I and II (6) 6

REA290AH Real Estate Seminar: Contract Writing 0.5

### CERTIFICATE OF COMPLETION IN SECURITIES INDUSTRY ESSENTIALS (5907) CREDITS: 16

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Securities Industry Essentials builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

### NOTES:

The Certificate of Completion in Securities Industry Essentials is currently not Title IV Federal Financial Aid eligible. Students must earn a grade of C or better in all courses within the program.

This Certificate of Completion (CCL) is intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: 16

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3  
GBS261 Investments I 3  
GBS261LL Securities Industry Essentials (SIE) Exam Prep 1  
MGT126 Customer Service Skills and Strategies 3

MKT267 Principles of Sales (3) OR  
MKT271 Principles of Marketing (3) 3  
Recommend MKT267 if career goal in the field of finance is sales.

### CERTIFICATE OF COMPLETION IN RETAIL MANAGEMENT (5286) CREDITS: 24

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

**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. An Associate in Applied Science (AAS) in Retail Management is also available.

**PROGRAM NOTES:**

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

**PROGRAM PREREQUISITES: NONE**

**REQUIRED COURSES: CREDITS – 24**

ACC111 Accounting Principles I (3) OR  
ACC211 Financial Accounting (3) 3

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3  
COM100 Introduction to Human Communication 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

MGT251 Human Relations in Business 3  
MGT180 Retail Management 3  
MGT276 Personnel/Human Resources Management 3  
MKT271 Principles of Marketing 3

**ASSOCIATE IN APPLIED SCIENCES IN RETAIL MANAGEMENT (3048) CREDITS: 62-67**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**EDITORS NOTE:** The first term of this modified program will be effective in Fall, 2022

**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. A Certificate of Completion (CCL) in Retail Management is also available.

**PROGRAM NOTES:**

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

**PROGRAM PREREQUISITES: NONE**

**REQUIRED COURSES: COURSES - 28-33**

Choose one of the following three accounting sequences:  
ACC111 Accounting Principles I (3) AND

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

+ ACC230 Uses of Accounting Information I (3) AND  
+ ACC240 Uses of Accounting Information II (3) OR  
ACC111 Accounting Principles I (3) AND  
+ ACC112 Accounting Principles II (3) AND  
+ ACC212 Managerial Accounting (3) OR  
ACC211 Financial Accounting (3) AND  
+ ACC212 Managerial Accounting (3) 6-9

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

MGT180 Retail Management 3

MGT251 Human Relations in Business 3  
MGT276 Personnel/Human Resources Management 3  
MKT271 Principles of Marketing 3  
SBU200 Society and Business 3

### **RESTRICTED ELECTIVES: CREDITS - 9-15**

Student must complete an additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS+++ Any GBS General Business course(s)  
MGT+++ Any MGT Management course(s)  
MKT+++ Any MKT Marketing course(s)

### **GENERAL EDUCATION REQUIREMENT: CREDITS: 19-24**

#### **GENERAL EDUCATION CORE: CREDITS: 12-18**

#### **FIRST-YEAR COMPOSITION: CREDITS - 6**

+ ENG101 First-Year Composition (3) OR  
+ ENG107 First-Year Composition for ESL (3) AND  
+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) OR  
+ ENG111 Technical and Professional Writing (3) 6  
ENG102 or ENG108 recommended for students considering pursuing a bachelors degree at an Arizona university.

#### **ORAL COMMUNICATION: CREDITS - 3**

COM100 Introduction to Human Communication 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-6**

Any approved general education course from the Mathematics area.

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 7**

### **HUMANITIES, ARTS AND DESIGN: CREDITS - 3**

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

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 0**

Met by SBU200 in Required Courses area.

### **NATURAL SCIENCES: CREDITS - 4**

Any approved general education course from the Natural Sciences area.

### **CERTIFICATE OF COMPLETION IN SMALL BUSINESS MANAGEMENT: LEVEL I (5153N) CREDITS: 10-12**

#### **CHAIRPERSON: STEPHEN HUSTEDDE**

#### **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

+ indicates course has prerequisites and/or corequisites

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS - 10-12**

EPS195 Business Start-Up and Planning (2) OR

+ SBS216 Planning for a Small Business (2) OR

MGT253 Owning and Operating a Small Business (3) 2-3

SBS200 Small Business Operations 2

SBS202 Small Business Bookkeeping and Tax Preparation (1) AND

SBS203 Financing and Cash Management for a Small Business (1) OR

SBS230 Financial and Tax Management for Small Business (2) 2

SBS204 Small Business Marketing and Advertising (2) OR

SBS220 Internet Marketing for Small Business (2) OR

MKT271 Principles of Marketing (3) 2-3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

SBS213 Hiring and Managing Employees 1  
SBS214 Small Business Customer Relations 1

### **CERTIFICATE OF COMPLETION IN SMALL BUSINESS MANAGEMENT: LEVEL II (5978) CREDITS: 16-18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A Certificate of Completion (CCL) in Small Business Management Level I is also available and fully embedded in this program.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS - 10-12**

EPS195 Business Start-Up and Planning (2) OR  
+ SBS216 Planning for a Small Business (2) OR  
MGT253 Owning and Operating a Small Business (3) 2-3

SBS200 Small Business Operations 2

SBS202 Small Business Bookkeeping and Tax Preparation (1) AND  
SBS203 Financing and Cash Management for a Small Business (1) OR  
SBS230 Financial and Tax Management for Small Business (2) 2

SBS204 Small Business Marketing and Advertising (2) OR  
SBS220 Internet Marketing for Small Business (2) OR  
MKT271 Principles of Marketing (3) 2-3

SBS213 Hiring and Managing Employees 1  
SBS214 Small Business Customer Relations 1

#### **RESTRICTED ELECTIVES: CREDITS - 6**

Choose 6 credits from the restricted electives below. Courses cannot be shared with Required Courses.

EPS150 Introduction to Entrepreneurship 3  
EPS195 Business Start-Up and Planning 2  
MGT253 Owning and Operating a Small Business 3  
MKT271 Principles of Marketing 3  
SBS202 Small Business Bookkeeping and Tax Preparation 1  
SBS203 Financing and Cash Management For a Small Business 1  
SBS204 Small Business Marketing and Advertising 2  
SBS215 Managing Stress in Small Business 1  
+ SBS216 Planning for a Small Business 2  
SBS217 Starting/Managing a Home Business 1  
SBS220 Internet Marketing for Small Business 2

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

SBS221 Social Media Marketing for Small Business 2  
SBS230 Financial and Tax Management for Small Business 2

### **CERTIFICATE OF COMPLETION IN SOCIAL MEDIA MARKETING (5830) CREDITS: 17-18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**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. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

#### **PROGRAM NOTES:**

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 15**

CIS103 Introduction to Social Media 3  
GBS120 Workplace Communication Skills 3  
MKT110 Marketing and Social Networking 3  
+ MKT111 Applied Marketing and Social Networking 3  
MKT271 Principles of Marketing 3

#### **RESTRICTED ELECTIVES: CREDITS - 2-3**

MKT101 Introduction to Public Relations 3  
+ MKT280AB Marketing Internship 2  
+ MKT298AB Special Projects 2



## COMPUTER AND INFORMATION TECHNOLOGY

### **ASSOCIATE IN APPLIED SCIENCES IN INFORMATION TECHNOLOGIES (3196) CREDITS: 61-68**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. Students will earn one or more of the following Certificates of Completion (CCLs).

CCL/5154 Cybersecurity Fundamentals CCL/5083 Database Development  
CCL/5043 Desktop Support

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CCL/5793 Foundations of Mobile App Development  
CCL/5132 Microsoft Office Professional  
CCL/5031 Microsoft System Administration  
CCL/5048 Programming and Systems Analysis Level I  
CCL/5183N Oracle Database Operations  
CCL/5050N Red Hat Linux Engineer CCL/5984 Web Foundations

### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisite.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### This program replaces:

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 33-41

#### Specialization 1: Cybersecurity Fundamentals Credits: 33-38

Information Technology Core Credits: 24-25

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Students taking CIS271DB would be required to take CIS250.

Cybersecurity Fundamentals Credits: 9-12  
CIS111 Ethics in Information Technology (3) OR  
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

+ CIS270 Essentials of Network and Information Security (3) OR  
+ CIS271DB Information Security Essentials (3) AND  
+ CIS272DB Information Security Principles (3) OR  
+ ITS110 Information Security Fundamentals (3) 3-6  
+ ITS240 Ethical Hacking and Network Defense 3

### **Related Area Credits: 0-5**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 2: Database Development 36-38**

Information Technology Core Credits: 21-22  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3  
CIS105 Survey of Computer Information Systems 3  
+ CIS119DO Introduction to Oracle: SQL 3  
CIS133DA Internet/Web Development Level I 3  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
CIS250 Management of Information Systems (3) 3

### **Database Development Credits: 15**

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS154 Database Modeling and Design (3) 3  
+ CIS150++ Programming Fundamentals 3



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS164AB Oracle: PL/SQL Programming (3) OR
- + CIS276DA MySQL Database (3) OR
- + CIS276DB SQL Server Database (3) 3
- + CIS217AM Advanced Microsoft Access: Database Management (3) OR
- + CIS276DB SQL Server Database (3) 3
  
- + CIS225AB Object-Oriented Analysis and Design 3

### Related Area Credits : 0-2

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses
- CIS+++++ Any CIS Computer Information Systems courses
- CLD+++++ Any CLD Cloud Computing courses
- CNT+++++ Any CNT Cisco Network Technology courses
- ITS+++++ Any ITS Information Technology Security courses
- MST+++++ Any MST Microsoft Technology courses

### Specialization 3: Desktop Support Credits: 32-38

Information Technology Core Credits: 24-25

- + BPC270 A+ Exam Prep: Operating System Configuration and Support 3
- CIS105 Survey of Computer Information Systems 3
- CIS117DM Microsoft Access: Database Management (3) OR
- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276DA MySQL Database (3) OR
- + CIS276DB SQL Server Database (3) 3

- CIS126DL Linux Operating System (3) OR
- CIS126RH Red Hat System Administration I (3) 3
- CIS133DA Internet/Web Development Level I 3
- + CIS150AB Object-Oriented Programming Fundamentals (3) OR
- + CIS156 Python Programming: Level I (3) OR
- + CIS162++ Any C Programming: Level I course (3) OR
- + CIS163AA Java Programming: Level I (3) 3

- + CIS190 Introduction to Networking (3) OR
- CNT140AB Introduction to Networks (4) 3-4

- CIS224 Project Management Microsoft Project for Windows (3) OR
- + CIS250 Management of Information Systems (3) 3

### DESKTOP SUPPORT CREDITS: 6

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

### Related Area Credits: 2-8

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 4: Foundations of Mobile App Development Credits: 33-38**

Information Technology Core Credits: 21-22  
CIS105 Survey of Computer Information Systems 3

+BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3  
+ CIS162++ Any C Programming: Level I course 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

### **Foundations of Mobile App Development Credits: 12**

CIS120DF Introduction to Adobe Photoshop 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

### **Related Area Credits: 0-5**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 5: Microsoft Office Professional Credits: 31-38**

Information Technology Core Credits: 18-19

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS105 Survey of Computer Information Systems 3  
CIS117DM Microsoft Access: Database Management 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR CNT140AB Introduction to Networks (4) 3-4  
MST150++ Microsoft Windows (3) OR  
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) 3

### **Microsoft Office Professional Credits: 11-13**

BPC/OAS111AA Computer Keyboarding (1) OR  
Permission of Program Director (0) 0-1

CIS113DE Microsoft Word: Word Processing 3  
CIS114DE Excel Spreadsheet 3  
CIS118DB Desktop Presentation: PowerPoint 3

CIS124AA Project Management Software: Level I (1) AND  
CIS124BA Project Management Software: Level II (1) OR  
CIS224 Project Management Microsoft Project for Windows (3) 2-3

### **Related Area Credits: 0-8**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 6: Microsoft Server 36-38**

Information Technology Core: 21-22  
CIS105 Survey of Computer Information Systems 3  
CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

MST150++ Microsoft Windows 3

### **Microsoft Server Credits: 15**

CIS121AH Microsoft PowerShell/Command Line Operations 3  
+ MST155DC Installation, Storage, and Compute with Windows Server 4  
+ MST157DC Networking with Windows Server 4  
+ MST158DC Identity Management with Windows Server 2016 4

### **Related Area Credits: 0-2**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 7: Oracle Database Operations 32-38**

Information Technology Core Credits: 21-22  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3  
+ CIS119DO Introduction to Oracle: SQL 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

### **Oracle Database Operations Credits: 9**

+ CIS119DP Oracle: Database Administration 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS154 Database Modeling and Design 3
- + CIS164AB Oracle: PL/SQL Programming 3

### Related Area Credits : 2-8

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses
- CIS+++++ Any CIS Computer Information Systems courses
- CLD+++++ Any CLD Cloud Computing courses
- CNT+++++ Any CNT Cisco Network Technology courses
- ITS+++++ Any ITS Information Technology Security courses
- MST+++++ Any MST Microsoft Technology courses

### Specialization 8: Programming and Systems Analysis Level 1 Courses: 32-38

Information Technology Core Credits: 21-22

- CIS105 Survey of Computer Information Systems 3
- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276DA MySQL Database (3) OR
- + CIS276DB SQL Server Database (3) 3

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

- CIS133DA Internet/Web Development Level I 3
- + CIS150AB Object-Oriented Programming Fundamentals 3

- + CIS190 Introduction to Networking (3) OR
- CNT140AB Introduction to Networks (4) 3-4

- CIS224 Project Management Microsoft Project for Windows (3) OR
- + CIS250 Management of Information Systems (3) 3

### Programming and Systems Analysis Credits: 9

- + CIS159 Visual Basic Programming I (3) OR
- + CIS162++ Any C Programming: Level I course (3) OR
- + CIS163AA Java Programming: Level I (3) OR
- + CIS165++ Any Mobile Application Development course (3) 3

- + CIS166++ Any Web Scripting course 3
- GBS151 Introduction to Business 3

### Related Area Credits: 1-8

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses
- CIS+++++ Any CIS Computer Information Systems courses
- CLD+++++ Any CLD Cloud Computing courses
- CNT+++++ Any CNT Cisco Network Technology courses

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 9: Redhat Linux Engineer 32-38**

Information Technology Core Credits: 21-22  
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS126RH Red Hat System Administration I 3

CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

### **Redhat Linux Engineer Credits: 6**

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

### **Related Area Credits: 5-11**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

### **Specialization 10: Web Foundations Credits: 36-38**

Information Technology Core Credits: 21-22  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS117DM Microsoft Access: Database Management (3) OR  
+CIS119DO Introduction to Oracle: SQL (3) OR  
+CIS276DA MySQL Database (3) OR  
+CIS276DB SQL Server Database (3) 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

### Web Foundation Credits: 15

CIS120DF Introduction to Adobe Photoshop 3  
CIS136 Content Management Systems: WordPress 3  
+ CIS166AA Introduction to Javascript 3  
+ CIS233DA Internet/Web Development Level II 3  
+ CIS235 e-Commerce 3

### Related Area Credits: 0-2

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

**Specialization 11:** A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core Credits: 21-22  
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS150AB Object-Oriented Programming Fundamentals (3) OR
- + CIS156 Python Programming: Level I (3) OR
- + CIS162++ Any C Programming: Level I course (3) OR
- + CIS163AA Java Programming: Level I (3) 3

CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS133DA Internet/Web Development Level I 3

- + CIS224 Project Management Microsoft Project for Windows (3) OR
- CIS250 Management of Information Systems (3) 3

### **RESTRICTED ELECTIVES: NONE**

### **GENERAL EDUCATION REQUIREMENT: CREDITS – 22-28**

### **GENERAL EDUCATION CORE: CREDITS - 12-18**

### **FIRST-YEAR COMPOSITION: CREDITS – 6**

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

### **ORAL COMMUNICATION: CREDITS – 3**

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

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-6**

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) OR
- Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

### **HUMANITIES, ARTS AND DESIGN: CREDITS – 3**

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



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3**

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

### **NATURAL SCIENCES: CREDITS – 4**

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

### **CERTIFICATE OF COMPLETION IN ADOBE FOUNDATIONS: ANIMATION AND GRAPHICS PRODUCTION (5167N) CREDITS: 9**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

#### **This program replaces:**

CCL/5807N Adobe Foundations

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 9**

CIS120DB Introduction to Adobe Illustrator 3

CIS120DC Introduction to Adobe Animate 3

CIS120DF Introduction to Adobe Photoshop 3

### **CERTIFICATE OF COMPLETION IN ADOBE FOUNDATIONS: AUDIO AND VIDEO PRODUCTION (5166N) CREDITS: 9**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Adobe Foundations: Audio and Video Production program helps prepare students to edit and enhance video, sound, and special effects for online and broadcast delivery. A Certificate of Completion in Adobe Foundations: Animation and Graphics Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **PROGRAM PREREQUISITES: NONE**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED COURSES: CREDITS – 9**

CIS120DA Introduction to Adobe Premiere 3 OR  
CIS120DK Introduction to Digital Video Editing 3

CIS120DL Introduction to Adobe After Effects 3  
CIS120DO Introduction to Adobe Audition 3

### **CERTIFICATE OF COMPLETION IN AMAZON WEB SERVICES CLOUD ASSOCIATE (5330N) CREDITS: 3-6**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Associate builds the knowledge and skills to design, plan, and implement a cloud solution architecture. Students will be introduced to concepts and hands-on opportunities to manage cloud systems/architectures for real world-applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the AWS Certified Solutions Architect – Associate examination, which is the second level of the AWS certifications.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 3-6**

CLD110 Amazon Web Services Cloud Foundations (3) OR  
Certificate of Completion in Amazon Web Services Cloud Practitioner (5141N) (3) OR  
AWS Certified Cloud Practitioner certification badge (0) OR  
Permission of Program Director (0) 0-3

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

### **CERTIFICATE OF COMPLETION IN AMAZON WEB SERVICES CLOUD SPECIALIST (5331N) CREDITS: 3-6**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Specialist builds the requisite knowledge and skills to perform core Amazon Web Services (AWS) services in a manner that is based on compute, data, security and requirements as well as AWS best practices. Students select a

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

specialization in either Developer or SysOps. Developer focuses on developing, deploying and debugging cloud based applications using AWS. SysOps focuses on deploying, managing and operating scalable, highly available, and fault tolerant systems on AWS.

Students will have hands-on opportunities to manage cloud systems/architectures for real world-scenarios. Students with the requisite prior experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for industry-standard certification as either AWS Certified Developer - Associate or AWS Certified SysOps Administrator - Associate based on their emphasis.

### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the CCL to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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

### PROGRAM PREREQUISITES: NONE

#### REQUIRED COURSES: 3-9

CLD110 Amazon Web Services Cloud Foundations (3) OR  
AWS Cloud Practitioner Certification (0) OR  
Permission of Program Director (0) 0-3

+ CLD120 Amazon Web Services Cloud Architect Associate (3) OR  
AWS Certified Solutions Architect - Associate certification (0) OR  
Permission of Program Director (0) 0-3

#### Area of Specialization:

Select the course that best aligns with your professional goals

+ CLD130 Amazon Web Services Cloud Developing (3) OR  
+ CLD140 Amazon Web Services Cloud Operations (3) 3

### AMAZON WEB SERVICES CLOUD PRACTITIONER (5141N) CREDITS: 3

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cloud Computing builds the practical knowledge and skills of cloud computing. Cloud computing provides reliable, scalable, secure, and flexible technology solutions for personal and business use. This CCL will introduce students new to or interested in cloud computing to the fundamental concepts of cloud services as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

for the AWS Cloud Practitioner certification, which is the first level of the AWS certifications.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **PROGRAM PREREQUISITES: CREDITS – NONE**

### **REQUIRED COURSES: CREDITS: 3**

CLD110 Amazon Web Services Cloud Foundations 3

### **CERTIFICATE OF COMPLETION IN ANDROID APP DEVELOPMENT (5834N) CREDITS: 9-12**

#### **CHAIRPERSON: STEPHEN HUSTEDDE**

#### **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Android App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Android mobile apps. This CCL will help prepare students to take the Associate Android Developer industry certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development, and Certificate of Completion (CCL) in Native Mobile App Development.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules.

+ indicates course has prerequisites and/or corequisites.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 9-12**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS150 Programming Fundamentals (3) OR
- + CIS150AB Object-Oriented Programming Fundamentals (3) OR
- + CIS156 Python Programming: Level I (3) OR
- + CIS159 Visual Basic Programming I (3) OR
- + CIS162AD C# Level I (3) OR
- + CIS163AA Java Programming: Level I (3) 3

CIS150 or CIS150AB recommended for students with no programming experience or who plan to complete the AAS 3099 or CCL 5193 in Mobile App Development.

- + CIS165DA Introduction to Android Application Development 3
- + CIS265DA Advanced Android Application Development 3

### **ASSOCIATE IN APPLIED SCIENCES IN NETWORK AND SYSTEMS ADMINISTRATION (3189) CREDITS: 60-71**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

#### **PROGRAM NOTES:**

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Students may receive credit for courses within the program based on current industry certifications.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **This program replaces:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 30-43**

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB is required for students on the Cisco emphasis)

Students must also select from one of the following areas of emphasis based on their career goals.

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

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4  
  
+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
+ CNT205 Cisco Certified Network Associate Security (4) 4

### **Emphasis 2: Cisco System Administration (CCNP) Credits: 24**

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4  
  
+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR  
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND  
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8  
  
+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR  
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND  
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

### **Emphasis 3: Linux System Administration Credits: 12**

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

### **Emphasis 4: Red Hat Enterprise Linux Administration Credits: 15**

+ CIS238RH Red Hat System Administration II 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS239DL Linux Shell Scripting 3
- + CIS240RH Red Hat System Administration III 3
- + CIS271RH Red Hat System Administration IV 3
- + CIS275DL Linux Capstone 3

### **Emphasis 5: Microsoft System Administration Credits: 18**

- CIS121AH Microsoft PowerShell/Command Line Operations 3
- MST150++ Any Microsoft Windows Operating System course 3
- + MST155DC Installation, Storage, and Compute with Windows Server 4
- + MST157DC Networking with Windows Server 4
- + MST158DC Identity Management with Windows Server 2016 4

### **Emphasis 6: VMware Network Administrator Credits: 12**

- CIS189 Virtualization and IT Solutions for Digital Businesses 3
- + CIS197 VMware ESXI Server Enterprise 3
- + CIS198 VMware vSphere: Optimize and Scale 3
- + CIS200 VMware NSX: Install, Configure, Manage 3

### **GENERAL EDUCATION REQUIREMENT: CREDITS – 22-28**

#### **GENERAL EDUCATION CORE: CREDITS - 12-18**

#### **FIRST-YEAR COMPOSITION: CREDITS – 6**

- + ENG101 First-Year Composition (3) OR
  - + ENG107 First-Year Composition for ESL (3) AND
  - + ENG102 First-Year Composition (3) OR
  - + ENG108 First-Year Composition for ESL (3) OR
  - + ENG111 Technical and Professional Writing (3) 6
- (ENG111 does not count as an ENG Transfer option)

#### **ORAL COMMUNICATION: CREDITS – 3**

- COM100 Introduction to Human Communication (3) OR
  - COM110 Interpersonal Communication (3) OR
  - + COM225 Public Speaking (3) OR
  - COM230 Small Group Communication (3) 3
- COM225 is recommended for students transferring to Northern Arizona University.

#### **CRITICAL READING: CREDITS - 0-3**

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

#### **MATHEMATICS: CREDITS - 3-6**

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
  - MAT145 College Mathematics with Review (5) OR
  - MAT146 College Mathematics with Review (6) OR
- Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### GENERAL EDUCATION DISTRIBUTION: CREDITS – 10

#### HUMANITIES, ARTS AND DESIGN: CREDITS – 3

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

#### SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3

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

#### NATURAL SCIENCES: CREDITS – 4

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

### CERTIFICATE OF COMPLETION IN CISCO CERTIFIED NETWORK PROFESSIONAL: ENTERPRISE CORE (5189N) CREDITS: 8

#### CHAIRPERSON: STEPHEN HUSTEDDE

#### DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)

**DESCRIPTION:** The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Core builds the knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes the fundamental concepts of virtualization, network assurance, security, and automation, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.

#### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### ADMISSION CRITERIA DETAIL:

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4  
+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

(major code 5037), that includes the prerequisites and required courses.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 8**

- + CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
- + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
- + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

### **CERTIFICATE OF COMPLETION IN CISCO CERTIFIED NETWORK PROFESSIONAL: ENTERPRISE (5190) CREDITS: 16**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes fundamental concepts of virtualization, network assurance, security, automation, and the implementation and troubleshooting of advanced routing technologies, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification and Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) exams aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core, CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.

Additional Certificates of Completion (CCLs) in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise Core, Cisco Certified Network Professional: Enterprise Advanced Routing and Services, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

### **PROGRAM NOTES:**

The Certificate of Completion in Cisco Certified Network Professional: Enterprise is currently not Title IV Federal Financial Aid eligible.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST

### **ADMISSION CRITERIA DETAIL:**

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS - 8**

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR

+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND

+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR

+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND

+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

### **CERTIFICATE OF COMPLETION IN CISCO CERTIFIED NETWORK PROFESSIONAL: ENTERPRISE ADVANCED ROUTING AND SERVICES (5187N) CREDITS: 8**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Advanced Routing and Services builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes concepts of implementation and troubleshooting of advanced routing technologies and services including Layer 3 VPN services, infrastructure security, and infrastructure services, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) certification exam aligned with the CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications. Additional Certificates of Completion (CCLs) in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise Core, Cisco Certified Network Professional: Enterprise, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area of professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### ADMISSION CRITERIA DETAIL:

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

- CNT140AB Introduction to Networks 4
- + CNT150AB Switching, Routing, and Wireless Essentials 4
- + CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS - 8

- + CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
- + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
- + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

### CERTIFICATE OF COMPLETION IN CISCO NETWORK ADMINISTRATION AND SECURITY (5036) CREDITS: 16-19

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cisco Network Administration and Security provides training for those interested in working with Cisco network and Internet hardware with a particular emphasis on securing networks from threats and vulnerabilities. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure routing protocols, and Local Area Networks (LANs); troubleshoot problems with various hardware and software configurations; perform administrative tasks in a network. Specific skills in maintaining integrity, accountability, and confidentiality of data are also developed. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Security examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Certified Network Professional (CCNP), as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

### PROGRAM NOTES:

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### PROGRAM PREREQUISITES: NONE

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED COURSES: CREDITS – 16-19**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of the Program Director (0) 0-3

CNT140AB Introduction to Networks 4  
+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
+ CNT205 Cisco Certified Network Associate Security (4) 4

### **CERTIFICATE OF COMPLETION IN CISCO NETWORK ADMINISTRATION: CCNA (5969N) CREDITS: 12-15**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **This program replaces:**

CCL/5967 Networking Technology: Cisco

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: 12-15**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

CNT140AB Introduction to Networks 4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CNT150AB Switching, Routing, and Wireless Essentials 4
- + CNT160AB Enterprise Networking, Security, and Automation 4

### **CERTIFICATE OF COMPLETION IN CISCO NETWORK ADMINISTRATION: CCNP (5037N) CREDITS: 28-31**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Network Administration: Cisco Network Professional (CCNP) provides students with advanced knowledge and skills to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot complex hardware and software configurations; and perform administrative tasks in a network at the professional level. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP) examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Network Administration and Security, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

#### **PROGRAM NOTES:**

The Certificate of Completion in Cisco Network Administration: CCNP 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 corequisites.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **This program replaces:**

CCL/5328 Network Administration: Cisco Network Professional

CCL/5526 Information Technology: Cisco Networking

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS: 28-31**

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR

+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND

+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
- + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
- + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

### **CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT (5038N) CREDITS: 6-9**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 6-9**

CIS105 Survey of Computer Information Systems (3) OR

Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

+ indicates course has prerequisites and/or corequisites.

### **CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT: LINUX (5039N) CREDITS: 9-12**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 9-12**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ indicates course has prerequisites and/or corequisites.

### **CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT: NETWORK (5044N) CREDITS: 9-13**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.

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

+ indicates course has prerequisites and/or corequisites.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 9-13

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

+ indicates course has prerequisites and/or corequisites.

### CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT: SECURITY (5040N) CREDITS: 9-19

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.

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

+ indicates course has prerequisites and/or corequisites.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: CCL/5841 Microsoft Technical Specialist

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 9-19

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Select from one of the following areas of specialization.

### Specialization 1: Credits 3-6

+ CIS270 Essentials of Network and Information Security (3) OR

+ ITS110 Information Security Fundamentals (3) AND

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3-6

### Specialization 2: Credits 9-10

CNT140AB Introduction to Networks (4) OR

CIS190 Introduction to Networking (3) 3-4

CIS250 Management of Information Systems 3

+ CIS271DB Information Security Essentials 3

### CERTIFICATE OF COMPLETION IN CROSS-PLATFORM APP DEVELOPMENT (5067) CREDITS: 18-21

CHAIRPERSON: STEPHEN HUSTEDDE

DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)

**DESCRIPTION:** The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

### PROGRAM NOTES:

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

Program requirements for CCL/5833N Windows App Development and CCL/5835N Web App Development may be taken in the CCL/5067 Cross-Platform App Development.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 18-21

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS133DA Internet/Web Development Level I 3

+ CIS162AD C#: Level I 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR

+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ CIS166AA Introduction to JavaScripting 3

+ CIS233DA Internet/Web Development Level II 3

+ CIS262AD C# Level II 3

### CERTIFICATE OF COMPLETION IN CYBER ENGINEERING (5149) CREDITS: 42-46

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

### PROGRAM NOTES:

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### PROGRAM PREREQUISITES: NONE

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED COURSES: CREDITS – 42-46**

The following courses are required and included in the CCL in Cybersecurity Fundamentals

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR

ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR CNT140AB Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3) OR

+ CIS271DB Information Security Essentials (3) AND

+ CIS272DB Information Security Principles (3) OR

+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

### **The following courses are required in the CCL in Cyber Engineering**

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3

CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3

+ CIS262++ Any C Programming: Level II course 3

### **CERTIFICATE OF COMPLETION IN CYBER OPERATIONS (5165) CREDITS: 41-42**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cyber Operations program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Operations program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 41-42

The following courses are required and included in CCL Cybersecurity Fundamentals.

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR

+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

+ ITS110 Information Security Fundamentals 3

+ ITS240 Ethical Hacking and Network Defense 3

### The following courses are required in Cyber Operations

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR

+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4

+ ITS292 Advanced Computer Forensics 4

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

### ASSOCIATE IN APPLIED SCIENCES IN CYBERSECURITY (3197) CREDITS: 62-77

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Power Systems, and Cyber Engineering.

### **PROGRAM NOTES:**

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **This program replaces:**

AAS/3097 Information Technology: Network and Cyber Security  
AAS/3160 IT and Power Systems Security

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 25-31**

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
MST150++ Any Microsoft Windows course (3) 3  
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization)

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR  
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

+ CIS271DB Information Security Essentials (3) AND  
+ CIS272DB Information Security Principles (3) OR  
+ CIS270 Essentials of Network and Information Security (3) OR  
+ ITS110 Information Security Fundamentals (3) 3-6  
(ITS110 required for Cyber Operations specialization; CIS271DB AND CIS272DB required for Critical Infrastructure specialization)

+ ITS240 Ethical Hacking and Network Defense 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **RESTRICTED ELECTIVES: CREDITS: 12-18**

Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Microsoft System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

### **Specialization I: Cyber Operations Credits: 17**

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR

+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4

+ ITS292 Advanced Computer Forensics 4

### **Specialization II: Linux System Administration Credits: 15**

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration (3) OR

+ CIS240RH Red Hat System Administration III (3) 3

+ CIS271DL Linux Security (3) OR

+ CIS271RH Red Hat System Administration IV (3) 3

+ CIS275DL Linux Capstone 3

### **Specialization III: Microsoft System Administration Credits: 15-16**

+ BPC274 Advanced Server Computer Maintenance: Server+ Prep 3

CIS121AH Microsoft PowerShell/Command Line Operations 3

+ CIS239DL Linux Shell Scripting 3

+ MST160 Azure Administrator (4), OR

+ CLD110 Amazon Web Services Cloud Foundations (3) 3-4

+ MST260 Microsoft Azure Cloud Development and Operations (3), OR

+ CLD120 Amazon Web Services Cloud Architect Associate (3) 3

### **Specialization IV: Cisco Network Administration and Security Credits: 12**

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR

+ CNT205 Cisco Certified Network Associate Security (4) 4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **Specialization V: Cyber Engineering Credits: 18**

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3

(Students intending to transfer to U of A South should take CIS162 C Programming)

CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3

+ CIS262++ Any C Programming: Level II course 3

### **Specialization VI: Critical Infrastructure Credits: 16**

+ CIS143 Introduction to Critical Infrastructure Protection 3

+ CIS201 Introduction to Operational Technology 3

+ CIS202 Introduction to Smart Grid Security 3

+ CIS203 Principles of the Risk Management Framework 3

+ CNT150AB Switching, Routing, and Wireless Essentials 4

### **GENERAL ELECTIVES: CREDITS: 0-3**

Select additional courses 100-level or higher to complete a minimum of 61-semester credits. It is recommended to select from the restricted elective options. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 22-28**

### **GENERAL EDUCATION CORE: CREDITS - 12-18**

### **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)

### **ORAL COMMUNICATION: CREDITS - 3**

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) 3

COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-6**

Any approved general education course in the Mathematics area. 3-6

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

### **HUMANITIES, ARTS AND DESIGN: CREDITS – 3**

Any approved general education course(s) in the Humanities, Arts and Design area.

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3**

Any approved general education course(s) in the Social-Behavioral Sciences area.

### **NATURAL SCIENCES: CREDITS – 4**

Any approved general education course(s) from the Natural Sciences area.

### **CERTIFICATE OF COMPLETION IN CYBERSECURITY FUNDAMENTALS (5154) CREDITS: 24-31**

#### **CHAIRPERSON: STEPHEN HUSTEDDE**

#### **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 24-31**

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS111 Ethics in Information Technology (3) OR  
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

+ CIS250 Management of Information Systems (3) 0-3  
Only students taking CIS271DB would be required to take CIS250.

+ CIS270 Essentials of Network and Information Security (3) OR  
+ CIS271DB Information Security Essentials (3) AND  
+ CIS272DB Information Security Principles (3) OR  
+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

### **ASSOCIATE IN APPLIED SCIENCES IN NETWORK AND SYSTEMS ADMINISTRATION (3189) CREDITS: 60-71**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any suffixed courses.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

Students may receive credit for courses within the program based on current industry certifications.

### **This program replaces:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 30-43**

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB is required for students on the Cisco emphasis)

Students must also select from one of the following areas of emphasis based on their career goals.

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

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4  
  
+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
+ CNT205 Cisco Certified Network Associate Security (4) 4

### **Emphasis 2: Cisco System Administration (CCNP) Credits: 24**

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4  
  
+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR  
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND  
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8  
  
+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR  
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND  
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### Emphasis 3: Linux System Administration Credits: 12

- + CIS238DL Linux System Administration 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration 3
- + CIS275DL Linux Capstone 3

### Emphasis 4: Red Hat Enterprise Linux Administration Credits: 15

- + CIS238RH Red Hat System Administration II 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240RH Red Hat System Administration III 3
- + CIS271RH Red Hat System Administration IV 3
- + CIS275DL Linux Capstone 3

### Emphasis 5: Microsoft System Administration Credits: 18

- CIS121AH Microsoft PowerShell/Command Line Operations 3
- MST150++ Any Microsoft Windows Operating System course 3
- + MST155DC Installation, Storage, and Compute with Windows Server 4
- + MST157DC Networking with Windows Server 4
- + MST158DC Identity Management with Windows Server 2016 4

### Emphasis 6: VMware Network Administrator Credits: 12

- CIS189 Virtualization and IT Solutions for Digital Businesses 3
- + CIS197 VMware ESXI Server Enterprise 3
- + CIS198 VMware vSphere: Optimize and Scale 3
- + CIS200 VMware NSX: Install, Configure, Manage 3

### RESTRICTED ELECTIVES: CREDITS – 0-8

Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected area of emphasis within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

#### Cisco Electives

- CNT140AB Introduction to Networks 4
- + CNT150AB Switching, Routing, and Wireless Essentials 4
- + CNT160AB Enterprise Networking, Security, and Automation 4
- + CNT171 CCNA Exam Prep 1
- + CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
- + CNT205 Cisco Certified Network Associate Security (4) 4
- + CNT206 Cisco Certified Network Associate Wireless 4

#### Linux Electives

- + CIS238DL Linux System Administration (3) OR
- + CIS238RH Red Hat System Administration II (3) 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration (3) OR
- + CIS240RH Red Hat System Administration III (3) 3
- + CIS275DL Linux Capstone 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### Microsoft Electives

MST+++++ Any MST Microsoft Technology course  
CIS121AB Microsoft Command Line Operations 1  
CIS121AH Microsoft PowerShell/Command Line Operations 3

### Security Electives

+ CIS270 Essentials of Network and Information Security 3  
+ CIS271DB Information Security Essentials 3  
+ CIS272DB Information Security Principles 3  
+ ITS110 Information Security Fundamentals 3

### VMware Electives

CIS189 Virtualization and IT Solutions for Digital Businesses 3  
+ CIS197 VMware ESXI Server Enterprise 3  
+ CIS198 VMware vSphere: Optimize and Scale 3  
+ CIS200 VMware NSX: Install, Configure, Manage 3

### Other Information Technology Electives

BPC171 Recycling Used Computer Technology 1-3  
CIS111 Ethics in Information Technology 3  
CIS124AA Project Management Software: Level I 1  
+ CIS124BA Project Management Software: Level II 1  
+ CIS156 Python Programming: Level I 3  
+ CIS190 Introduction to Networking 3  
CIS224 Project Management Microsoft Project for Windows 3  
+ CIS240 Local Area Network Planning and Design 3  
+ CIS250 Management of Information Systems 3  
+ CIS266 Network Integration Capstone 4  
+ CIS290++ Computer Information Systems Internship 1-3  
+ CIS296++ Cooperative Education 1-4  
+ CIS298++ Special Projects 1-3  
ITS120 Legal, Ethical, and Regulatory Issues 3

### GENERAL EDUCATION REQUIREMENT: CREDITS - 22-28

### GENERAL EDUCATION CORE: CREDITS - 12-18

### FIRST-YEAR COMPOSITION: CREDITS - 6

+ ENG101 First-Year Composition (3) OR  
+ ENG107 First-Year Composition for ESL (3) AND  
+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) OR  
+ ENG111 Technical and Professional Writing (3) 6 (ENG111 does not count as an ENG Transfer option)

### ORAL COMMUNICATION: CREDITS - 3

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

COM225 is recommended for students transferring to Northern Arizona University.

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

#### **HUMANITIES, ARTS AND DESIGN: CREDITS - 3**

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

#### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 3**

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

#### **NATURAL SCIENCES: CREDITS - 4**

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

### **CERTIFICATE OF COMPLETION IN DESKTOP SUPPORT (5043) CREDITS: 19-22**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces CCL/5841 Microsoft Technical Specialist

**PROGRAM PREREQUISITES: NONE**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### REQUIRED COURSES: CREDITS – 18-19

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

### RESTRICTED ELECTIVES: CREDITS: 1-3

Students must select one to three (1-3) credits from the following:

BPC171 Recycling Used Computer Technology 1  
+ CIS290AA Computer Information Systems Internship 1  
+ CIS290AB Computer Information Systems Internship 2  
+ CIS290AC Computer Information Systems Internship 3  
+ CIS296WB Cooperative Education 2  
+ CIS296WC Cooperative Education 3  
+ CIS298AA Special Projects 1  
+ CIS298AB Special Projects 2  
+ CIS298AC Special Projects 3

### CERTIFICATE OF COMPLETION IN iOS APP DEVELOPMENT (5914N) CREDITS: 9-12

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in iOS Application Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Native App Development and Mobile App Development.

### PROGRAM NOTES:

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### PROGRAM PREREQUISITES: NONE

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED COURSES: CREDITS: 9-12**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

- + CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS165 Introduction to IOS Application Development 3
- + CIS265 Advanced iOS Application Development 3

### **CERTIFICATE OF COMPLETION IN LINUX ASSOCIATE (5046N) CREDITS: 6-9**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **This program replaces:**

CCL/5219 Linux Associate

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 6-9**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS126DL Linux Operating System 3  
+ CIS238DL Linux System Administration 3

### **CERTIFICATE OF COMPLETION IN LINUX SYSTEM ADMINISTRATION (5052N) CREDITS: 15-18**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Linux System Administration program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network administration and network security. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **This program replaces:**

CCL/5225 Linux Networking Administration

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 15-18**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

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

#### **Linux Track**

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

#### **Red Hat Enterprise Linux Track**



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS126RH Red Hat System Administration I 3  
+ CIS238RH Red Hat System Administration II 3  
+ CIS239DL Linux Shell Scripting 3  
+ CIS240RH Red Hat System Administration III 3  
+ CIS275DL Linux Capstone 3

### **CERTIFICATE OF COMPLETION IN MICROSOFT DESKTOP ASSOCIATE (5030N) CREDITS: 3**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL.

All courses within the Required areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 3**

MST150WT Installing and Configuring Microsoft Windows 10 3

### **CERTIFICATE OF COMPLETION IN MICROSOFT OFFICE PROFESSIONAL (5132) CREDITS: 16-22**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisite.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### This program replaces:

CCL/5146 Computer Applications: Microsoft Office Specialist/Basic

CCL/5147 Computer Applications: Microsoft Office Specialist/Advanced

CCL/5212 Business Office Computer Applications

CCL/5213 Computer Usage and Applications

CCL/5214 Computer Applications Technology

CCL/5217 Computer Applications

CCL/5644 Business Applications Specialist

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 16-22

BPC/OAS111AA Computer Keyboarding I (1) OR

Permission of Program Director (0) 0-1

CIS105 Survey of Computer Information Systems (3) OR

Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3

CIS114DE Excel Spreadsheet 3

CIS117DM Microsoft Access: Database Management 3

CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

CIS121AE Windows Operating System: Level I (1) AND

CIS122AE Windows Operating System: Level II (1) OR

MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND

CIS124BA Project Management Software: Level II (1) OR

CIS224 Project Management Microsoft Project for Windows (3) 2-3

### CERTIFICATE OF COMPLETION IN MICROSOFT OFFICE SPECIALIST (5137) CREDITS: 25-31

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisite.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 25-31

The following courses are required and included in Microsoft Office Professional CCL

BPC/OAS111AA Computer Keyboarding I (1) OR

Permission of Program Director (0) 0-1

CIS105 Survey of Computer Information Systems (3) OR

Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3

CIS114DE Excel Spreadsheet 3

CIS117DM Microsoft Access: Database Management 3

CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

CIS121AE Windows Operating System: Level I (1) AND

CIS122AE Windows Operating System: Level II (1) OR

MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND

CIS124BA Project Management Software: Level II (1) OR

CIS224 Project Management Microsoft Project for Windows (3) 2-3

The following courses are required in Microsoft Office Specialist CCL

CIS213DE Advanced Microsoft Word: Word Processing 3

CIS214DE Advanced Excel Spreadsheet: Level II 3

CIS217AM Advanced Microsoft Access: Database Management 3

### CERTIFICATE OF COMPLETION IN MOBILE APP DEVELOPMENT (5193) CREDITS: 33-36

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. An Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

Development, Cross-Platform App Development and Foundations of Mobile App Development are also available.

### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL 5914N iOS Application Development may be taken in the CCL 5193 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 24-27

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF Introduction to Adobe Photoshop 3  
+ CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals 3

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

+ CIS162AD C#: Level I 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

### RESTRICTED ELECTIVES: CREDITS – 9

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

+ CIS156 Python Programming: Level I 3  
+ CIS159 Visual Basic Programming I 3  
+ CIS166AA Introduction to JavaScripting 3  
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

+ CIS225 Business Systems Analysis and Design 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS233DA Internet/Web Development Level II 3
- + CIS262AD C# Level II 3
- + CIS265 Advanced iOS Application Development 3
- + CIS265DA Advanced Android Application Development 3
- + CIS276DA MySQL Database 3
- + CIS276DB SQL Server Database 3

### **CERTIFICATE OF COMPLETION IN NATIVE MOBILE APP DEVELOPMENT (5063) CREDITS: 18-21**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Native Mobile Application Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL5834 Android Application Development and CCL5914 iOS Application Development CCL may be taken in the CCL 5063 Native Mobile App Development.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **PROGRAM PREREQUISITES: NONE.**

#### **REQUIRED COURSES: CREDITS – 18-21**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

- + CIS150 Programming Fundamentals (3) OR
- + CIS156 Python Programming: Level I (3) OR
- + CIS159 Visual Basic Programming I (3) OR
- + CIS162AD C# Level I (3) OR
- + CIS163AA Java Programming: Level I (3) 3
  
- + CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS165 Introduction to IOS Application Development 3
- + CIS165DA Introduction to Android Application Development 3
- + CIS265 Advanced iOS Application Development 3
- + CIS265DA Advanced Android Application Development 3

### **CERTIFICATE OF COMPLETION IN RED HAT LINUX ADMINISTRATOR (5049N) CREDITS: 6-9**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses.

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

All courses within the Required areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**PROGRAM PREREQUISITES: NONE**

**REQUIRED COURSES: CREDITS: 6-9**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

CIS126RH Red Hat System Administration I 3  
+ CIS238RH Red Hat System Administration II 3

**CERTIFICATE OF COMPLETION IN RED HAT LINUX ENGINEER (5050N) CREDITS: 9-12**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### PROGRAM NOTES:

This program is not eligible for Title IV Federal Financial Aid.

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any suffixed course.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### This program replaces:

CCL/5204N Linux Professional

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 9-12

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

CIS126RH Red Hat System Administration I 3

+ CIS238RH Red Hat System Administration II 3

+ CIS240RH Red Hat System Administration III 3

### CERTIFICATE OF COMPLETION IN FOUNDATIONS OF MOBILE APP DEVELOPMENT (5793) CREDITS: 18-21

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of platforms, including iOS, Android, Windows and web app development. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 18-21**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

CIS120DF Introduction to Adobe Photoshop 3  
+ CIS133DA Internet/Web Development Level I 3  
+ CIS162AD C#: Level I 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

### **ASSOCIATE IN APPLIED SCIENCES IN MOBILE APP DEVELOPMENT (3099) CREDITS: 60-64**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared for transfer to selected BAS programs. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. A Certificate of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development, Foundations of Mobile App Development and Mobile App Development are also available.

#### **PROGRAM NOTES:**

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

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL 5193 Mobile App Development and CCL 5914N iOS Application Development may be taken in the AAS 3099 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** AAS/3139 Mobile Apps Programming

### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: 24-27**



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3  
CIS120DF Introduction to Adobe Photoshop 3  
+ CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS156 Python Programming: Level I (3) OR  
+ CIS159 Visual Basic Programming I (3) OR  
+ CIS163AA Java Programming: Level I (3) 3
- + CIS162AD C#: Level I 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3
- + CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

### **RESTRICTED ELECTIVES: 9**

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

- + CIS156 Python Programming: Level I 3  
+ CIS159 Visual Basic Programming I 3  
+ CIS166AA Introduction to JavaScript 3  
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

- + CIS225 Business Systems Analysis and Design 3  
+ CIS233DA Internet/Web Development Level II 3  
+ CIS262AD C# Level II 3  
+ CIS265 Advanced iOS Application Development 3  
+ CIS265DA Advanced Android Application Development 3  
+ CIS276DA MySQL Database 3  
+ CIS276DB SQL Server Database 3

### **GENERAL ELECTIVES: CREDITS: 0-5**

Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

### **GENERAL EDUCATION REQUIREMENT: CREDITS: 22-28**

### **GENERAL EDUCATION CORE: CREDITS: 12-18**

### **FIRST-YEAR COMPOSITION: CREDITS: 6**

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

+ ENG108 First-Year Composition for ESL (3) 6

### **ORAL COMMUNICATION: CREDITS: 3**

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

### **CRITICAL READING: CREDITS: 0-3**

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

### **MATHEMATICS: CREDITS: 3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

### **GENERAL EDUCATION DISTRIBUTION: CREDITS: 10**

#### **HUMANITIES, ARTS AND DESIGN: CREDITS: 3**

Any approved general education course 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.

### **CERTIFICATE OF COMPLETION IN PROGRAMMING (5047) CREDITS: 21-26**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**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:**

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: AAS/3097 Information Technology: Network and Cyber

#### **PROGRAM PREREQUISITES: CREDITS - 0-5**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

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) 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) 3

- + CIS225AB Object-Oriented Analysis and Design (3) OR
- + CSC205 Object Oriented Programming and Data Structures (3) 3

- + CIS259 Visual Basic Programming II (3) OR
- + CIS262AD C# Level II (3) OR
- + CIS263AA Java Programming: Level II (3) 3

### **CERTIFICATE OF COMPLETION IN PYTHON APPLICATIONS (5340N) CREDITS: 12-22**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Python Applications is designed to provide students with a set of skills necessary to successfully perform Python related programming projects. The courses consist of both practical knowledge and hands-on experience with the Python language and the programming techniques used in the industry. Through the elective courses, students will be able to apply the knowledge obtained to specific areas of interest using Python.

### **PROGRAM NOTES:**

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

Required Courses and Restricted Electives must be taken within five (5) years prior to completion of the program to be applied toward this award.

**PROGRAM PREREQUISITES: NONE**

**REQUIRED COURSES: CREDITS: 9-15**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
Permission of Program Director (0) 0-3

+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

+ CIS156 Python Programming: Level I 3  
+ CIS256 Python Programming: Level II 3

### **RESTRICTED ELECTIVES: CREDITS: 3-7**

#### **Specialization 1: Cybersecurity and Networking**

CNT140AB Introduction to Networks 4  
+ CIS256CN Python for Cybersecurity and Networking 3

#### **Specialization 2: Data Analytics**

+ CIS256DA Python for Data Analytics 3

### **CERTIFICATE OF COMPLETION IN WEB APP DEVELOPMENT (5835N) CREDITS: 9-12**

#### **CHAIRPERSON: STEPHEN HUSTEDDE**

#### **DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

+ indicates course has prerequisites and/or corequisites.

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS: 9-12**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS133DA Internet/Web Development Level I 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS166AA Introduction to JavaScript 3
- + CIS233DA Internet/Web Development Level II 3

### **CERTIFICATE OF COMPLETION IN WEB DESIGN (5986) CREDITS: 38-43**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Web Design provides students with comprehensive and focused studies in web design, including advanced image manipulation, vector graphics, page layout, video editing and design principles. A Certificate of Completion (CCL) in Web Development and an Associate in Applied Science (AAS) in Web Design/Development are also available.

#### **PROGRAM NOTES:**

Students must earn a grade of C or better in each course in the program.

+ indicates course has prerequisites and/or corequisites

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **This program replaces:**

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS: 36-37**

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

- CIS105 Survey of Computer Information Systems 3
- CIS120DF Adobe Photoshop Level I: Digital Imaging 3
- CIS133DA Internet/Web Development Level I 3
- CIS136 Content Management Systems: WordPress 3
- + CIS166AA Introduction to Javascript 3
- + CIS233DA Internet/Web Development Level II 3
- + CIS235 e-Commerce 3

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

- ADA/ART183 Digital Graphic Arts I (3) OR
- ART100 Introduction to Digital Arts (1) AND
- ART181 Graphic Design I (3) OR
- ART112 Two-Dimensional Design (3) 3-4

- CIS120DB Computer Graphics: Adobe Illustrator 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS120DA Introduction to Digital Video Editing: Adobe Premiere (3) OR  
CIS120DK Introduction to Digital Video Editing (3) 3

+ CIS138DA Desktop Design and Publishing Using Adobe InDesign 3  
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging 3

### **RESTRICTED ELECTIVES: CREDITS: 2-6**

Select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

### **ASSOCIATE IN APPLIED SCIENCES IN WEB DESIGN/ DEVELOPMENT (3185) CREDITS: 61-70**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on “hands-on” experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available.

### **PROGRAM NOTES:**

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **This program replaces:**

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

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS: 22-24**

In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105 Survey of Computer Information Systems 3  
CIS120DF Adobe Photoshop Level I: Digital Imaging 3  
CIS133DA Internet/Web Development Level I 3  
CIS136 Content Management Systems: WordPress 3  
+ CIS166AA Introduction to Javascript 3  
+ CIS233DA Internet/Web Development Level II 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

+ CIS235 e-Commerce 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

### **RESTRICTED ELECTIVES: CREDITS: 17-22**

#### **Specialization I: Web Design Credits: 17-22**

ADA/ART183 Digital Graphic Arts I (3) OR  
ART100 Introduction to Digital Arts (1) AND  
ART181 Graphic Design I (3) OR  
ART112 Two-Dimensional Design (3) 3-4

CIS120DA Introduction to Digital Video Editing: Adobe Premiere (3) OR  
CIS120DK Introduction to Digital Video Editing (3) 3

CIS120DB Computer Graphics: Adobe Illustrator 3

CIS120DC Adobe Animate: Digital Animation (3) OR  
+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging (3) 3

+ CIS138DA Desktop Design and Publishing Using Adobe InDesign 3  
Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

#### **Specialization II: Web Development Credits: 18**

+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

#### **Programming Language: Select two courses for a total of 6 credits**

+ CIS150AB Object-Oriented Programming Fundamentals 3  
+ CIS156 Python Programming: Level I 3  
+ CIS159 Visual Basic Programming I 3  
+ CIS162++ Any C Programming course 3  
+ CIS163AA Java Programming: Level I 3  
+ CIS165++ Any Mobile Application Development course 3  
+ CIS262AD C# Level II 3

+ CIS263AA Java Programming: Level II 3  
+ CIS265++ Advanced iOS Application Development 3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

**GENERAL EDUCATION REQUIREMENT: CREDITS: 22-28**

**GENERAL EDUCATION CORE: CREDITS: 12-18**

**FIRST-YEAR COMPOSITION: CREDITS: 6**

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

**ORAL COMMUNICATION: CREDITS – 3**

Any approved general education course from the Oral Communication area.

**CRITICAL READING: CREDITS - 0-3**

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

**MATHEMATICS: CREDITS - 3-6**

Any approved general education course in the Mathematics Area.

(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/Functions) OR higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

**GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

**HUMANITIES, ARTS AND DESIGN: CREDITS – 3**

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

**SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3**

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

PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

**NATURAL SCIENCES: CREDITS – 4**

Any approved general education course from the Natural Sciences area

**CERTIFICATE OF COMPLETION IN WEB DEVELOPMENT (5988) CREDITS: 39**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

in developing dynamic websites, client and server side programs, database structures, and object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/ Development are also available.

### PROGRAM NOTES:

Students must earn a grade of C or better in each course in the program.

+ indicates course has prerequisites and/or corequisites

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### This program replaces:

CCL/5051 Web Developer

CCL/5060 Web Developer

CCL/5168 Web Development and Graphic Design

CCL/5346 Web Development

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS: 36

The following courses are required and included CCL Web Foundations

- CIS105 Survey of Computer Information Systems 3
- CIS120DF Adobe Photoshop Level I: Digital Imaging 3
- CIS133DA Internet/Web Development Level I 3
- CIS136 Content Management Systems: WordPress 3
- + CIS166AA Introduction to Javascript 3
- + CIS233DA Internet/Web Development Level II 3
- + CIS235 e-Commerce 3

The following courses are required for CCL Web Development

- + CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3
- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276++ Any Database Management Systems course (3) 3

- CIS126DL Linux Operating System (3) OR
- CIS126RH Red Hat System Administration I (3) 3

### Programming Language: Select two courses for a total of 6 credits

- + CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS156 Python Programming: Level I 3
- + CIS159 Visual Basic Programming I 3
- + CIS162++ Any C Programming course 3
- + CIS163AA Java Programming: Level I 3
- + CIS165++ Any Mobile Application Development course 3
- + CIS262AD C# Level II 3
- + CIS263AA Java Programming: Level II 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

+ CIS265++ Advanced iOS Application Development 3

### **RESTRICTED ELECTIVES: CREDITS - 3**

Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

### **CERTIFICATE OF COMPLETION IN WEB FOUNDATIONS (5984) CREDITS: 21**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/ Development is also available.

### **PROGRAM NOTES:**

Students must earn a grade of C or better in each course in the program.

+ indicates course has prerequisites and/or corequisites

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS: 21**

CIS105 Survey of Computer Information Systems 3

CIS120DF Adobe Photoshop Level I: Digital Imaging 3

CIS133DA Internet/Web Development Level I 3

CIS136 Content Management Systems: WordPress 3

+ CIS166AA Introduction to Javascript 3

+ CIS233DA Internet/Web Development Level II 3

+ CIS235 e-Commerce 3

### **CERTIFICATE OF COMPLETION IN WINDOWS APP DEVELOPMENT (5833N) CREDITS: 9-12**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Windows App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows platform and cross-platform apps. This CCL will help prepare students to take the MTA Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Cross-Platform App Development and Mobile App Development.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### **REQUIRED COURSES: CREDITS: 9-12**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS162AD C#: Level I 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ CIS262AD C# Level II 3



## CULTURE AND SOCIETY

### **ACADEMIC CERTIFICATE IN APPLIED STORYTELLING (6253n) CREDITS: 30**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Academic Certificate (AC) in Applied Storytelling is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. The program provides interactive storytelling training, which will enhance the skills of persons in areas such as education, the performing arts, community advocacy, workforce and business entrepreneurship, mental health, 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 and community settings.

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in each course in the program.

+ indicates course has prerequisite and/or corequisites.

### **This program has three tracks:**

Workforce Emphasis, Performance Emphasis, or Global Emphasis

### **This program replaces:**

AC/6218N Applied Storytelling

### **PROGRAM PREREQUISITES: NONE**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **REQUIRED COURSES: CREDITS – 24**

Completion of Foundations of Storytelling Certificate Requirements

EDU/HUM/STO292 The Art of Storytelling 3

EDU/ENH/STO294 Multicultural Folktales 3

Completion of Traditional and Fact-Based Storytelling Certificate Requirements

HIS/STO279 Creating and Telling Fact-Based Historical Stories 3

STO295 Traditional Storytelling Around the World 3

Required Courses for all Tracks in Applied Storytelling

+ STO282AC Service-Learning Experience in Storytelling 3

+ STO293 The Art of Storytelling II 3

+ STO297 Creating and Telling Personal Stories 3

### **Select three (3) credits from the following:**

EDU283AA/STO289AA Using Storytelling in Educational Settings 1

STO286 Using Storytelling in a Variety of Settings 3

STO289AB Using Storytelling in Business Settings 1

STO289AC Using Storytelling in Healing Settings 1

STO289AD Using Storytelling in Interpretive Settings 1

STO289AG Using Storytelling in Advocacy Settings 1

### **RESTRICTED ELECTIVES: CREDITS – 6**

#### **Select six (6) credits from one of the following tracks:**

##### **Track #1: Workforce Emphasis**

ART/COM/STO150 Digital Storytelling 3

EDU/ENH291 Children`s Literature 3

HUM260 Intercultural Perspectives 3

##### **Track #2: Performance Emphasis**

EDU/ENH291 Children`s Literature 3

HUM260 Intercultural Perspectives 3

MUP133 Class Voice I 1

STO205 Establishing a Family Storytelling Tradition 3

STO250AA Benefiting from the Storytelling Festival Experience 1

STO284 Storytelling and Music 3

STO/THP285 Creating/Performing Solo/Collaborative Works 3

STO289AF Using Storytelling in Family Settings 1

+ STO291AA Storytelling Circle 1

THP112 Acting I 3

##### **Track #3: Global Emphasis**

ENH251 Mythology 3

HUM260 Intercultural Perspectives 3

STO273 The Biblical Storytelling Tradition 3

STO283 The African Storytelling Tradition 3

STO287 Norse and Scandinavian Storytelling Tradition 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

STO288 Telling Sacred Stories from Around the World 3

STO290 The Irish Storytelling Tradition 3

### **ACADEMIC CERTIFICATE IN FOUNDATIONS OF STORYTELLING (6252N) CREDITS: 6**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Academic Certificate (AC) in Foundations of Storytelling is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. The program provides interactive storytelling training, which will enhance the skills of persons in areas such as education, the performing arts, community advocacy, workforce and business entrepreneurship, mental health, 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 and community settings.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

Students must earn a grade of C or better in each course in the program.

#### **This program replaces:**

AC/6200N Storytelling

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS - 6**

EDU/HUM/STO292 The Art of Storytelling 3

EDU/ENH/STO294 Multicultural Folktales 3

### **ACADEMIC CERTIFICATE IN TRADITIONAL AND FACT-BASED STORYTELLING (6254N) CREDITS: 6**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Academic Certificate (AC) in Traditional and Fact-Based Storytelling is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. The program provides interactive storytelling training, which will enhance the skills of persons in areas such as education, the performing arts, community advocacy, workforce and business entrepreneurship, mental health, 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 and community settings.

#### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

This program replaces: AC/6217N Interdisciplinary Storytelling

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: 6**

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

HIS/STO279 Creating and Telling Fact-Based Historical Stories 3  
STO295 Traditional Storytelling Around the World 3

### **CCL IN APPLIED BILINGUAL SPANISH LANGUAGE SKILLS (5247) PROGRAM CREDITS: 25-69**

**CHAIRPERSON: DR. STEPHEN PUKLIN**  
**DIVISION OF LANGUAGE ARTS (LA)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Applied Bilingual Spanish Language Skills will introduce students to the application of Spanish-English bilingual language skills in workplace settings.

#### **PROGRAM NOTES:**

Students must earn a grade of C or better in each course in the program.

Upon completion of additional education, students can apply their bilingual language skills within focused settings, including allied health, administration of justice, business, or education.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 16**

SPA101 Elementary Spanish I 4

+ SPA102 Elementary Spanish II (4) OR  
+ SPA111 Fundamentals of Spanish (4) 4

+ SPA201 Intermediate Spanish I 4  
+ SPA202 Intermediate Spanish II 4

#### **RESTRICTED ELECTIVES: CREDITS: 9-53**

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor. Courses may not be used to fulfill both Required Courses and Restricted Electives areas.

#### **Specialization 1: Behavioral Health Credits: 9**

BHS150 Introduction to Behavioral Health and Social Services (3) OR  
BHS165 Applied Therapeutic Communication Skills (3) OR  
BHS185 Cultural Competence in Behavioral Health (3) 3

+ SPA225 Intermediate Spanish Conversation I 3  
+ SPA226 Intermediate Spanish Conversation II 3

#### **Specialization 2: Bilingual Nursing Fellowship Program Credits: 35-53**

Students who wish to seek admission to the Nursing program at Phoenix College or Gateway Community College should follow this specialization, which is a cohorted program available only at South Mountain Community College.

+ BIO156 Introductory Biology for Allied Health (4) OR  
+ BIO181 General Biology (Majors) I (4) OR  
+ BIO181XT General Biology (Majors) I (4) OR  
One year of high school biology 0-4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + BIO201 Human Anatomy and Physiology I 4
- + BIO202 Human Anatomy and Physiology II 4
- + BIO205 Microbiology 4

- + CHM130 Fundamental Chemistry (3) AND
  - + CHM130LL Fundamental Chemistry Laboratory (1) OR
  - + CHM130AA Fundamental Chemistry with Lab (4) OR
- One year of high school chemistry 0-4

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

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

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

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
  - MAT145 College Mathematics With Review (5) OR
  - MAT146 college Mathematics With Review (6) OR
- Satisfactory completion of higher level math course 3-6

- PSY101 Introduction to Psychology 3
- Any approved general education course in the Humanities, Arts and Design area. 2-3
- SPA117 Health Care Spanish I 3
  - + SPA118 Health Care Spanish II 3

- + SPA205 Spanish for Medical Interpretation I (3) OR
- Permission of Department or Division (0) 0-3

- + SPA206 Spanish for Medical Interpretation II 3

### **Specialization 3: Business Credits: 13**

- GBS151 Introduction to Business 3
- + SPA217 Spanish for Business Communication 4
- + SPA225 Intermediate Spanish Conversation I 3
- + SPA226 Intermediate Spanish Conversation II 3

### **Specialization 4: Education Credits: 12**

- EDU230 Cultural Diversity in Education 3
- SPA119 Spanish for Educational Settings I 3
- + SPA225 Intermediate Spanish Conversation I 3
- + SPA226 Intermediate Spanish Conversation II 3

### **Specialization 5: General Credits: 9**

- COM263 Elements of Intercultural Communication 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + SPA225 Intermediate Spanish Conversation I 3
- + SPA226 Intermediate Spanish Conversation II 3

### **Specialization 6: Healthcare Credits: 12-15**

- COM263 Elements of Intercultural Communication 3
- SPA117 Health Care Spanish I 3
- + SPA118 Health Care Spanish II 3

- + SPA205 Spanish for Medical Interpretation I (3) OR  
Permission of Department or Division (0) 0-3

- + SPA206 Spanish for Medical Interpretation II 3

### **Specialization 7: Law Enforcement Credits: 12**

- AJS101 Introduction to Criminal Justice 3
- SPA109 Law Enforcement Spanish I 3
- + SPA225 Intermediate Spanish Conversation I 3
- + SPA226 Intermediate Spanish Conversation II 3

### **Specialization 8: Office and Administrative Support Credits: 9**

- CIS105 Survey of Computer Information Systems 3
- + SPA225 Intermediate Spanish Conversation I 3
- + SPA226 Intermediate Spanish Conversation II 3



## EDUCATION

### **ASSOCIATE IN APPLIED SCIENCES IN EARLY CHILDHOOD EDUCATION (3186) CREDITS: 61-74**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Early Childhood Education (ECE) program is designed to prepare individuals for employment as early childhood professionals in a variety of educational settings. The AAS program includes courses based on current ECE theory and practice as well as general education classes to broaden a student's base of knowledge. Certificates of Completion are also available.

#### **PROGRAM NOTES:**

+ indicates course has prerequisites and/or corequisites.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

#### **This program replaces:**

AAS/3007 Early Childhood Education

AAS/3109 Early Childhood Administration and Management



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

AAS/3124 Early Learning and Development

AAS/3356 Early Childhood Education and Administration: Birth through Age Five

AAS/3836 Early Childhood Education

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 30-37**

CFS/ECH176 Child Development (3) OR

CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR

EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED225 Language and Literacy in the Context of Culture and Relationships 3

CFS101AH Art Activities for the Young Child (1) AND

ECH281 Movement/Music for the Young Child (1) OR

+ EED210 Creative and Cognitive Play (3) OR

ECH128 Early Learning: Play and the Arts (3) 2-3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND

CFS282 Mainstreaming The Young Child with A Disability (1) AND

ECH282 Discipline/Guidance of Child Groups (1) OR

EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND

CFS125 Safety in Early Childhood Settings (1) AND

ECH280 Food Experiences With Young Children (1) OR

EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

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

EDU222 Introduction to the Exceptional Learner (3) 3

+ CFS/ECH269 Child Care Seminar (1) AND

CFS/ECH287 Professional Development in Early Childhood Education (1) OR

+ EED255 Portfolio Development and Writing for the Profession (3) 2-3

+ CFS/ECH284AB Early Childhood Teaching Internship (3) OR

+ EED260 Early Childhood Infant/Toddler Internship (1) AND

+ EED261 Early Childhood Preschool Internship (1) OR

+ CFS/ECH284AA Early Childhood Teaching Internship (1) 2-3

ECH272 Science for the Young Child (1) AND

CFS/ECH273 Math for the Young Child (1 ) AND

CFS/ECH275 Literacy Development and the Young Child (1) AND

ECH279 Early Childhood Curriculum Development (1) OR

+ EED278 Early Learning: Curriculum and Instruction - Birth/Preschool (3) 3-4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

ECH140 Learning Made Visible Through Documentation (1) AND  
ECH270 Observing Young Children (1) OR  
+ EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

### **RESTRICTED ELECTIVES: CREDITS - 9-12**

Students must select 9-12 credits from the following and must complete a minimum of 60 credits for the degree. Students are encouraged to consult with a faculty advisor or student services analyst to identify the requirements for their desired academic and professional goals:

CFS+++ Any CFS Child/Family Studies course(s)  
ECH+++ Any ECH Early Childhood Education course(s)  
EDU+++ Any EDU Education course(s)  
EED+++ Any EED Early Education course(s)  
FCS+++ Any FCS Family and Consumer Science course(s)  
ITD+++ Any ITD Infant/Toddler Development course(s)

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 19-25**

#### **GENERAL EDUCATION CORE: CREDITS - 12-18**

#### **FIRST-YEAR COMPOSITION: CREDITS: 6**

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

#### **ORAL COMMUNICATION: CREDITS - 3**

Any approved general education course from the Oral Communication area.  
Note: COM225 is recommended for students who wish to transfer to the BAE at ASU.

#### **CRITICAL READING: CREDITS - 0-3**

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

#### **MATHEMATICS: CREDITS - 3-6**

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

#### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 7**

#### **HUMANITIES, ARTS AND DESIGN: CREDITS - 3**

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

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 0**

Fulfilled by EDU222 or EED222 in Required Courses area.

### **NATURAL SCIENCES: CREDITS – 4**

Any approved general education course from the Natural Sciences area.

### **CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD EDUCATION (5056) CREDITS: 36**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Early Childhood Education program is designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. An Associate in Applied Science (AAS) in Early Childhood Education is also available and includes additional early childhood electives and general education classes to broaden the student's base of knowledge.

### **PROGRAM NOTES:**

+ indicates course has prerequisites and/or corequisites.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

### **This program replaces:**

CCL/5016 Early Childhood Education

CCL/5356 Early Childhood Education and Administration: Birth through Age Five

CCL/5358 Early Care Specialist

CCL/5374 Early Childhood Education

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 29-34**

CFS/ECH176 Child Development (3) OR

CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR

EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND

CFS282 Mainstreaming The Young Child with A Disability (1) AND

ECH282 Discipline/Guidance of Child Groups (1) OR

EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND

CFS125 Safety in Early Childhood Settings (1) AND

ECH280 Food Experiences With Young Children (1) OR

EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CFS101AH Art Activities for the Young Child (1) AND  
ECH281 Movement/Music for the Young Child (1) OR  
ECH128 Early Learning: Play and the Arts (3) OR  
+ EED210 Creative and Cognitive Play (3) 2-3

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

CFS/ECH273 Math for the Young Child (1 ) AND  
CFS/ECH275 Literacy Development and the Young Child (1) AND  
ECH272 Science for the Young Child (1) AND  
ECH279 Early Childhood Curriculum Development (1) OR  
+ EED278 Early Learning: Curriculum and Instruction - Birth/Preschool (3) 3-4

EED225 Language and Literacy in the Context of Culture and Relationships 3

ECH140 Learning Made Visible Through Documentation (1) AND  
ECH270 Observing Young Children (1) OR  
+ EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3

+ CFS/ECH269 Child Care Seminar (1) AND  
CFS/ECH287 Professional Development in Early Childhood Education (1) OR  
+ EED255 Portfolio Development and Writing for the Profession (3) 2-3

+ CFS/ECH284AB Early Childhood Teaching Internship (3) OR  
+ EED260 Early Childhood Infant/Toddler Internship (1) AND  
+ EED261 Early Childhood Preschool Internship (1) OR  
CFS/ECH284AA Early Childhood Teaching Internship (1) 2-3

### **RESTRICTED ELECTIVES: CREDITS - 2-7**

Students must select 2-7 credits from the following courses to meet a minimum of 36 credits for the certificate. Cannot be shared with Required Courses Area.

CFS+++ Any CFS Child/Family Studies course(s)  
ECH+++ Any ECH Early Childhood Education course(s)  
EDU+++ Any EDU Education course(s)  
EED+++ Any EED Early Education course(s)  
FCS+++ Any FCS Family and Consumer Science course(s)  
ITD+++ Any ITD Infant/Toddler Development course(s)

### **CERTIFICATE OF COMPLETION IN FOUNDATIONS OF EARLY CHILDHOOD EDUCATION (5054) CREDITS: 18-19**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include cognitive and physical development of the young child, language acquisition, curriculum

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

development, health and safety guidelines, business procedures, and family/community relationship building. The program requirements meet the 18 hours of coursework required for the Child Development Associate (CDA). This CCL is embedded (can be used to fulfill part of the requirements) in a second available CCL, Early Childhood Education. Both CCLs are embedded (can be used to fulfill requirements) in the Associate in Applied Science (AAS) in Early Childhood Education.

### PROGRAM NOTES:

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

### This program replaces:

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

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 18-19

CFS/ECH176 Child Development (3) OR  
CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR  
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND  
CFS282 Mainstreaming The Young Child with A Disability (1) AND  
ECH282 Discipline/Guidance of Child Groups (1) OR  
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND  
CFS125 Safety in Early Childhood Settings (1) AND  
ECH280 Food Experiences with Young Children (1) OR  
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

CFS101AH Art Activities for the Young Child (1) AND  
ECH281 Movement/Music for the Young Child (1) OR  
ECH128 Early Learning: Play and the Arts (3) OR  
+ EED210 Creative and Cognitive Play (3) 2-3

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CFS/ECH284AA Early Childhood Teaching Internship (1) OR
- + EED260 Early Childhood Infant/Toddler Internship (1) OR
- + EED261 Early Childhood Preschool Internship (1) 1

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

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**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 corequisites.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: 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: 9**

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

- BPC110 Computer Usage and Applications (3) OR
- CIS105 Survey of Computer Information Systems (3) 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) 3

Any foreign language course 3-4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST



### HEALTH SCIENCES

#### **ASSOCIATE IN APPLIED SCIENCES IN EXERCISE SCIENCE: HEALTH, FITNESS AND SPORTS PERFORMANCE (3059) CREDITS: 63-72.5**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisite and/or corequisites.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS - 44-48.5**

+ BIO181 General Biology (Majors) I (4) OR  
One (1) year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

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

EXS101 Introduction to Exercise Science 3

+ EXS125 Introduction to Exercise Physiology 3

+ EXS210 Assessment and Program Design: Muscular Fitness 2

+ EXS211 Assessment and Program Design: Flexibility and Balance 2

+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2

+ EXS213 Assessment and Program Design: Weight Management and Motivation 2

+ EXS215 Resistance Training and Recovery Techniques 3

+ EXS217 Cardiorespiratory and Flexibility Training 3

+ EXS290 Introduction to Evidence Based Practice 3

+ EXS239 Practical Applications of Personal Training Skills and Techniques Internship (3) OR

+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND

+ EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) OR

+ EXS275 Sport Science Internship (3) OR

+ EXS275AA Sport Science Internship (1) AND

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + EXS275AB Sport Science Internship (2) OR
- + EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND
- + EXS275AB Sport Science Internship (2) OR
- + EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) AND
- + EXS275AA Sport Science Internship (1) 3

FON100 Introductory Nutrition (3) OR FON241 Principles of Human Nutrition (3) 3  
HES100 Healthful Living 3  
HES210 Cultural Aspects of Health and Illness 3

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

PSY101 Introduction to Psychology 3

### **GENERAL ELECTIVES: CREDITS: 4-5**

Students must choose 4-5 additional credits of general elective courses.

The following courses are recommended for students who intend to transfer:

CHM130 Fundamental Chemistry (3) AND  
CHM130LL Fundamental Chemistry Laboratory (1) OR  
CHM130AA Fundamental Chemistry with Lab (4) OR  
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) OR  
BIO202 Human Anatomy and Physiology II (4) 4-5

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 15-21**

### **GENERAL EDUCATION CORE: CREDITS - 12-18**

### **FIRST-YEAR COMPOSITION: CREDITS - 6**

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



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **ORAL COMMUNICATION: CREDITS – 3**

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

### **CRITICAL READING: CREDITS - 0-3**

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

### **MATHEMATICS: CREDITS - 3-6**

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

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 3**

### **HUMANITIES, ARTS AND DESIGN: CREDITS – 3**

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

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 0**

Met by HES100 in Required Courses.

### **NATURAL SCIENCES: CREDITS - 0**

Met by BIO201 in Required Courses.

### **CERTIFICATE OF COMPLETION IN PERSONAL TRAINING (5421) CREDITS: 18-18.5**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Personal Trainer program is designed to provide students with current foundational skills in assessment, design, implementation and evaluation of fitness and exercise programs. This program encourages development of critical thinking, leadership, and communication skills for developing and implementing individualized exercise programs. A CCL in Personal Training Specialist is available. An Associate of Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance is available.

### **PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS: 18-18.5**

EXS101 Introduction to Exercise Science 3  
+ EXS125 Introduction to Exercise Physiology 3  
+ EXS210 Assessment and Program Design: Muscular Fitness 2  
+ EXS211 Assessment and Program Design: Flexibility and Balance 2

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
- + EXS213 Assessment and Program Design: Weight Management and Motivation 2
- + EXS239AA Practical Applications of Personal Training Skills and Techniques Internship 1
- FON241 Principles of Human Nutrition 3

HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR  
Current CPR/AED certification 0-0.5

### **CERTIFICATE OF COMPLETION IN PERSONAL TRAINING: ADVANCED (5445) CREDITS: 31-31.5**

**CHAIRPERSON: STEPHEN HUSTEDDE**

**DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING AND LEARNING (MCLCTL)**

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

#### **PROGRAM NOTES:**

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

#### **PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS: 31-31.5**

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

EXS101 Introduction to Exercise Science 3

- + EXS125 Introduction to Exercise Physiology 3
- + EXS210 Assessment and Program Design: Muscular Fitness 2
- + EXS211 Assessment and Program Design: Flexibility and Balance 2
- + EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
- + EXS213 Assessment and Program Design: Weight Management and Motivation 2
- + EXS215 Resistance Training and Recovery Techniques 3
- + EXS217 Cardiorespiratory and Flexibility Training 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) OR
- + EXS275 Sport Science Internship (3) OR
- + EXS275AA Sport Science Internship (1) AND
- + EXS275AB Sport Science Internship (2) OR
- + EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1) AND
- + EXS275AB Sport Science Internship (2) OR
- + EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2) AND
- + EXS275AA Sport Science Internship (1) 3

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

FON100 Introductory Nutrition (3) OR FON241 Principles of Human Nutrition (3) 3  
HES100 Healthful Living 3 PED101ST Strength Training 1

PED101BC Boot Camp (1) OR  
PED101BS Body Sculpting (1) OR  
PED101CY Cycling - Indoor (1) OR  
ED101GF Group Fitness/Aerobics (1) OR  
PED101KB Kickboxing (1) OR  
PED101PC Physical Conditioning (1) OR PED101PS Pilates (1) OR  
PED101SR Stretch and Relaxation (1) OR PED101TC Tai Chi (1) OR  
PED101TX Suspension Training (1) OR PED101YG Gentle Yoga (1) OR  
PED101YH Hatha Yoga (1) OR  
PED101YO Yoga (1) OR  
PED101YP Power Yoga (1) OR  
PED101YR Restorative Yoga (1) OR PED101ZU Zumba Fitness (1) 1



## SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

**ASSOCIATE IN APPLIED SCIENCES IN ENGINEERING TECHNOLOGY (3187) CREDITS: 61-71**

**CHAIRPERSON: DR. JACQUELINE (JACKY) LEVY**

**DIVISION OF MATH, SCIENCE AND ENGINEERING (MSE)**

**DESCRIPTION:** The Associate in Applied Science (AAS) in Engineering Technology program prepares students as entry-level engineering technicians. They will apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions, including preparation in the areas of research, production, and operations. This degree will prepare highly skilled and needed workers for area manufacturers and the tech industry.

### **PROGRAM NOTES:**

Students must earn a grade of C or better in each course in the program.

+ indicates course has prerequisites and/or corequisites

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 27-36**

+ CHM130 Fundamental Chemistry (3) AND  
+ CHM130LL Fundamental Chemistry Laboratory (1) OR  
+ CHM130AA Fundamental Chemistry with Lab (4) OR  
+ CHM150 General Chemistry I (4) AND  
+ CHM151LL General Chemistry I Laboratory (1) OR  
+ CHM150AA General Chemistry I (5) OR  
+ CHM151 General Chemistry I (3) AND  
+ CHM151LL General Chemistry I Laboratory (1) OR  
+ CHM151AA General Chemistry I (4) 4-5

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

CIS105 Survey of Computer Information Systems 3

- + CIS150 Programming Fundamentals (3) OR
- + CIS150AB Object-Oriented Programming Fundamentals (3) OR
- + CIS156 Python Programming: Level I (3) OR
- + CIS159 Visual Basic Programming I (3) OR
- + CIS162AB C++: Level I (3) OR
- + CIS162AC Visual C++: Level I (3) OR
- + CIS162AD C#: Level I (3) OR
- + CIS163AA Java Programming: Level I (3) OR
- + CSC100 Introduction to Computer Science (C++) (3) OR
- + CSC100AA Introduction to Computer Science (C++) (3) OR
- + CSC100AB Introduction to Computer Science (C++) (4) OR
- + CSC110 Introduction to Computer Science (Java) (3) OR
- + CSC110AA Introduction to Computer Science (Java) (3) OR
- + CSC110AB Introduction to Computer Science (Java) (4) 3-4

- + ECE102 Engineering Analysis Tools and Techniques 2
- + ECE103 Engineering Problem Solving and Design 2
- + ECE216 Computer-Aided Engineering 2
- + ECE216LL Computer Aided Engineering Laboratory 1

- + ECE104 EPICS Gold I (2) OR
- + ECE294++ Special Topics in Engineering (1-4) OR
- + ECE296++ Cooperative Education (1-3) OR
- + ECE298++ Special Projects (1-3) 1-4

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

- + PHY111 General Physics I (4) OR
- + PHY111AA General Physics I (5)
- + PHY115 University Physics I (5) OR
- + PHY121 University Physics I: Mechanics (4) 4-5

- + PHY112 General Physics II (4) OR
- + PHY116 University Physics II (5) OR
- + PHY131 University Physics II: Electricity and Magnetism (4) 4-5

### **RESTRICTED ELECTIVE COURSES: CREDITS: 12-15**

In consultation with an Academic, Faculty, or Program Advisor, complete 12-15 credits of coursework from any of the areas below that best align with academic and professional goals. Students may select courses from multiple areas.

### **General Application**

Select one of the following programming courses not already taken in required courses:

- + CIS150 Programming Fundamentals (3) OR
- + CIS150AB Object-Oriented Programming Fundamentals (3) OR
- + CIS156 Python Programming: Level I (3) OR

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

- + CIS159 Visual Basic Programming I (3) OR
- + CIS162AB C++: Level I (3) OR
- + CIS162AC Visual C++: Level I (3) OR
- + CIS162AD C#: Level I (3) OR
- + CIS163AA Java Programming: Level I (3) OR
- + CSC100 Introduction to Computer Science (C++) (3) OR
- + CSC100AA Introduction to Computer Science (C++) (3) OR
- + CSC100AB Introduction to Computer Science (C++) (4) OR
- + CSC110 Introduction to Computer Science (Java) (3) OR
- + CSC110AA Introduction to Computer Science (Java) (3) OR
- + CSC110AB Introduction to Computer Science (Java) (4) 3-4

### **Select one of the following courses not already taken in required courses:**

- + ECE104 EPICS Gold I (2) OR
- + ECE294++ Special Topics in Engineering (1-4) OR
- + ECE296++ Cooperative Education (1-3) OR
- + ECE298++ Special Projects (1-3) 1-4
  
- + ECE105 MATLAB Programming 1
  
- ECE106 Survey of Nanotechnology (1) OR
- + MNT110 General Principles of Nanotechnology (3) 1-3
  
- AIT100 Industrial Safety (1) OR
- CON271 Construction Safety (3) OR
- GTC/MIT/OSH106 Industrial Safety (2) 1-3
  
- + MAT206 Elements of Statistics 3

### **Biomedical Engineering Technician**

- BIO160 Introduction to Human Anatomy and Physiology (4) OR
- + BIO201 Human Anatomy and Physiology I (4) 4

- ABS/BIO175 Research Methods in Biology 1
- BIO211AA Biotechnology Seminar: Biomedical Applications 1
- ECE111 Bioengineering Systems 3

### **Civil Engineering Technician**

- + CET211 Strength of Materials (3) OR
- CON223 Strength of Materials (3) 3
  
- + CON241 Surveying 3
- + ECE216 Computer-Aided Engineering 2
- + ECE216LL Computer-Aided Engineering Laboratory 1

- GLG101 Introduction to Geology I - Physical Lecture (3) AND
- GLG103 Introduction to Geology I - Physical Lab (1) OR
- GLG101IN Introduction to Geology I - Physical (4) 4

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **Drafting for Engineering Technician**

- CAD100 Fundamentals of 2D AutoCAD 3
- + CAD101 Elements of CAD Graphics (AutoCAD) 3
- + CAD145 Design Principles for Industry 3
- DFT100 Introduction to Drafting 3
- DFT110 Introduction to Drafting 3
- DFT126 Building Trades Blueprint Reading 3
- + ECE216 Computer-Aided Engineering 2
- + ECE216LL Computer-Aided Engineering Laboratory 1

### **GENERAL EDUCATION REQUIREMENT: CREDITS – 19-23**

### **GENERAL EDUCATION CORE: CREDITS – 13-17**

### **FIRST-YEAR COMPOSITION: CREDITS – 6**

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

### **ORAL COMMUNICATION: CREDITS: 3**

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

Recommend COM225 or COM230

### **CRITICAL READING: CREDITS – 0-3**

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

### **MATHEMATICS: CREDITS – 4-5**

- + MAT187 Precalculus (5) OR
- + MAT220 Calculus with Analytic Geometry I (5) OR
- + MAT221 Calculus with Analytic Geometry I (4) 4-5

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 6**

### **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. Recommend ECN211 Macroeconomic Principles or ECN212 Microeconomic Principles

### **NATURAL SCIENCES: CREDITS – 0**

Met by CHM or PHY in Required Courses.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **CERTIFICATE OF COMPLETION IN FOOD SCIENCE AND TECHNOLOGY I (5972) CREDITS: 16-17**

**CHAIRPERSON: DR. JACQUELINE (JACKY) LEVY**

**DIVISION OF MATH, SCIENCE AND ENGINEERING (MSE)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Food Science and Technology I provides students with skills necessary for employment in the field of Food Science. The program is designed to prepare students for positions leading to careers such as food science technicians. The curriculum is designed to prepare students with a strong science core providing emphasis in chemistry, biology, and food science. An Associate in Arts (AA), Emphasis in Food Science and Technology is also available.

#### **PROGRAM NOTES:**

+ indicates course has prerequisites and/or corequisites.

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

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 13**

- + BIO156 Introductory Biology for Allied Health (4) OR
- + BIO181 General Biology (Majors) I (4) 4
- + CHM130 Fundamental Chemistry (3) AND
- + CHM130LL Fundamental Chemistry Laboratory (1) OR
- + CHM151 General Chemistry I (3) AND
- + CHM151LL General Chemistry I Laboratory (1) 4
- FON104 Certification in Food Service Safety and Sanitation 1 F
- ST263 Principles of Food Science 4

#### **RESTRICTED ELECTIVES: CREDITS - 3-4**

- CUL101 Culinary Basics 3
- FST175 Food Science Product Development I 3
- + FST264 Protein Science 4
- + FST265 Microbiology of Foods 4
- + FON241 Principles of Human Nutrition (3) AND
- + FON241LL Principles of Human Nutrition Laboratory (1) 4

### **CERTIFICATE OF COMPLETION IN FOOD SCIENCE AND TECHNOLOGY II (5974) CREDITS: 29-36**

**CHAIRPERSON: DR. JACQUELINE (JACKY) LEVY**

**DIVISION OF MATH, SCIENCE AND ENGINEERING (MSE)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Food Science and Technology II provides students skills necessary for employment in the field of Food Science. The program is designed to prepare students for positions leading to careers such as food science technicians. The curriculum is designed to prepare students with a strong science core providing emphasis in chemistry, biology, and food science. An Associate in Arts (AA), Emphasis in Food Science and Technology is also available.

#### **PROGRAM NOTES:**

+ indicates course has prerequisites and/or corequisites.

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM PREREQUISITES: NONE

#### REQUIRED COURSES: CREDITS - 28-32

- + BIO156 Introductory Biology for Allied Health (4) OR
- + BIO181 General Biology (Majors) I (4) 4
  
- + CHM130 Fundamental Chemistry (3)
- + CHM130LL Fundamental Chemistry Laboratory (1)
- + CHM230 Fundamental Organic Chemistry (3)
  
- + CHM230LL Fundamental Organic Chemistry Laboratory (1) OR
- + CHM151 General Chemistry I (3)
  
- + CHM151LL General Chemistry I Laboratory (1)
- + CHM230 Fundamental Organic Chemistry (3)
  
- + CHM230LL Fundamental Organic Chemistry Laboratory (1) OR
- + CHM151 General Chemistry I (3)
  
- + CHM151LL General Chemistry I Laboratory (1)
- + CHM152 General Chemistry II (3)
- + CHM152LL General Chemistry II Laboratory (1)
- + CHM235 General Organic Chemistry I (3)
- + CHM235LL General Organic Chemistry I Laboratory (1) 8-12
  
- CUL101 Culinary Basics (3) OR
- FST175 Food Science Product Development I (3) 3
  
- FON104 Certification in Food Service Safety and Sanitation 1
- FST263 Principles of Food Science 4
- + FST264 Protein Science 4
- + FST265 Microbiology of Foods 4

#### RESTRICTED ELECTIVES: CREDITS - 1-4

- + FON241 Principles of Human Nutrition (3) AND
- + FON241LL Principles of Human Nutrition Laboratory (1) 4
  
- + FST266 Fermentation in Food Science 4
- + FST267 Analysis of Food 4
- + FST275 Food Science Product Development II 3
- + FST298AA Special Projects 1
- + FST298AB Special Projects 2
- + FST298AC Special Projects 3

#### ACADEMIC CERTIFICATE IN SUSTAINABILITY (6240N) CREDITS: 15-18

**CHAIRPERSON: DR. JACQUELINE (JACKY) LEVY**

**DIVISION OF MATH, SCIENCE AND ENGINEERING (MSE)**

**DESCRIPTION:** The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong



## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

academic expertise within a student`s desired focus area of Sustainability. The focus areas are established within and among the foundational pillars of Sustainability (social - environmental - economic).

### **PROGRAM NOTES:**

This program is not eligible for Title IV Federal Financial Aid.

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

+ indicates course has prerequisites and/or corequisites.

### **PROGRAM PREREQUISITES: NONE**

### **REQUIRED COURSES: CREDITS – 6**

SSH111 Sustainable Cities 3

SUS110 Sustainable World 3

### **RESTRICTED ELECTIVES: CREDITS - 9-12**

Students must select three focus area classes

ASM104 Bones, Stones, and Human Evolution 4

BIO105 Environmental Biology 4

CHM107 Chemistry and Society (3) and

+ CHM107LL Chemistry and Society Laboratory (1) 4

COM263 Elements of Intercultural Communication 3

FON135 Sustainable Cooking 3

ECN212 Microeconomic Principles 3

EPS150 Introduction to Entrepreneurship 3

ENV101 Introduction to Environmental Science 4

GLG110 Geological Disasters and the Environment (3) and

GLG111 Geological Disasters and the Environment Lab (1) 4

GPH113 Introduction to Physical Geography 4

PHI216 Environmental Ethics 3

PSY132 Psychology and Culture 3

SBU200 Society and Business 3

SUS100 Introduction to Sustainability 3

SCT100 Introduction to Sustainable Built Environments 3

### **ACADEMIC CERTIFICATE IN SUSTAINABILITY AND ECOLOGICAL LITERACY (6232N) CREDITS: 16**

**CHAIRPERSON: DR. JACQUELINE (JACKY) LEVY**

**DIVISION OF MATH, SCIENCE AND ENGINEERING (MSE)**

**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.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM NOTES:

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

### PROGRAM PREREQUISITES: CREDITS: 3

+ ENG101 First Year Composition (3) OR  
+ ENG107 First Year Composition for ESL (3) 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) 4

### RESTRICTED ELECTIVES: CREDITS: 9

Humanities, Social Science and Wellness: Credits: 9

### Students will choose two different courses from the following list:

+ ECN263 The Economics of Natural Resources, Population and the Environment (3)  
ENH206 Nature and Environmental Literature (3)  
ENH260 Literature of the Southwest (3)  
HUM201 Humanities: Universal Themes (3)  
REC150AB Outdoor Adventure Skills (3)  
SBU200 Society and Business (3) 6

### Students will choose one course from the following list:

HIS110 World History to 1500 (3)  
HIS111 World History 1500 to the Present (3)  
HUM250 Ideas and Values in the Humanities (3)  
PHI104 World Philosophy (3)  
POS120 World Politics (3)  
PSY132 Psychology and Culture (3)  
SOC101 Introduction to Sociology (3) 3



## VISUAL AND PERFORMING ARTS

### ASSOCIATE IN APPLIED SCIENCES IN MUSIC INDUSTRIES: MUSIC BUSINESS (3017) CREDITS: 61-70

CHAIRPERSON: DR. CARLOS CAIRE

DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)

**DESCRIPTION:** The Associate in Applied Science (AAS) in Music Industries: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisites.

### PROGRAM PREREQUISITES: NONE

### REQUIRED COURSES: CREDITS – 25-26

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking 3

MKT271 Principles of Marketing 3

MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR

+ MUC180 Computer Literacy for the Music Business (3) 3

**Note:** Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3

MUC293 Self Promotion for Music 1

### Music Industry Capstone Experience

+ MUC290AA Music Business Internship (1) OR

+ MUC296WA Cooperative Education (1) OR

+MUC298AA Special Projects (1) 1

### Overview of Music Genres

MHL155 Survey of American Music (3) OR

MUC242 Music Genres and Styles (2) 2-3

### RESTRICTED ELECTIVES: CREDITS – 12-13

Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from required courses area may not be used.

### Business and Marketing

GBS+++ Any GBS General Business course

MKT+++ Any MKT Marketing course

MUC+++ Any MUC Music: Commercial/Business course

### Music Production

MTC+++ Any MTC Music: Theory/Composition course

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

MUC+++ Any MUC Music: Commercial/Business course

### **Commercial Performance**

MTC+++ Any MTC Music: Theory/Composition course

MUP+++ Any MUP Music: Performance course

### **GENERAL ELECTIVES: CREDITS: 0-1**

Select courses 100-level or higher to complete a minimum of 60 semester credits. Consult with an Academic and/or Program Advisor.

### **GENERAL EDUCATION REQUIREMENT: CREDITS - 22-28**

### **GENERAL EDUCATION CORE: CREDITS - 12-18**

### **FIRST-YEAR COMPOSITION: CREDITS - 6**

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

ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

### **ORAL COMMUNICATION: CREDITS - 3**

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

Consult with an academic advisor about specific COM requirements if intending to transfer.

### **CRITICAL READING: CREDITS: 0-3**

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

### **MATHEMATICS: CREDITS - 3-6**

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) 3-6

### **GENERAL EDUCATION DISTRIBUTION: CREDITS - 10**

### **HUMANITIES, ARTS AND DESIGN: CREDITS - 3**

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

### **SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 3**

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

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### **NATURAL SCIENCES: CREDITS – 4**

Any approved general education course from the Natural Sciences area

### **CERTIFICATE OF COMPLETION IN MUSIC BUSINESS I (5106) CREDITS: 16**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a Certificate of Completion (CCL) in Music Business II available as well as an Associate in Applied Science (AAS) in Music Industries: Music Business.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisite and/or corequisites.

#### **PROGRAM PREREQUISITES: NONE**

#### **REQUIRED COURSES: CREDITS – 16**

MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking (3) OR

MKT271 Principles of Marketing (3) 3

MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization 3

MUC293 Self Promotion for Music 1

+ MTC180 Computer Literacy for Musicians (3) OR

MUC180 Computer Literacy for the Music Business (3) 3

**Note:** Students who have not already completed MTC180 must take MUC180

### **CERTIFICATE OF COMPLETION IN MUSIC BUSINESS II (5258) CREDITS: 35-37**

**CHAIRPERSON: DR. CARLOS CAIRE**

**DIVISION OF COMMUNICATION, FINE ARTS, AND SOCIAL SCIENCES (CFASS)**

**DESCRIPTION:** The Certificate of Completion (CCL) in Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industries: Music Business is available.

#### **PROGRAM NOTES:**

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

+ indicates course has prerequisite and/or corequisites.

## SMCC PROGRAMS CATEGORIZED BY FIELDS OF INTEREST

### PROGRAM PREREQUISITES: NONE

#### REQUIRED COURSES: CREDITS – 25-26

MGT253 Owning and Operating a Small Business 3  
MKT110 Marketing and Social Networking 3  
MKT271 Principles of Marketing 3  
MUC109 Music Business: Content Creation and Copyright 3  
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR  
MUC180 Computer Literacy for the Music Business (3) 3

**Note:** Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3  
MUC293 Self Promotion for Music 1

#### Music Industry Capstone Experience

+ MUC290AA Music Business Internship (1) OR  
+ MUC296WA Cooperative Education (1) OR  
MUC298AA Special Projects (1) 1

#### Overview of Music Genres

MUC242 Music Genres and Styles (2) OR  
MHL155 Survey of American Music (3) 2-3

#### RESTRICTED ELECTIVES: CREDITS – 10-11

Students should work with their program advisor to select 10-11 credits from courses that align with the academic/career goals and further their development in the areas of Music Business and Marketing, Music Production, and Commercial Performance. Courses from required courses area may not be used.

#### Music Business and Marketing

GBS+++ Any GBS General Business course  
MKT+++ Any MKT Marketing course  
MUC+++ Any MUC Music: Commercial/Business course

#### Music Production

MTC+++ Any MTC Music: Theory/Composition course  
MUC+++ Any MUC Music: Commercial/Business course

#### Commercial Performance

MTC+++ Any MTC Music: Theory/Composition course  
MUP+++ Any MUP Music: Performance course  
MUC+++ Any MUC Music: Commercial/Business course

Several AA/AS degrees with “Programs with Emphasis designations” are NOT listed in the catalog.  
For additional information on these and other SMCC programs, visit:

[curriculum.maricopa.edu/curriculum/courses/search-course-bank](https://curriculum.maricopa.edu/curriculum/courses/search-course-bank)



## ACADEMIC POLICIES (AGEC+)

### 2022-2023 GENERAL ACADEMIC POLICIES FOR ASSOCIATE DEGREES DESIGNED FOR UNIVERSITY TRANSFER

#### MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT (MCCCD) 2022-2023 GENERAL ACADEMIC POLICIES FOR ASSOCIATE DEGREES DESIGNED FOR UNIVERSITY TRANSFER

The following academic policies govern the associate degrees designed for university transfer: Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
- First Year Experience required (FYE101 Or FYE103)
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at <https://curriculum.maricopa.edu/> for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of “C” or better. These credits must include a minimum of 35\* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD’s Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at <https://curriculum.maricopa.edu/>.
- General Education Requirements:
- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - First Year Composition [FYC]
  - Mathematical Applications [MA]
  - Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science)
  - Literacy and Critical Inquiry [L]
  - Humanities, Arts and Design [HU]
  - Social-Behavioral Sciences [SB]
  - Natural Sciences: Science Quantitative [SQ], Science General [SG]
  - Awareness Area: Cultural Diversity in the U.S. [C]
  - Awareness Area: Global [G] or Historical [H] Awareness
- Note that there are three different AGECS each aligning with a different subset of associate degrees-- AGEC-A for the AA, AAEE, and AAFA degrees; AGEC-B for the ABUS-GR and ABUS-SR degrees; and AGEC-S for the AS degree. For some types of AGECS/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward one or more areas in the following. Awareness Areas of [C]; and/or [H]/[G] may be shared with AGEC requirements. MCCCD Additional Requirements e.g. Oral Communication and Critical Reading may be shared with other AGEC requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and [L] in the AGEC core. For some degree types, other lower division courses can be used to meet the degree requirements.
- 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 AGEC-S, a single course cannot be used to satisfy



## CURRICULUM (AGEC+)

more than one AGECE core requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C], [G] and/or [H].

- The AGECE-A and AGECE-B require a minimum of 35 credits\* and the AGECE-S requires a minimum of 36 credits\*, however, the AGECE credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCDC's Additional Requirements may also be shared with AGECE Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCCDC courses applied to the AGECE must be completed with a grade of "C" or better. All MCCCDC courses applied to the AGECE must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGECE.

### 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 check sheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCDC Additional Requirements required for Associate in Arts; Associate in Arts, Elementary Education; Associate in Arts, Fine Arts; and Associate in Science degrees. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

### Transfer Credit from Institutions Outside of MCCCDC:

- Credits transferred from outside of MCCCDC must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGECE 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.

## CURRICULUM (AGEC+)

- External courses evaluated either as equivalent to an MCCCDC course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGECC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGECC and/or associate degree requirements will be based on the source institution's AGECC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGECC and/or associate degree requirements based on the courses' evaluated MCCCDC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment 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 AGECC, and no more than 30 credits (including up to 20 toward AGECC) may be applied toward a degree.

### Completion and Transfer:

- Completion of the AGECC 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 MCCCDC's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at [aztransfer.com](http://aztransfer.com) and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

\*Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ for a single course that meets First Year Composition in full. See notes on individual degree policies.

## ARIZONA GENERAL EDUCATION CURRICULUM (AGECC) – A, B, S

### Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCDC AGECC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCDC AGECC transfers as a block without loss of credit. The AGECC-A and AGECC-B require a minimum of 35\* credit hours, and the AGECC-S requires a minimum of 36\* credit hours.

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

## CURRICULUM (AGEC+)

There are three types of AGECS in MCCC: AGEC-A, AGEC-B, and AGEC-S. As described below, these AGECS are also a component of most MCCC associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECS require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical 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 the U.S. and either Global Awareness or Historical Awareness.

### Purpose of the AGECS

AGECS were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

4. 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.
5. 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.
6. 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, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits of Subject Options composed of math and/or science appropriate to their major.

### Academic Policies that Govern the AGEC A, B, S

- Requires completion of at least 35 credit hours\* (AGEC-A, AGEC-B) and 36 credit hours\* (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCC colleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer for credit minimum exceptions.\*
- All MCCC courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCC courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.
- A single course can simultaneously count toward one or more Awareness Areas and other AGEC

## CURRICULUM (AGEC+)

requirements. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas.

- The AGEC-A and AGEC-B require a minimum of 35\* credits and the AGEC-S requires a minimum of 36\* credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCC'D's Additional Requirements may also be shared with other AGEC Requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

### Transfer Credit from Institutions Outside of MCCC'D

- Credits transferred from outside of MCCC'D must be a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCC'D course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCC'D direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCC'D equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

### Completion and Transfer

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

# CURRICULUM (AGEC+)

## AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECS follow. The following website identifies the courses that apply to the different requirements within each AGECS:

**AGEC matrix.** Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on maricopa.edu and on each MCCC college’s website.

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History, Associate in Arts, Fine Arts, Emphasis in Theatre, Associate in Science, Emphasis in Physics), the AGECS course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific degree and AGECS requirements. Consultation with an academic advisor about course selection is always recommended.

**Arizona General Education Curriculum--Arts (AGEC-A).....**

**Credits  
35 (min.)\***

The AGECS-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, the AGECS credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECS-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGECS-A requirements vary by emphasis. Refer to the program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECS requirements, Required Course(s) or Restricted Elective(s). AGECS designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGEC matrix** for each course’s value(s) in the semester it is taken.

- A. First-Year Composition [FYC]..... **6\***  
 ENG101 OR ENG107..... **(3)\***  
 AND ENG102 OR ENG108..... **(3)\***
- B. Literacy and Critical Inquiry [L]..... **3**
- C. Mathematical Applications [MA]..... **3-6**  
 Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.
- D. Computer/Statistics/Quantitative Applications [CS]..... **3**
- E. Humanities, Arts and Design [HU]..... **6**  
 Students are encouraged to choose course work from more than one discipline.
- F. Social-Behavioral Sciences [SB]..... **6**

## CURRICULUM (AGEC+)

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

	<b>Credits</b>
G. Natural Sciences [SQ/SG].....	8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	0-6
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See AGECE matrix for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

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

### Arizona General Education Curriculum - Business (AGEC-B).....

**35 (min.)\***

The AGECE-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, the AGECE credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECE-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGECE-B requirements vary by emphasis. Refer to the program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGECE matrix** for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107 AND.....	(3)*
ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	<b>3</b>
C. Mathematical Applications [MA].....	<b>3-5</b>
MAT212 Brief Calculus OR.....	(3)
MAT213 Brief Calculus OR.....	(4)
Higher [MA] designated course.....	(3-5)
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>

## CURRICULUM (AGEC+)

	<b>Credits</b>
CIS105 Survey of Computer Information Systems E. Humanities, Arts and Design [HU]..... Students are encouraged to choose course work from more than one discipline.	<b>6</b>
F. Social-Behavioral Sciences [SB]..... ECN211 Macroeconomics AND ECN212 Microeconomics	<b>6</b>
G. Natural Sciences [SQ/SG]..... The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	<b>8</b>
H. Awareness Areas..... Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See AGECE matrix for current course values.)	<b>0-6</b>
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

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

### **Arizona General Education Curriculum--Science (AGEC-S)..... 36 (min.)\***

The AGECE-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)\*, however, the AGECE credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECE-S may be met with fewer than 36 credits (fewer than 33 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGECE-S requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGECE matrix** for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... ENG101 OR ENG107..... AND ENG102 OR ENG108.....	<b>6*</b> (3)* (3)*
B. Literacy and Critical Inquiry [L]..... Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225	<b>0-3**</b>

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from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See **AGEC matrix** for each course's value(s) in the semester it is taken.)

- C. Mathematical Applications [MA].....  
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. 4-5
- D. Humanities, Arts and Design [HU].....  
For the AGECS, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGEC designations are subject to change. See **AGEC matrix** for each course's value(s) in the semester it is taken.) 6
- E. Social-Behavioral Sciences [SB].....  
For the AGECS, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGEC designations are subject to change. See **AGEC matrix** for each course's value(s) in the semester it is taken.) 6
- F. Natural Sciences [SQ/SG].....  
Students must complete eight (8) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance. 8-10

[(CHM150 or CHM151) & CHM151LL] or  
CHM150AA or CHM151AA General Chemistry I  
AND  
[CHM152 & CHM152LL] or CHM152AA General Chemistry II  
OR  
PHY115 or PHY121 University Physics I  
AND  
PHY116 or PHY131 University Physics II  
OR  
BIO181 or BIO181XT General Biology (Majors) I  
AND  
BIO182 or BIO182XT General Biology (Majors) II  
OR  
GLG101IN Introduction to Geology I - Physical or  
GLG101 Introduction to Geology I - Physical Lecture and  
GLG103 Introduction to Geology I – Physical Lab  
AND  
GLG102IN Introduction to Geology II – Historical or  
GLG102 Introduction to Geology II - Historical Lecture and  
GLG104 Introduction to Geology II – Historical Lab

### Credits

4-5

6

6

8-10



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	<b>Credits</b>
G. Subject Options - Math/Science.....	6-10
Refer to transfer resources, including academic advisement and transfer guides, to select six (6)-ten (10) additional math and/or science credits that meet requirements for selected major.	
Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)	
H. Awareness Areas.....	0-6
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See <b>AGECE matrix</b> for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

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

\*\*0 only if shared with HU or SB

### AGECE Area Requirements Descriptions/Definitions

#### First-Year Composition (FYC)

First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

#### Literacy and Critical Inquiry [L]

In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

#### Mathematical Applications [MA]

The Mathematical 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]

AGECE-A and AGECE-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.

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### **Humanities, Arts and Design [HU]**

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

### **Social-Behavioral Sciences [SB]**

Social-Behavioral Sciences provide scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

### **Natural Sciences [SQ/SG]**

In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena. At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

### **AWARENESS AREAS**

Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGECE requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

### **Cultural Diversity in the United States [C]**

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view 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

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issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

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

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

### Historical Awareness [H]

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

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

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

## ASSOCIATE IN ARTS (AA) DEGREE

**TOTAL CREDITS: 60 – 64**

### Description

The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to the Program (Degree) Search at [curriculum.maricopa.edu/](http://curriculum.maricopa.edu/) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AA degree is governed by the [MCCCD General Academic Policies for Associate Degrees Designed for University Transfer](#).

The Associate in Arts degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)

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- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCDC Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Arts (AA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCDC Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

### Degree Requirements

The requirements for the Associate in Arts (AA) follow. No versions of the Associate in Arts require fewer than a minimum of 60 credits; however, minimum credits for the AA vary by specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas:

**AGEC-A** and the **AGEC matrix**. Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCDC college’s website.

<b>Requirements</b>	<b>Credits</b>
<b>I. Program Prerequisites</b> ..... Program prerequisites for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	<b>Number varies</b>
<b>II. Required Courses</b> ..... Students must complete FYE101 (1) OR FYE103 (3) and select the required courses for the specific Associate in Arts degree emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	<b>Number varies</b>
<b>III. Restricted Electives</b> ..... Restricted electives for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	<b>Number varies</b>
<b>IV. Arizona General Education Curriculum--Arts (AGEC-A)</b> ..... The AGEC-A requires a minimum of 35 credits (32 if FYC is met by	<b>Up to 44</b>

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single transfer course)\*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGEC matrix** for each course's value(s) in the semester it is taken.

	<b>Credits</b>
A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107.....	(3)*
AND ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	<b>3</b>
C. Mathematical Applications [MA].....	<b>3-6</b>
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus(MAT187) or higher [MA]-approved general education course.	
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
E. Humanities, Arts and Design [HU].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>0-6</b>
Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See <b>AGEC matrix</b> for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
<b>V. MCCC Additional Requirements.....</b>	<b>0-6</b>
As noted below, courses in this area may also be applied toward AGEC-A requirements.	
A. Oral Communication .....	(0-3)
COM100 [SB] Introduction to Human Communication OR COM110 [SB] Interpersonal Communication OR	

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COM225 [L] Public Speaking OR COM230 [SB] Small Group Communication (3 credits) OR COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits)	<b>Credits</b>
B. Critical Reading..... CRE101 [L] Critical Reading OR equivalent as indicated by assessment	(0-3)
<b>VI. General Electives.....</b> Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.	<b>0-28</b>
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: <a href="http://aztransfer.com">aztransfer.com</a> , <a href="http://www.maricopa.edu/degrees-certificates/transfer/pathways-partners">www.maricopa.edu/degrees- certificates/transfer/pathways-partners</a> , as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.	
<b>TOTAL.....</b>	<b>60-64**</b>

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

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## ELEMENTARY EDUCATION (AAEE)

**TOTAL CREDITS: 60 - 64**

### Description

The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AAEE degree is governed by the **MCCCD General Academic Policies for Transfer Degrees**.

The Associate in Arts, Elementary Education degree includes the following components:

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- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Arts (AGEC-A)
- IV. MCCCDC Additional Requirements (Oral Communication and Critical Reading)

### Purpose of the Degree

The Associate in Arts, Elementary Education (AAEE) degree is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

### Degree Requirements

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGECA and the AGECA matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCDC college's website.

### Requirements

Requirements	Credits
<b>I. Required Courses.....</b>	<b>18-20</b>
EDU221 Introduction to Education.....	(3)
EDU222 Introduction to the Exceptional Learner.....	(3)
EDU230 Cultural Diversity in Education.....	(3)
FYE101 OR FYE103 Introduction To College, Career And Personal Success.....	(1-3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems.....	(4)
MAT257 Investigating Geometry, Probability, and Statistics.....	(4)
<b>II. Restricted Electives.....</b>	<b>8</b>
A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives.	

Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250..... (3)

Recommended:

- EDU110 Education in Film
- EDU220 Introduction to Serving English Language Learners (ELL)
- EDU236 Classroom Relationships
- EDU/HUM/STO292 The Art of Storytelling

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Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGECA and/or those used to fulfill Required Courses.

Content Area Electives: Select 5 credits from the following:.....

### Credits

(5)

ARH+++ Any ARH Art Humanities course(s)

ART+++ Any ART Art course(s)

BPC+++ Any BPC Business-Personal Computers course(s)

CFS/ECH176 Child Development

CFS205 Human Development

CIS+++ Any CIS Computer Information Systems course(s)

ECN+++ Any ECN Economics course(s)

EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)

EED215 Early Learning: Health, Safety, Nutrition and Fitness OR  
CFS123 Health and Nutrition in Early Childhood Settings AND  
CFS125 SAFETY IN EARLY CHILDHOOD SETTINGS

ENG+++ Any ENG English course(s)

ENH+++ Any ENH English Humanities course(s)

GCU+++ Any GCU Cultural Geography course(s)

GPH+++ Any GPH Physical Geography course(s)

HIS+++ Any HIS History course(s)

MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)

MHL+++ Any MHL Music: History/Literature course(s)

MTC+++ Any MTC Music: Theory/Composition course(s)

POS+++ Any POS Political Science course(s)

THE+++ Any THE Theatre course(s)

THF+++ Any THF Theatre and Film course(s)

THP+++ Any THP Theatre Performance/Production course(s)

Any Foreign Language course(s)

Any Natural Science course(s)

### III. Arizona General Education Curriculum--Arts (AGECA).....

35-44\*

The AGECA requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, prerequisite/required/restricted elective courses may also meet AGECA requirements and credits count once toward the total for the degree. Therefore, the AGECA may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (III) are completed.

Courses applied to meet AGECA requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by



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Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGECE matrix** for each course's value(s) in the semester it is taken.

	<b>Credits</b>
A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107.....	(3)*
AND ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L]- COM225 Public Speaking.....	<b>3</b>
C. Mathematical Applications [MA].....	<b>3-6</b>
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite. (Note that MAT182, MAT206, MAT256, MAT257 do NOT meet this requirement).	
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
BPC110 Computer Usage and Applications OR CIS105 Survey of Computer Information Systems OR EDU/EED115 Digital Literacy for Teaching and Learning in Education EDU/EED115 recommended.	
E. Humanities, Arts and Design [HU].....	<b>6</b>
Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGECE designations are subject to change. See <b>AGECE matrix</b> for each course's value(s) in the semester it is taken.)	
1. Select one of the following ARH, DAH, MHL or THE courses:.....	(3)
ARH100 Introduction to Art OR ARH101 Prehistoric through Gothic Art OR ARH102 Renaissance through Contemporary Art OR DAH100 Introduction to Dance OR DAH201 World Dance Studies OR DAH250 Dance in Popular Culture OR MHL140 Survey of Music History OR MHL145 American Jazz and Popular Music OR MHL146 Survey of Broadway Musicals OR MHL153 Rock Music and Culture OR THE111 Introduction to Theatre OR THE220 Modern Drama AND	
2. Select one of the following EDU, ENH or HUM courses:.....	(3)
EDU/ENH291 Children's Literature (Recommended) OR ENH110 Introduction to Literature OR ENH241 American Literature Before 1860 OR	

## CURRICULUM (AGEC+)

ENH242 American Literature After 1860 OR  
 HUM250 Ideas and Values in the Humanities: Early  
 Civilizations to the Renaissance OR  
 HUM251 Ideas and Values in the Humanities: Renaissance to  
 the Contemporary World

**Credits**

- |    |  |          |  |
|----|--|----------|--|
| F. | Social-Behavioral Sciences [SB].....<br>Note that some of these courses also have Awareness<br>Areas designations and can be used to satisfy [G] and/or [H]<br>requirement as well as [SB]. (AGEC designations are subject<br>to change. See AGECEC matrix for each course's value(s) in the<br>semester it is taken.)   | <b>6</b> |  |
|    | 1. Select one of the following US History/Government courses**<br>These courses satisfy the United States Constitution<br>requirement for state teacher certification.<br>GCU/POS113 United States and Arizona Social Studies OR<br>HIS103 United States History to 1865 OR<br>POS110 American National Government<br>AND  | (3)      |  |
|    | 2. Select one of the following CFS, ECH, GCU, ECN, HIS or PSY<br>course<br>CFS205 Human Development OR<br>CFS/ECH176 Child Development OR<br>ECN211 Macroeconomic Principles OR<br>ECN212 Microeconomic Principles OR<br>GCU121 World Geography I: Eastern Hemisphere OR<br>GCU122 World Geography II: Western Hemisphere OR<br>HIS104 United States History 1865 to Present OR<br>PSY101 Introduction to Psychology<br><br>(CFS/ECH176 recommended) | (3)      |  |
| G. | Natural Sciences [SQ/SG].....<br>The lecture courses selected for Natural Sciences must include<br>or be accompanied by the corresponding laboratory course<br>for a total of 4 credits each. At least four (4) credits must be<br>designated as SQ. Eight (8) credits of SG will not satisfy this<br>requirement.   | <b>8</b> |  |
|    | 1. Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO)<br>AND  | (4)      |  |
|    | 2. Physical Sciences or Earth/Space Sciences: Select four (4)<br>credits of SQ or SG from one of the following prefixes: AGS,<br>ASM, AST, CHM, GPH, GLG, PHS, or PHY  | (4)      |  |

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

## CURRICULUM (AGEC+)

	<b>Credits</b>
H. Awareness Areas.....	<b>0-3</b>
1. Cultural Diversity in the United States [C].....	(0)
Met by EDU222 and EDU230 in Required Courses.	
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
May be met by [HU] and/or [SB] course depending on specific	
courses selected. (AGEC designations are subject to change.	
See <b>AGEC matrix</b> for each course’s value(s) in the semester it	
is taken.)	
<b>IV. MCCC Additional Requirements.....</b>	<b>0-3</b>
These requirements may be shared with other AGECE requirements.	
See the <b>AGEC matrix</b> on aztransfer.com for course designations.	
A. Oral Communication.....	(0)
Met by COM225 in Required Courses.	
B. B. Critical Reading.....	(0-3)
Students may demonstrate proficiency through assessment.	
CRE101 [L] Critical Reading OR equivalent as indicated by	
assessment	
<b>TOTAL.....</b>	<b>60-64**</b>

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

\*\*State certification requirements include courses on the constitutions of U.S. and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

\*\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

### ASSOCIATE IN ARTS, FINE ARTS (AAFA) DEGREE

**Description**

The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The AAFA degree is governed by the **MCCC General Academic Policies for associate degrees designed for university transfer.**

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

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCC Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

# CURRICULUM (AGEC+)

## Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCDC Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

## Degree Requirements

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: **AGEC-A** and the **AGEC matrix**. Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on maricopa.edu and on each MCCCDC college’s website.

## Requirements

<p><b>I. Program Prerequisites</b>.....</p> <p>Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.</p>	<p><b>Credits</b> <b>Number varies</b></p>
<p><b>II. Required Courses</b>.....</p> <p>Students must complete FYE101 or FYE103 and select the required (major-specific) courses for the Associate in Arts Fine Arts degree by the specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis. Number varies</p>	<p><b>Number varies</b></p>
<p><b>III. Restricted Electives</b>.....</p> <p>Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis, and are not required for versions of the degree without a specific emphasis. (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.</p>	<p><b>Number varies</b></p>
<p><b>IV. Arizona General Education Curriculum--Arts (AGEC-A)</b>.....</p> <p>The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*. However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met</p>	<p><b>up to 44</b></p>

## CURRICULUM (AGEC+)

by single transfer course)\* as long as all requirements listed in this section (IV) are completed.

### Credits

Courses applied to meet AGECE-A requirements vary by emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGECE matrix** for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107.....	(3)*
AND ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	<b>3</b>
C. Mathematical Applications [MA].....	<b>3-6</b>
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or higher [MA]-approved general education course.	
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
E. Humanities, Arts and Design [HU].....	<b>6</b>
F. Social-Behavioral Sciences [SB].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>0-6</b>
I. Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See AGECE 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)
<b>V. MCCC Additional Requirements.....</b>	<b>0-6</b>
These requirements may be shared with other AGECE requirements. See the <b>AGECE matrix</b> on <a href="http://www.aztransfer.com">www.aztransfer.com</a> for course designations.	
A. Oral Communication.....	(0-3)

## CURRICULUM (AGEC+)

Refer to emphasis area (Art, Dance, Music, Musical Theatre, Theatre) for specific COM course required from the following:  
 COM100 [SB] Introduction to Human Communication OR  
 COM110 [SB] Interpersonal Communication OR  
 COM225 [L] Public Speaking OR  
 COM230 [SB] Small Group Communication (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits)

**Credits**

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

**VI. General Electives..... 0-25**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of “C” or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: [www.aztransfer.com](http://www.aztransfer.com), [maricopa.edu/transfer/partners](http://maricopa.edu/transfer/partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

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

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

### ASSOCIATE IN SCIENCE (AS) DEGREE

**TOTAL CREDITS: 60-64**

#### **Description**

The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example,

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Associate in Science, Emphasis in Physics). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 is required to earn the degree. The AS degree is governed by the MCCC General Academic Policies for Transfer Degrees.

The Associate in Science degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Science (AGEC-S)
- V. MCCC Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Science (AS) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCC Associate in Science (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://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 AGECS does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGECA and AGECS, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGECS’s Core Area. The credits for such a “shared” course are only counted one time toward the required minimum for the degree.

### Degree Requirements

The requirements for the Associate in Science follow. All versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: **AGECS** 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 MCCC college’s website.

### Requirements

- I. **Program Prerequisites**.....  
Program prerequisites for the Associate in Science degree vary by

**Credits  
Number varies**

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specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**II. Required Courses.....**

Students must complete FYE 101 (1) or FYE 103 (3) and select the required courses for the specific Associate in Science degree emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**III. Restricted Electives.....**

Restricted electives for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**IV. Arizona General Education Curriculum—Science (AGEC-S).....**

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)\*. However, prerequisite/required/restricted elective courses may also meet AGEC-S requirements and credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (33 if FYC is met by single transfer course)\* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGEC matrix** for each course’s value(s) in the semester it is taken.

A. First-Year Composition [FYC].....

ENG101 OR ENG107.....

AND ENG102 OR ENG108.....

B. Literacy and Critical Inquiry [L].....

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See **AGEC matrix** for each course’s value(s) in the semester it is taken.)

C. Mathematical Applications [MA].....

**Credits**

**Number varies**

**Number varies**

**up to 56**

**6\***

**(3)\***

**(3)\***

**0-3\*\***

**4-5**



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	<b>Credits</b>
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].....	<b>6</b>
For the AGECS, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See <b>AGEC matrix</b> for each course's value(s) in the semester it is taken.)	
E. Social-Behavioral Sciences [SB].....	<b>6</b>
For the AGECS, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See <b>AGEC matrix</b> for each course's value(s) in the semester it is taken.)	
F. Natural Sciences [SQ/SG].....	<b>8-10</b>
Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance.	
[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I AND [CHM152 & CHM152LL] or CHM152AA General Chemistry II OR PHY115 or PHY121 University Physics I AND PHY116 or PHY131 University Physics II OR BIO181 or BIO181XT General Biology (Majors) I AND BIO182 or BIO182XT General Biology (Majors) II OR GLG101IN Introduction to Geology I - Physical or GLG101 Introduction to Geology I - Physical Lecture and GLG103 Introduction to Geology I - Physical Lab AND GLG102IN Introduction to Geology II - Historical or GLG102 Introduction to Geology II - Historical Lecture and GLG104 Introduction to Geology II - Historical Lab	
G. Subject Options - Math/Science .....	<b>6-10</b>
Refer to transfer resources, including academic advisement and transfer guides, to select six (6)- ten (10) additional math and/or	

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science credits that meet requirements for selected major.

**Credits**

Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

- H. Awareness Areas..... **0-6**  
 Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See **AGECE matrix** for current course values.)
  - 1. Cultural Diversity in the United States [C]..... (0-3)
  - 2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

**V. MCCCD Additional Requirements..... 0-6**

Some courses in this area have [SB] and [L] designations and may also be applied to the corresponding AGECE requirements. See the **AGECE matrix** on [aztransfer.com](http://aztransfer.com) for course designations.

- A. Oral Communication..... (0-3)  
 COM100 [SB] Introduction to Human Communication OR  
 COM110 [SB] Interpersonal Communication OR  
 COM225 [L] Public Speaking OR  
 COM230 [SB] Small Group Communication (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits)
- B. Critical Reading..... (0-3)  
 CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**VI. General Electives..... 0-28**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of “C” or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution

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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](http://aztransfer.com), [maricopa.edu/transfer/partners](http://maricopa.edu/transfer/partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**TOTAL..... 60-64\*Credits**

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

\*\* (0 only if shared with HU or SB)

\*\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## ASSOCIATE IN BUSINESS-GENERAL REQUIREMENTS (ABUS-GR) DEGREE

**TOTAL CREDITS: 62-72**

### Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree. The Associate in Business-General Requirements degree is governed by the **MCCCD General Academic Policies for Transfer Degrees**.

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor's degrees at Arizona's public universities, refer to the **AZTransfer Business Matrix**. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Business (AGEC-B)
- IV. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

### Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech

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- requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously:(Awareness Area(s), other AGECE-B requirements), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

### Degree Requirements

The courses required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education 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 MCCC college's website.

### Requirements

Requirements	Credits
<b>I. Required Courses.....</b>	<b>22-28</b>
Accounting.....	<b>(6-9)</b>
ACC111 Accounting Principles AND	
ACC230 Uses of Accounting Information I AND	
ACC240 Uses of Accounting Information II	
OR	
ACC211 Financial Accounting AND	
ACC212 Managerial Accounting	
OR	
ACC111 Accounting Principles I AND	
ACC112 Accounting Principles II AND	
ACC212 Managerial Accounting	

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

ECN211 [SB] Macroeconomic Principles.....	(3)
ECN212 [SB] Microeconomic Principles.....	(3)
FYE101 OR FYE103 Introduction To College, Career And Personal Success.....	(1-3)
GBS205 Legal, Ethical, and Regulatory Issues in Business.....	(3)
GBS221 Business Statistics.....	(3)
Quantitative Methods.....	(3-4)
GBS220 Quantitative Methods in Business OR	
MAT217 or MAT218 Mathematical Analysis for Business	

Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218.

Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.

Students planning to transfer to the University of Arizona should take GBS220.

<b>II. Restricted Electives.....</b>	<b>0-6</b>
Complete six (6) credits from the following options. Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGECE) requirements simultaneously. See	

## CURRICULUM (AGEC+)

the **AGEC matrix** on [aztransfer.com](http://aztransfer.com) for course designations. AGEC designations are subject to change. See **AGEC matrix** for each course's value(s) in the semester it is taken.

CIS114DE	Excel Spreadsheet.....	(3)
CIS133DA	Internet/Web Development Level I.....	(3)
CIS162AD	C#: Level I.....	(3)
GBS110	Human Relations in Business and Industry OR	
MGT251	Human Relations in Business.....	(3)
GBS151	Introduction to Business (Recommended).....	(3)
GBS220	Quantitative Methods in Business (If course is used to satisfy Required Courses, it cannot be used to satisfy Restricted Electives.).....	(3)
GBS233	Business Communication.....	(3)
IBS101	Introduction to International Business.....	(3)
MGT253	Owning and Operating a Small Business.....	(3)
MKT271	Principles of Marketing.....	(3)
PAD100	21st Century Public Policy and Service.....	(3)
REA179	Real Estate Principles I.....	(3)
REA180	Real Estate Principles II.....	(3)
REA201	Real Estate Principles I and II.....	(6)
SBU200	Society and Business.....	(3)

### Credits

### III. Arizona General Education Curriculum - Business (AGEC-B).....

29 to 37\*

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*. However, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 (fewer than 32 if FYC is met by single transfer course)\* credits as long as all requirements listed in this section (III) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGEC matrix** for each course's value(s) in the semester it is taken.

A.	First-Year Composition [FYC].....	6*
	ENG101 OR ENG107 AND.....	(3)*
	ENG102 OR ENG108.....	(3)*
B.	Literacy and Critical Inquiry [L].....	(0-3)
	May Be Met By GBS 233 in the Restricted Electives Area.	
C.	Mathematical Applications [MA].....	(3-5)
	MAT212 Brief Calculus OR	

## CURRICULUM (AGEC+)

	<b>Credits</b>
MAT213 Brief Calculus OR Higher General Education Courses in the Mathematical Applications [MA] Area	
D. Computer/Statistics/Quantitative Applications [CS].....	<b>(3)</b>
CIS105 Survey of Computer Information Systems	
E. Humanities, Arts and Design [HU].....	<b>(4)</b>
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	<b>(3-5)</b>
Met by Required Courses ECN211 AND ECN212	
G. Natural Sciences [SQ/SG].....	<b>3</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>6</b>
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See <b>AGECE matrix</b> for current course values.)	
1. Cultural Diversity in the United States [C].....	<b>0</b>
2. Global Awareness [G] OR Historical Awareness [H].....	<b>8</b>

***Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:***

Any course that transfers to ASU in the SOC prefix and carries the [SB] designation

Any course that transfers to ASU in the PSY prefix and carries the [SB] designation

COM100 Introduction to Human Communication (3) OR

COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) OR

COM259 Communication in Business and Professions (3)

Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

### **IV. General Electives..... 0-6**

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate

## CURRICULUM (AGEC+)

Degree Academic Policies for further details, limitations, and guidelines.

### Credits

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HIS ELC for a history elective), or general electives (GEN ELC) that are numbered 100 level or higher, and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**TOTAL..... 62\*\***

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

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## ASSOCIATE IN BUSINESS-SPECIAL REQUIREMENTS (ABUS-SR) DEGREE

**TOTAL CREDITS: 62-71**

### Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of C or higher are required to earn the degree.

This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona’s public universities. With a bachelor’s degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Business-Special Requirements degree includes the following components:

- I. Required Courses
- II. Arizona General Education Curriculum for Business (AGEC-B)
- III. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business’ Computer Information Systems majors at Arizona’s public universities. Other

## CURRICULUM (AGEC+)

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 MCCCDC Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously: Awareness Area(s), other AGECE-B requirements, and/or Required Courses (Common Lower Division Requirements). Credits are counted once toward the total for the degree.

### Degree Requirements

The courses 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:

**AGECE-B** and the **AGECE matrix**. Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on each MCCCDC college’s website.

### Requirements

	<b>Credits</b>
<b>I. Required Courses.....</b>	<b>28-</b>
Accounting.....	(6-9)
ACC111 Accounting Principles AND	
ACC230 Uses of Accounting Information I AND	
ACC240 Uses of Accounting Information II	
OR	
ACC211 Financial Accounting AND	
ACC212 Managerial Accounting	
OR	
ACC111 Accounting Principles I AND	
ACC112 Accounting Principles II AND	
ACC212 Managerial Accounting	
Some of the following courses can be used to satisfy both this requirement and an AGECE-B requirement. AGECE designations are subject to change. See <b>AGECE matrix</b> for each course’s value(s) in the semester it is taken.	
ECN211 [SB] Macroeconomic Principles.....	(3)
ECN212 [SB] Microeconomic Principles.....	(3)
FYE101 OR FYE103 Introduction To College, Career And Personal Success.....	(1-3)
GBS205 Legal, Ethical, and Regulatory Issues in Business.....	(3)
GBS221 Business Statistics.....	(3)
CIS162AD C#: Level 1.....	(3)
CIS250 Management of Information Systems.....	(3)
Quantitative Methods.....	(3-4)
GBS220 Quantitative Methods in Business OR	
MAT217 or MAT218 Mathematical Analysis for Business	



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Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218.

Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.

Students planning to transfer to the University of Arizona should take GBS220.

### Credits

#### II. Arizona General Education Curriculum- Business (AGEC-B).....

29-37\*

The AGECE-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*. However, Required and Restricted elective courses may also meet AGECE-B requirements and credits count once toward the total for the degree. Therefore, the AGECE-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (II) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements or Required Course(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See **AGECE matrix** for each course's value(s) in the semester it is taken.

C. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107 AND.....	(3)*
ENG102 OR ENG108.....	(3)*
D. Literacy and Critical Inquiry [L].....	<b>3</b>
E. Mathematical Applications [MA].....	<b>3-5</b>
MAT212 Brief Calculus OR.....	(3)
MAT213 Brief Calculus OR.....	(4)
Higher General Education Courses in the Mathematical Applications [MA] Area.....	(3-5)
F. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
1. CIS105 Survey of Computer Information Systems	
E. Humanities, Arts and Design [HU].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	<b>0</b>
Met by Required Courses ECN211 AND ECN212	
G. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>0-6</b>
Courses may be used to satisfy other AGECE requirements and one or	

## CURRICULUM (AGEC+)

more Awareness Area(s). (See AGECEC matrix for current course values.)

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

### Credits

(0-3)

(0-3)

**Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:**

Any course that transfers to ASU in the SOC prefix and carries the [SB] designation

Any course that transfers to ASU in the PSY prefix and carries the [SB] designation

COM100 Introduction to Human Communication (3) OR

COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) OR

COM259 Communication in Business and Professions (3)

Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

### III. General Electives.....

0-6

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

### TOTAL.....

62\*\*

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

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\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

### ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE AND GENERAL EDUCATION REQUIREMENTS

#### 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 degree allows students to apply any course numbered 100 or above, including some that are not transferable to the Arizona public universities and may not be transferable to other universities, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university to pursue a bachelor's degree, this degree may be less appropriate than other associate degrees offered (Associate in Arts; Associate in Arts, Elementary Education; Associate in Arts, Fine Arts; Associate in Business-General Requirements; Associate in Business-Special Requirements; Associate in Science; and all emphases under these degrees), by the Maricopa Community Colleges.

#### Academic Policies that Govern the Associate in General Studies Degree:

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9). First Year Experience is required (FYE 101 OR FYE 103)
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and underscored** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Credits transferred from outside of MCCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.
- Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelor degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

## CURRICULUM (AGEC+)

### Summary of Degree Requirements:

Details on how to identify courses approved for each of the different categories is described following the outline.

FYE101 Introduction to College, Career and Personal Success (1) OR  
 FYE103 Exploration of College, Career and Personal Success (3)

### Credits

<b>I. MCCCD General Education .....</b>	<b>35-48*</b>
Core Areas.....	<b>13-19</b>
1. First-Year Composition.....	<b>6*</b>
ENG101 OR ENG107 AND ENG102 OR ENG108	
2. Mathematics .....	<b>3-6</b>
3. Computer Usage .....	<b>1</b>
4. Oral Communication .....	<b>3</b>
COM100 Introduction to Human Communication OR COM110 Interpersonal Communication OR COM225 Public Speaking OR COM230 Small Group Communication (3 credits) OR COM100AA & COM100AB & COM100AC (3 credits) OR COM110AA & COM110AB & COM110AC (3 credits)	
5. Critical Reading .....	<b>0-3</b>
Students may demonstrate proficiency through assessment. CRE101 Critical Reading OR equivalent as indicated by assessment	
<b>Distribution Areas.....</b>	<b>22-29</b>
1. Humanities, Arts and Design .....	<b>9</b>
Students are encouraged to choose course work from more than one discipline.	
2. Social-Behavioral Sciences.....	<b>6-9</b>
Students are encouraged to choose course work from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.	
3. Natural Sciences.....	<b>7-8</b>
Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.	
4. Literacy and Critical Inquiry .....	<b>0-3</b>
Literacy requirement may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or	

## CURRICULUM (AGEC+)

[Critical Reading and Literacy and Critical Inquiry] requirements.

**Credits**

### II. General Electives .....

**13-26**

Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

### Associate in General Studies Total Credits:.....

**60-64**

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

All courses listed meet AGS requirements as specified. Courses in ***Purple Italic Underline*** also meet Arizona General Education Curriculum AGECE requirements.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

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## AGS GENERAL EDUCATION CORE (16 credits - grade of "C" or better)\*

### First-Year Composition (6 credits)\*

ENG English ***[101, 107] & [102, 108]***

### Oral Communication (3 credits)

COM Communication ***100, 100AA & 100AB & 100AC, 110, 110AA & 110AB & 110AC, 225, 230***

### Critical Reading (3 credits)

CRE Critical Reading ***101*** or Equivalent as indicated by assessment

### Mathematics (3 credits)

MAT Mathematics 112, 114, 115, 120, 121, 122, 126, ***140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187,*** 206, ***212, 213, 217, 218, 220, 221, 225, 227, 230, 231, 240, 241,*** 256, 257, ***261, 276, 277,***

Equivalent course/ Satisfactory completion of a higher level Mathematics course.

### Computer Usage (1 credit)

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

ACC Accounting 115

ADA Advertising Arts 169, 175, 177, 183, 283, 289

AJS Administration of Justice Studies 205

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***

## CURRICULUM (AGEC+)

### (Computer Usage Continued)

(and except 159, 162AC, 217AM, 259, )

CSC	Computer Science Any CSC Course(s), including <u>100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180, 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283</u> (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
CTR	Court Reporting 101, 102
DFT	Drafting Technology <u>105AA**</u> , 254AA <b>**Must be taken with CSC100AA or AB to meet AGECE value</b>
ECH	Early Childhood Education 238
EDU	Education <u>115</u>
EED	Early Education <u>115</u>
EEE	Electrical Engineering <u>120</u>
ELE	Electronic 131, 181, 241, 243, 245
ELT	Electronic Technology 131, 243
ENG	English 100AE
FON	Food & Nutrition 100
GBS	General Business <u>221</u>
GIS	Geographic Information Science <u>205, 211</u>
HRM	Hotel Restaurant Management 126
JRN	Journalism 133
LAS	Paralegal Studies 229
MAT	Mathematics <u>206</u>
MTC	Music Theory/Composition <u>180</u> , 191
NET	Networking Technology 181
OAS	Office Automation Systems 111AA
PSY	Psychology <u>230</u>
SWU	Social Work <u>225</u>

### AGS GENERAL EDUCATION DISTRIBUTION AREAS

(28-29 credits – grade of “D” or better)

#### Humanities, Arts and Design (9 credits)

Students are encouraged to choose courses from more than one discipline.

AHU	Arabic Humanities <u>245</u>
AIS	American Indian Studies <u>213</u>
AJS	Administration of Justice Studies <u>123</u>
ARH	Art Humanities Any ARH Course(s), including <u>100, 101, 102</u> , 109, 110, 112, <u>115, 118, 145, 201, 203, 204, 217</u> , 216, 240, 250
ART	Art 131
ASB	Anthropology <u>211, 214, 220, 222, 223, 253</u>
CCS	Chicana and Chicano Studies <u>101</u>
COM	Communication <u>241</u>
CON	Construction <u>101(formerly CNS101)</u>
DAH	Dance Humanities <u>100, 201, 250, 255</u>
EDU	Education <u>230 (eff. Spring '22), 291, 292, 294</u>
ENG	English <u>200, 213, 218</u>
ENH	English Humanities Any ENH Course(s), including <u>110</u> , 111, <u>112, 113, 114</u> , 117, 130, <u>140AA, 190, 201, 202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251</u> , 253, <u>254, 255, 256, 259, 260, 275</u> , 277, <u>277AG</u> , 277AA-AK, <u>280, 284, 285, 291, 294, 295</u> (and except 250)

## CURRICULUM (AGEC+)

FRE	French <a href="#">265</a>
GST	Game Studies <a href="#">202</a>
HCR	Health Care Related <a href="#">210</a>
HIS	History <a href="#">101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252</a>
HON	Honors <a href="#">190</a>
HUM	Humanities Any HUM course(s), including <a href="#">100, 101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292</a> , 295 (and except 120, 225)
INT	Interior Design <a href="#">115, 120</a>
LAT	Latin <a href="#">201, 202</a>
MHL	Music: History/Literature <a href="#">140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295</a>
PHI	Philosophy Any PHI Course(s), including <a href="#">101, 103, 104, 105, 201, 212, 213</a> , 214, 215, <a href="#">216, 218, 224, 233AA, 233AB</a> , 233AC, <a href="#">244, 245</a> , 250, <a href="#">251</a> , 282AC
REL	Religious Studies Any REL Course(s), 100, <a href="#">101, 151, 200, 202, 203, 205, 206, 207, 210</a> , 211, <a href="#">212</a> , 213, 214, 218, 223, <a href="#">225</a> , 230, 240, <a href="#">244, 245, 248, 250, 251, 270, 271</a> , 277, 292, 294, 295, 282AA-AC, <a href="#">290, 291</a>
SLC	Studies in Language & Culture <a href="#">201, 202</a>
SPA	Spanish <a href="#">241, 242, 265, 266</a>
SPH	Spanish Humanities <a href="#">241, 245</a>
SSH	Sustainability/Social Sciences and Humanities <a href="#">111</a>
STO	Storytelling <a href="#">292, 294</a>
SWU	Social Work <a href="#">183</a>
TEC	Textiles and Clothing <a href="#">105</a>
THE	Theater <a href="#">111, 220</a>
THF	Theatre and Film <a href="#">205, 206, 210</a>
THP	Theater/Performance/Production <a href="#">217, 241</a>
WST	Women's Studies <a href="#">209, 284, 285, 290</a>

### Social-Behavioral Sciences (6-9 credits)

Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

AFR	African American Studies <a href="#">202, 203, 204</a>
AIS	American Indian Studies <a href="#">101, 140, 141</a> , 160
AJS	Administration of Justice Studies <a href="#">101</a> , 119, <a href="#">200, 225, 258</a> , 270
ASB	Anthropology <a href="#">100, 102, 202, 211, 222, 223, 226, 230, 235, 252</a>
ASM	Anthropology <a href="#">104/275</a>
BHS	Behavioral Health Services Technology <a href="#">150, 210</a>
CCS	Chicana and Chicano Studies <a href="#">202</a>
CFS	Child/Family Studies <a href="#">112, 157, 159, 176, 205, 235, 259</a>
COM	Communication <a href="#">100, 100AA&amp;100AB&amp;100AC, 110, 110AA&amp;110AB&amp;110AC, 163, 230, 250, 263</a>
CPD	<a href="#">180</a>
ECH	Early Childhood Education <a href="#">176</a>
ECN	Economics <a href="#">160, 211, 212, 213, 250</a>
EDU	Education <a href="#">221, 222</a>
EED	Early Education <a href="#">200, 205, 222</a>
EMT	Emergency Medical Technology <a href="#">258</a>
ENG	English <a href="#">213</a>
FOR	Forensic Science <a href="#">275</a>

## CURRICULUM (AGEC+)

### (Social-Behavioral Sciences Continued)

FSC	Fire Science Technology <a href="#">258</a>
GCU	Cultural Geography <a href="#">102, 113, 121, 122, 141, 221</a>
HES	Health Science <a href="#">100</a>
HIS	History any HIS Course(s), including <a href="#">100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 140, 145, 173, 190, 201, 203, 204, 209</a> , 240, <a href="#">241, 242, 273, 277</a> (and except 111, 170, 251, 252)
HON	Honors <a href="#">201</a>
HUM	Humanities <a href="#">235</a>
IBS	International Business <a href="#">109</a>
IFS	Information Studies <a href="#">201, 210, 213</a>
MCO	Mass Communications 120
MGT	Management <a href="#">229, 230</a>
PAD	Public Administration <a href="#">200</a>
POS	Political Science Any POS course(s), including <a href="#">100</a> , 101, <a href="#">110, 113, 114, 115, 120, 125, 130, 140</a> , 180, <a href="#">210, 221, 222, 223</a> , 281AB, 282AA-AC, <a href="#">285</a>
PSY	Psychology <a href="#">101</a> , 123, <a href="#">132</a> , 156, <a href="#">157, 215, 218, 225, 235, 240, 241, 243, 250, 260, 262, 266, 277, 280, 292</a>
REC	Recreation <a href="#">120</a>
SBU	Society and Business <a href="#">200</a>
SLC	Studies in Language & Culture <a href="#">201</a>
SOC	Sociology Any SOC course(s), including <a href="#">101, 110, 130, 141, 157, 180, 212, 220, 241, 251, 266, 270</a> (and except 143, 245, 253, 265)
SSH	Sustainability/Social Sciences and Humanities <a href="#">111</a>
SUS	Sustainability/Natural Sciences <a href="#">110</a>
SWU	Social Work <a href="#">171, 182, 250, 258, 295</a>
TEC	Textiles and Clothing <a href="#">105</a>
WED	Wellness Education <a href="#">110</a>
WST	Women's Studies <a href="#">100, 161</a>
YAQ	Yaqui Indian History and Culture <a href="#">100</a>

### 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 <a href="#">164, 260</a>
ASB	Anthropology <a href="#">231</a>
ASM	Anthropology <a href="#">104, 265, 275</a>
AST	Astronomy <a href="#">101, 106, 111, 112</a>
BIO	Biology <a href="#">100, 101, 102, 105, 107, 108, 109, 111, 145</a> , 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, <a href="#">156, 156XT, 160, 181, 181XT, 182, 182XT, 201, 201XT, 202, 205, 241</a>
CHM	Chemistry <a href="#">107&amp;107LL, 130&amp;130LL, 130AA, 150&amp;151LL, 150AA, 151&amp;151LL, 151AA, 152&amp;152LL, 152AA, 154&amp;154LL, 230&amp;230LL</a>
CON	Construction <a href="#">106</a> (formerly CNS106)
ENV	Environmental Sciences <a href="#">101</a>
FON	Food and Nutrition <a href="#">241&amp;241LL</a>
FOR	Forensic Science <a href="#">105, 106, 275</a>
GLG	Geology <a href="#">101&amp;103, 101IN, 102&amp;104, 102IN, 105, 106, 110&amp;111, 110IN</a> , 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH	Physical Geography <a href="#">111&amp;112, 113, 211, 212&amp;214, 213&amp;215</a>
PHS	Physical Science <a href="#">110, 115, 120</a>



## CURRICULUM (AGEC+)

PHY Physics [101](#), [101AA](#), [111](#), [111AA](#), [112](#), [115](#), [116](#), [121](#), [131](#)  
PSY Psychology [275](#), [290AB](#), [290AC](#)

### Literacy and Critical Inquiry (0-3 credits)

Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS American Indian Studies [203](#), [213](#)  
COM Communication [222](#), [225](#), [241](#)  
CPD Counseling and Personal Development [160](#)  
CRE Critical Reading [101](#), [201](#)  
CUL Culinary Arts [223](#)  
DAH Dance Humanities [255](#)  
EDU Education [282AC](#)  
ENG English [111](#), [200](#), [215](#), [216](#), [217](#), [218](#)  
ENH English Humanities [241](#), [254](#), [255](#), [277AG](#)  
EXS Exercise Science [290](#)  
FON Food and Nutrition [225](#)  
GBS General Business [233](#)  
GPH Physical Geography [267](#)  
HUM Humanities [225](#), [235](#), [250](#), [251](#)  
IFS Information Studies [201](#)  
JRN Journalism [201](#), [234](#)  
MCO Mass Communications [220](#)  
MHL Music: History/Literature [204](#)  
PHI Philosophy [103](#), [218](#), [224](#), [244](#)  
POS Political Science [115](#)  
PSY Psychology [290AB](#), [290AC](#)  
REL Religious Studies [203](#), [205](#), [207](#), [244](#)  
SLC Studies in Language & Culture 202  
THE Theatre [220](#)  
THP Theatre Performance/Production [241](#)

Elective Courses (15-22 credits) May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

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

## ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE AND GENERAL EDUCATION REQUIREMENTS

### TOTAL CREDITS: 45-53

#### Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

## CURRICULUM (AGEC+)

### Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCDC colleges and can be searched **alphabetically** or by **field of interest**. Requirements for each degree can be found on the linked web pages and in the corresponding college(s)'s catalog.

### Academic Policies that Govern the AAS degree:

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;
- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9). First Year Experience required (FYE 101 OR FYE 103)
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses.

### AAS GENERAL EDUCATION CORE (12-15 credits)\*

Demonstrate college-level skills in the following areas:

#### First-Year Composition (6 credits)\*

ENG English [101/107] & [102/108/111]

#### Oral Communication (3 credits)

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

#### Critical Reading (3 credits)

CRE Critical Reading 101 or Equivalent as indicated by assessment

#### Mathematics (3 credits)

MAT Mathematics 112/114/115/120/121/122/126/140/141/142/145/146/150/MAT150&182/151/MAT151&182/152/152&182/155/155&182/156/156&182/172/187/206/212/213/217/218/220/221/225/227/230/231/240/241/256/257/261/276/277/  
equivalent course/Satisfactory completion of a higher level mathematics course

### AAS GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

#### Humanities, Arts and Design (2-3 credits)

## CURRICULUM (AGEC+)

AHU	Arabic Humanities 245
AIS	American Indian Studies 213
AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s)
ART	Art 131
ASB	Anthropology 211/214/220/222/223/253
CCS	Chicana and Chicano Studies 101
COM	Communication 241
CON	Construction 101 (formerly CNS 101)
DAH	Dance Humanities 100/201/250/255
EDU	Education 230 (Eff. Spring '22)/291/292/294
ENG	English 200/213/218
ENH	English Humanities Any ENH Course(s)
FRE	French 265
GST	Game Studies 202
HCR	Health Care Related 210
HIS	History 101/102/103/108/110/111/113/114/203/212/251/252
HON	Honors 190
HUM	Humanities Any HUM course(s) (except 120, 225)
INT	Interior Design 115/120
LAT	Latin 201/202
MHL	Music: History/Literature 140/143/145/146/153/155/194/204/241/242/295
PHI	Philosophy Any PHI Course(s)
REL	Religious Studies Any REL Course(s)
SLC	Studies in Language & Culture 201/202
SPA	Spanish 241/242/265/266
SPH	Spanish Humanities 241, 245
SSH	Sustainability/Social Sciences and Humanities 111
STO	Storytelling 292/294
SWU	Social Work 183
TEC	Textiles and Clothing 105
THE	Theatre 111/220
THF	Theatre and Film 205/206/210
THP	Theatre Performance/Production 217, 241
WST	Women's Studies 209/284/285/290

### **Social-Behavioral Sciences (3 credits)**

AFR	African American Studies 202/203/204
AIS	American Indian Studies 101/140/141/160
AJS	Administration of Justice Studies 101/200/225/258/270
ASB	Anthropology 100/102/202/211/222/223/226/230/235/252
ASM	Anthropology 104/275
BHS	Behavioral Health Services Technology 150, 210
CCS	Chicana and Chicano Studies 202
CFS	Child/Family Studies 112/157/159/176/205/235/259
COM	Communications 100/100AA&100AB&100AC/110/110AA&110AB & 110AC/ 163/230/250/263
CPD	Counseling and Personal Development 180
ECH	Early Childhood Education 176
ECN	Economics Any ECN course(s)

## CURRICULUM (AGEC+)

### (Social-Behavioral Sciences Continued)

EDU	Education 221/222
EED	Early Education 200/205/222
EMT	Emergency Medical Technology 258
ENG	English 213
FOR	Forensic Science 275
FSC	Fire Science 258
GCU	Cultural Geography 102/113/121/122/141/221
HES	Health Science 100
HIS	History Any HIS course(s) (except 111,170, 251, 252)
HON	Honors 201
HUM	Humanities 235
IBS	International Business 109
IFS	Information Studies 201, 210, 213
MCO	Mass Communications 120
MGT	Management 229/230
PAD	Public Administration 200
POS	Political Science Any POS course(s)
PSY	Psychology 101/123/132/156/157/215/218/ 225/235/240/241/243/250/260/262/266/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language & Culture 201
SOC	Sociology Any SOC course(s) (except 143, 245, 253, 265)
SSH	Sustainability/Social Sciences and Humanities 111
SUS	Sustainability/Natural Sciences 110
SWU	Social Work 171/182/250/258/295
TEC	Textiles and Clothing 105
WED	Wellness Education 110
WST	Women's Studies 100/161
YAQ	Yaqui Indian History and Culture 100

### Natural Sciences (4 credits)

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

AGS	Agricultural Science 164, 260
ASB	Anthropology (Soc/Behv. Science) 231
ASM	Anthropology (Science/Math) 104/265/275
AST	Astronomy 101/106/111/112
BIO	Biology 100/101/102/105/107/108/109/111/145/149AN/156/156XT/160/181/181XT/182/182XT/201/201XT/202/205/241
CHM	Chemistry 107&107LL/130&130LL/130AA/150AA/150&151LL/151AA/151&151LL/152AA/152&152LL/154&154LL/230&230LL
CON	Construction 106 (formerly CNS106)
ENV	Environmental Sciences 101
FON	Food and Nutrition 241&241LL
FOR	Forensic Science 105/106/275
GLG	Geology Any GLG course(s)
GPH	Physical Geography 111&112/113/211/212&214/ 213&215

## CURRICULUM (AGEC+)

PHS	Physical Science 110/115/120
PHY	Physics 101/101AA/111/111AA/112/115/116/ 121/131
PSY	Psychology 275/290AB/290AC

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

## ACADEMIC CERTIFICATE (AC)

### Purpose of the Academic Certificate

The Maricopa County Community College District Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in the specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See AGECEC matrix for current course values.)

### Academic Policies that Govern the Academic Certificate:

- Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;
- Requires a cumulative GPA of 2.0 or better in required courses for completion;
- Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;
- Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
- May have admission criteria established by the college if and when appropriate;
- Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the CCTA web site.

## 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,

## CURRICULUM (AGEC+)

the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **MCCCD Required Background Checks**

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07

([azleg.gov/ars/41/01758-07.htm](http://azleg.gov/ars/41/01758-07.htm)).

Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

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

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

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification
3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:

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- A. Violent crimes
- B. Sex crime of any kind including nonconsensual 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
- P. Any misdemeanor controlled substance conviction in last 7 years
- Q. Any other misdemeanor conviction within last 3 years

**EXCEPTIONS:** Any misdemeanor traffic (DUI is not considered traffic).

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

MCCCDC 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 MCCCDC’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCDC’s or a clinical agency’s standards will result in removal from a program.

### **Additional Clinical Agency Background Check**

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

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

## **CURRICULUM (AGEC+)**

### **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 Approval from the Chancellor, June 1, 2017**





## COMMON PAGES OF CATALOG

## **Catalog Common Pages 2022-2023**

### **MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

#### **2.2.2 Admission Information**

**AMENDED through the Administrative Regulation Process, May 24, 2022; 2.2.2 Admission Information AMENDED through the Administrative Regulation Process, May 24, 2022; 2.2.6 Academic Advising and New Student Orientation**

**AMENDED through the Administrative Regulation Process, May 24, 2022; 2.3.3 Grading AMENDED through the Administrative Regulation Process, May 24, 2022; 2.3.9 General Graduation Requirements**

**AMENDED through the Administrative Regulation Process, May 24, 2022; 2.3.11 Academic Misconduct AMENDED through the Administrative Regulation Process, May 24, 2022; 2.5.1 Conduct Standards and Authority**

**AMENDED through the Administrative Regulation Process, May 24, 2022; 2.5.2 Student Conduct Code**

**AMENDED through the Administrative Regulation Process, May 24, 2022; Appendix S-5 Student Financial Assistance**

**AMENDED through the Administrative Regulation Process, May 24, 2022**

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site: [district.maricopa.edu/regulations](http://district.maricopa.edu/regulations)

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

#### **2.4.1 General Statement**

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

#### **2.4.2 Nondiscrimination (see 5.1.1 Maricopa EEO Policy)**

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

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer all HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will be administered without regard to race, color, religion, sex, sexual orientation, gender

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identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.

3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCDC sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

**AMENDED by Direct Approval from the Chancellor Approval, April 8, 2020**

**AMENDED through the Administrative Regulations Approval Process, January 2, 2020**

### **2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)**

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

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

**AMENDED by Direct Approval from the Chancellor, April 8, 2020**

**AMENDED through the Administrative Regulations Approval Process, January 2, 2020**

## **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 (MCCCDC) 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. MCCCDC 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. MCCCDC will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation,

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gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

### **Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator (see 5.1.7Notice of Americans with Disabilities Act (ADA)/Section 5004 of the Rehabilitation Act/Title IX Coordinator)**

Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

### **EMPLOYEES**

The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.

### **STUDENTS**

The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504/Title IXCoordinator
- Address
- Phone#
- Email address

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

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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, the reisan obligation to provide services and program accessibility in a gender-neutral manner.

### **Title IX Coordinators ADA/504 Managers**

**AMENDED through the Administrative Regulations Approval Process, January 2, 2020**

### **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.

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### Learning

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

### Responsibility

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

### Stewardship

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

## ADMISSION, REGISTRATION AND ENROLLMENT

### 2.1 General Regulation

#### 1. General Statement

##### *Compliance with Policies, Rules and Regulations*

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

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

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

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

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

#### 2. Outcomes Assessment

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

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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.

### 2.1.1 Admission Policy

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

### Admission Classifications

#### 1. Admission of Regular Students

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

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

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

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

#### 3. Specialized Vocational / Training Program

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

#### 4. Western Undergraduate Exchange Program

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

#### 5. Admission of F-1 Nonimmigrant Students

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

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

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

##### A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). Some colleges may have a higher minimum score requirement for admission to specific academic programs. Students should contact their respective college for its English language proficiency requirements. 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 the Admissions and Records Office/Office of Student Enrollment Services or designee of the college may accept other proof of English language proficiency for admission purposes; including, but not limited to, the ACCUPLACER, ASSET, COMPASS and CELSA TESTS.

##### B. Admission to an Intensive English Program

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

- i. At least six years of English language instruction as shown by the applicant's school transcript(s);



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- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
  - iii. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
  - iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
  - v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.
- C. Financial Support
- Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and Fees	\$ 8,010(1)
Living Expenses	\$10,140(2)
Books	\$800(3)
Health Insurance	\$1400(4)
<b>Total</b>	<b>\$20,350(5)</b>

- D. Dependent Financial Guarantee
- Evidence of financial support for dependents of F-1 and M-1 students (spouse and dependent children) is also required: \$5,000 for the first dependent and \$2,500 for each additional dependent.
- E. Health Insurance
- All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:

- (1) Based on 2016-2017 tuition and fee schedule.
- (2) Based on estimated living expenses for two (2) semesters (10 months).
- (3) Based on average new and used textbook prices and Rental Rates. Assumes books are sold at the end of the semester.
- (4) Based on the 2016-2017 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.
- (5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

**AMENDED by Direct Approval from the Chancellor, June 4, 2019**  
**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

### 2.2.2 Admission Information

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

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### 1. Students Status

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

### 2. Student Identification Number

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

### 3. Residency for Tuition Purposes (See Appendix S-1)

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

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

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

#### A. Implementation

- i. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
- ii. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- iii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iv. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

#### B. Definitions

- i. "Armed forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the armed forces of the United States.
- ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
- iii. "Maricopa County resident" means an individual who lives in Maricopa County and has lived in the

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state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCDC Academic Calendar posted online at ACADEMIC CALENDARS) and who is a United States citizen or in a lawful status. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.

- iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.
- v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
- vii. "Lawful presence" (see general Arizona revised statutes §§1-501 and 1-502), means MCCCDC, in administering any "federal public benefit" or "state or local benefit," must require each natural person who applies for the benefit to submit one of 12 specific types of documents to demonstrate lawful presence in the United States.
- viii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
- ix. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

### C. Criteria for Determining Residency

#### i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
  - a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
  - b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
  - c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that Catalog 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

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an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

### **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 member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads: G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
  1. Registration to vote in this state.
  2. An Arizona driver license.
  3. Arizona motor vehicle registration.
  4. Employment history in Arizona.
  5. Transfer of major banking services to Arizona.
  6. Change of permanent address on all pertinent records.
  7. Other materials of whatever kind or source relevant to domicile or residency status.
8. A student using Chapter 30, 33, or 35 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, will be eligible for immediate classification as an in-state student if

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they provide the institution a current certificate of eligibility or ebenefits statement showing the student is eligible for Chapter 30, 33, or 35 Veteran Affairs (VA), education benefits and documentation showing the student is residing within the state. Students are required to submit the following:

Students are required to submit the following:

1. Certificate of eligibility letter or ebenefits statement from the Veteran Affairs (VA) awarding Chapter 30, 33 or 35 benefits or the Fry Scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
2. Students must also provide at least one of the following to show presence within the state:
  - A. Registration to vote in this state.
  - B. An Arizona driver license.
  - C. Arizona motor vehicle registration.
  - D. Employment history in Arizona.
  - E. Transfer of major banking services in Arizona.
  - F. Change of permanent address on all pertinent records.
  - G. Other materials of whatever kind or source relevant to domicile or residency status.

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

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active Duty or Reserve or National Guard Status, or who has retired from Active Duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
  - A. Registered to vote in this state.
  - B. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
    1. An Arizona driver license
    2. Arizona motor vehicle registration
    3. Employment history in Arizona
    4. Transfer of major banking services to Arizona
    5. Change of permanent address on all pertinent records
    6. Other materials of whatever kind or source relevant to domicile or residency status.
10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:
  1. Registration to vote in this state
  2. An Arizona driver license

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3. Arizona motor vehicle registration
  4. Employment history in Arizona
  5. Transfer of major banking services to Arizona.
  6. Change of permanent address on all pertinent records
  7. Other material of whatever kind or source relevant to domicile or residency status
11. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
- ii. Alien In-State Student Status
1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
  2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L.104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
  3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See Appendix S-1A):
    - A**=Foreign Government Official or Adopted Child of a Permanent Resident
    - E**=Treaty Traders
    - G**=Principal Resident Representative of Recognized Foreign Member Government to International Staff
    - H**=H1B AND H4
    - K**=Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
    - L**=Intracompany Transferee or Spouse or Child
    - N6**=NATO-6
    - U, T**=Victim of Criminal Activity
    - V**=Spouses and Dependent Children of Lawful Permanent Residents
  4. A student must verify U.S. citizenship, permanent residency, or other lawful immigration status. Lawful immigration status means they have legal authority to be in the United States and also have the authority to go to school while in the United States.
  5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying. Students will need to submit a copy of the actual card with the updated status demonstrating lawful presence. The timeline for establishing domicile begins with the issue date on the current visa that meets lawful presence.
  6. Please note: two requirements must be met to qualify for instate tuition.
    1. A student must meet the domicile residency requirement of residing in the State of Arizona for one year preceding the official start of the semester.

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2. The student must be in lawful presence status for one (1) year.
- iii. Proving lawful presence in the United States  
All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS §1-502 to demonstrate that they are lawfully present in the United States. The MCCCCD Registrar may require a combination of the following document
  - 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 IS not acceptable. A certified abstract of birth with the official state seal and/or watermark is 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.
  - An appropriately designated United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document [as listed on the Employee Authorization Document Chart]. (Additional documents may be required with an employee authorization card.)
  - A United States Permanent Resident Card
  - A United States Certificate of Naturalization.
  - A United States Certification of Citizenship.
  - A Tribal Certificate of Indian Blood.
  - A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal Members\*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of 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 Catalog 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 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

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person's presence in any other state or country while a member of the armed forces of the United States.

### v. Proof of Residency

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

### 2. County Residency

A combination of the following may be used to determine a student's county residency:

1. Notarized statements of landlord and/or employer
2. Source of financial support
3. Place of graduation from high school
4. Ownership of real property
5. Bank accounts
6. Arizona income tax return
7. Dependency as indicated on a Federal income tax return
8. Other relevant information

- D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (See Appendix S-3) Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED through the Administrative Regulation Process, June 24, 2021**

**AMENDED through the Administrative Regulations Approval Process, June 30, 2020**

**AMENDED through the Administrative Regulations Approval Process, November 5, 2019**

**AMENDED by Direct Approval from the Chancellor, September 17, 2018**



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**AMENDED by Direct Approval from the Chancellor, August 30, 2017**

**AMENDED by Direct Approval from the Chancellor, August 30, 2015**

**AMENDED by Direct Approval from the Chancellor, 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 discharged veterans with two years' service in the armed forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (See Withdrawal - Appendix S-7)

#### 2. Ability to Benefit

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

#### 3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of The Maricopa College you plan to attend to verify which secure websites may be valid.

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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)

#### 5. High Pressure Recruitment Tactics

The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or in making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly or indirectly upon successfully securing enrollments or the awarding of financial aid.(34 CFR 668.14(A)(22)(I)).

**AMENDED through the Administrative Regulations Approval Process, October 23, 2019**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

### 2.2.3 Transfer Credit and Prior Learning Assessment Policy

#### TRANSFER CREDIT

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

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

College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country. It is the student's responsibility to submit all foreign and international transcripts to an approved international credential evaluation service to be translated into English (when

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applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(s). Contact your College Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

### CONDITIONS OF TRANSFER CREDIT:

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

### REVERSE TRANSFER OF CREDIT

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

### PRIOR LEARNING ASSESSMENT (PLA)

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

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

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

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### PRIOR LEARNING ASSESSMENT FEE SCHEDULE

No fees are assessed by the college for the following types of Prior Learning Assessment: Transfer credit from nationally recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as Educational Credential Evaluators), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through organizations and companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (STRAIGHTERLINE, NOCTI, STUDY.COM, etc.), industry recognized credentials, Skill Center and clock hour transcripts.	
Departmental Challenge Exam and Credit By Evaluation	\$40 administrative fee if awarded transfer credit

### CREDIT BY EXAM (COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS)

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

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

#### Maricopa recognizes the following examinations:

- Advanced Placement(AP)
- American College Testing Proficiency Examination Program(ACT-PEP)
- Cambridge International Exams (CIE), A and ASLEVEL
- College-Level Examination Program(CLEP)
- Departmental Exams (also known as “Challenge Exams”)
- Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests(DSST)
- GED, College Ready +Scores
- International Baccalaureate (IB)Diploma/Certificate
- Pearson VUEExams

Fees for standardized exams are the responsibility of the student.

#### Current list of exams and scores.

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### **ADVANCED PLACEMENT (AP) CREDIT**

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an advanced placement examination of the CEEB may receive course credit. Scores must be received directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

### **AMERICAN COLLEGE TESTING PROFICIENCY EXAMINATION PROGRAM**

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned to Admissions and Records/Enrollment Services.

### **CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL**

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Students who have taken a college level examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded.

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

### **DEPARTMENTAL EXAMS (ALSO KNOWN AS CHALLENGE EXAMS)**

Students may apply for departmental credit by examination in certain courses by obtaining the appropriate form in the Admissions and Records Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

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

### **ADDITIONALLY:**

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. Specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
- Academic departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "Credit by Examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

### **DSST (FORMERLY DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT OR DANTES)**

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community

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Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

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

### GED EXAMS

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit.

**DISCLAIMER:** TEST SCORES ARE CONTINUALLY REVIEWED AND MAY BE UPDATED AT ANY TIME.

### EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

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

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

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

### INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE

Students who present an international baccalaureate diploma/certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

### CREDIT BY EVALUATION

#### COLLEGE CREDIT RECOMMENDATION SERVICE

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

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

#### DEPARTMENTAL CREDIT BY EVALUATION

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

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

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

### PLA AND TRANSFER DISCLAIMER

If pursuing a transfer degree (AA, ABUS, AS, AAEE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

**AMENDED through the Administrative Regulations Approval Process, June 24, 2021**

**AMENDED through the Administrative Regulations Approval Process, June 30, 2020**

**AMENDED through the Administrative Regulations Approval Process, November 5, 2019**

**AMENDED by Direct Approval from the Chancellor, August 10, 2018**

**AMENDED by Direct Approval from the Provost, May 8, 2018**

**AMENDED by Direct Approval from the Chancellor, June 28, 2017**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

**AMENDED by Direct Approval from the Chancellor, January 4, 2017**

### 2.2.6 Academic Advising and New Student Orientation

#### 1. Academic Advising

Students who will be attending college for the first time, and intend to earn an Associate’s degree or to transfer to a college/university to complete a Bachelor’s degree, will be required to meet with an academic advisor within the first two semesters at a MCCCCD college.

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

#### 2. New Student Orientation

Students who will be attending college for the first time, and intend to earn an Associate’s degree or to transfer to a college/university to complete a Bachelor’s degree, will be encouraged to attend New Student Orientation within the first two semesters at a MCCCCD college.

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

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED by Direct Approval from the Chancellor, April 16, 2020**

**AMENDED through the Administrative Regulations Approval Process, June 4, 2019**

### 2.2.7 Student Assessment and Course Placement

#### 1. Course Placement

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- A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.
- B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
- C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.
- D. Course placement will be determined utilizing the district placement options under any one of the following conditions:
  - i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
  - ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
  - iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- E. Students will be exempt from the course placement process if at least one of the following conditions apply:
  - i. The student has earned an associate or higher degree from a regionally accredited college.
  - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
  - iii. The student has currently valid District approved course placement scores on file.
  - iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

### 2. Determining Course Placement

Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to PLACEMENT.

- A. Reading placement test scores that indicate "exempt from CRE101" do not expire.
- B. Students will be permitted one re-test in English, reading, or by math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

### 3. Implementation of Policy

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

- A. All colleges shall accept the same approved course placement methods.
- B. All colleges shall adhere to the same approved placement scores.
- C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: PLACEMENT.
- D. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

### 4. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a



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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.

**AMENDED through the Administrative Regulations Approval Process, June 4, 2019**

### 2.2.8 Registration

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

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

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through my.maricopa.edu will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. 3. Exceptions
  - A. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
  - B. Exceptions are limited to
    - i. Courses requiring permission of instructor
    - ii. Courses requiring auditions or try-outs
    - iii. Courses for Special Populations or Cohorts
    - iv. Enrollment in an alternative section of a course taught by the same instructor
    - v. Enrollment in an alternative section of a course taught by a different instructor
    - vi. Course level changes
    - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
    - viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
    - ix. Other exceptions may be granted after faculty consultation with the student.

### 2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident

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2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

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

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

1. Time of Payment\*  
All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.
2. Tuition and Fees Schedule (Effective July 1, 2018 for fall, spring and summer Sessions)\*  
Current information can be found at [district.maricopa.edu/regulations/admin-regs/appendices/students/s-4](http://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4)

The following is a tuition and fees schedule for 2018-2019 and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4.

**Amended by Direct Approval from the Chancellor, November 21, 2018**

### **Appendix S-4: Tuition and Fee Schedule- Tuition Discounts for 2020-2021 Academic Year**

- 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
- G. Office/Office of Student Enrollment Services for a current listing of course fees.
- H. 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*

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*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 Regulations Approval Process, May 5, 2017**

### **Credit by Examination and Credit by Evaluation (excludes Allied Health courses)**

Regular Rate	\$85.00 per credit hour
Contract Rate	\$42.50 per credit hour

### **3. Outstanding Debts**

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

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

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

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

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faculty or staff.

### 4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special interest Community Services courses are not waived.
- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

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

### 2.2.10 Refund Policy

#### 1. Refund Policy for Credit/Clock Classes

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

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

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

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

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

#### 3. Canceled Classes

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

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### 4. Refund Exceptions

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

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

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

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

### 5. Refund Policy for Department of Defense Tuition Assistance Funds

Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

- A. Per refund exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
- B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

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

**AMENDED by Direct Approval from the Chancellor, January 13, 2020.**

**AMENDED through the Administrative Regulations 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.

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### Appendix S-5: Student Financial Assistance

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

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

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

### How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at [studentaid.gov](http://studentaid.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 [mcccdf.org](http://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

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

### Refunds and Repayments

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

### Verification of Information

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

### Award Amount and Level of Enrollment

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

### Repeated Coursework and Financial Aid Enrollment Status

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

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passed. Your enrollment for financial aid purposes will be calculated accordingly.

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

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

To remain eligible for federal and state aid programs, students must meet ALL of MCCCDC's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCDC college, including transfer credit hours accepted by the college.

#### **1. Definitions and Terminology Pertaining to this Policy**

- A. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
- B. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.
- C. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
- D. CGPA [Cumulative Grade Point Average]: The MCCCDC grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
- E. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace (2/3). Students not meeting maximum time frame evaluation are not eligible for a warning period.
- F. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for title IV, HEA program assistance based on extenuating circumstances.
- G. Extenuating Circumstance: A one-time (not on-going) circumstance that is beyond the reasonable control of the student. Examples of extenuating circumstances may include, but not limited to:
  - I. Documented medical condition or serious illness that prevented you from performing certain life tasks
  - II. Documented illness of a family member that required your presence for a significant amount of time
  - III. Death of immediate family member which impacted you significantly enough to affect participation in your courses
  - IV. Involuntary call to active military duty
  - V. Documented involuntary change in employment conditions that prevented you from attending classes
  - VI. Any other extraordinary/emergency circumstances, such as a natural disaster
- H. Financial Aid Probation: A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. A student in this status may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.
- I. Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to



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qualify for further title IV, HEA program funds and complete the program within 150% of published program length.

- J. Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive title IV, HEA assistance.
2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.
3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.
4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.
5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

### Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.
2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum time frame. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.
  - a. **Grade Point Average Qualitative Measurement:** Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
  - b. **Pace of Progression Quantitative Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
  - c. **Maximum Time Frame Measurement:** Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program.
3. Courses included in SAP evaluation:
  - a. All attempted coursework, regardless of enrollment status
  - b. Courses funded through a Consortium Agreement
  - c. All attempted remedial credits, including English as a Second Language (ESL) courses.
  - d. Repeated course work
  - e. All transferred coursework
  - f. Grades attempted, but not completed (F, I, N, W, Y, Z)
4. Course work included in the Maximum Time Frame evaluation:

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- a. All of those included in the Pace of Progression evaluation
  - b. Any Bachelor's degree (or higher) earned will be considered to have exhausted maximum time frame eligibility
  - c. All coursework forgiven through the Academic Renewal Process
5. Course work not included in SAP evaluation:
- a. Audited courses
  - b. Non-credit courses
  - c. Credit by examination
  - d. Credit for prior learning option (as outlined in the college general catalog)

### Notification

Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

### Financial Aid Warning

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Time frame requirements.

### SAP Appeal

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of

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Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid. Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

### **Regaining Eligibility**

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

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

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

#### **Policy Summary Statement**

To provide guidance on the treatment of federal student aid (Title IV) funds when a student withdraws from a Maricopa College.

#### **Definitions**

**Date Of Determination** – The date of determination is the date in which the school determines that a student ceased attendance or completely withdrew from school. This may be the date that the institution becomes aware that the student ceased attendance, or the date that the student begins the official withdrawal process at the school.

**Earned Aid Calculation** – A formula used to determine the amount of Title IV aid the student earned for the payment period. To calculate the amount of Title IV aid earned by the student multiply the percentage of Title IV aid earned by the student, by the total amount of Title IV aid disbursed (including that which could have been disbursed to the student or on behalf of the student), for the payment period as of the student's withdrawal date.

**Official Withdrawal** - The process by which a student begins the school's official withdrawal process or provides official notification to the school of his or her intent to withdraw. The student's approach to his or her withdrawal directly impacts the school's date of determination for which the student ceased attendance, and is used in the return of Title IV funds calculation.

To officially withdraw, the student will need to notify a designated office; this office for most MCCCDC colleges is the Admissions and Records department. The designated office staff will assist the student to complete the withdrawal process. Schools will utilize a change in student status or comparable form to record a student's withdrawal, official or unofficial (see "unofficial withdrawal" definition). The School Registrar will determine the last date of attendance based on federal and institutional policy and the school's date of determination. The date of determination is either the date that the student began the prescribed withdrawal process, or the date that the student provided the school with an official notification of his or her intent to withdraw, whichever is later. If the student is present, the student will sign and date the change in status or comparable form. Designated office staff will also sign and date the form, and retain it in the student's file at the school.

**Order of Return of Title IV Funds** - A federally prescribed order for returning Title IV funds required as a result of a return of Title IV funds calculation. Unearned funds, returned by either the institution or the student, are credited to the programs from which the student received the aid from during the payment period, up to the net amount disbursed from each program. Funds will be returned based on the following order:

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1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct Plus Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. Teach Grants

Percentage of Title IV Aid Earned – definitions for term, and modular programs below, in accordance with ED regulations:

Title IV Credit Balance - A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the allowable charges associated with the semester (payment period). All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

### **Standard Term Programs**

Upon the withdrawal, the District Office Student Financial Services (DOSFS) will calculate the percentage and amount of awarded federal student aid funds that the student has earned in the payment period. In some cases and depending upon the withdrawal date and percentage of completion, the student may earn 100 percent of the fsa funds, the calculation will still be completed as required and the amount earned will be based on the percentage of the term or payment period that was completed in days up to and including the last date of attendance or eligible academic activity, with scheduled attendance locked at census / pell recalculation. To calculate the amount earned, DOFA will determine the percentage by dividing the number of calendar days completed in the term/payment period up to and including the last date of attendance by the total number of calendar days in the term/payment period. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period. All scheduled breaks during the term / payment period are excluded from the calculation.

### **Modules**

A program that is offered in modules is a program that consists of course(s) in the program that do not span the entire length of the payment period or period of enrollment. Regulatory change effective JULY 1, 2021: a program is offered in modules if the program uses a standard-term or non-standard term academic calendar, is not a subscription-based program, and a course or courses in the program do not span the entire length of the payment period or period of enrollment. The DOSFS will calculate the percentage and amount of awarded federal student aid that the student earned within the payment period. If the student has completed more than 49 percent of the payment period, or has completed all of the degree requirements from his/her program before completing the days/hours in the period that he/she was scheduled to complete, or if the student completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, or the school receives written notification that the student will attend a module that begins in the same payment period or period of enrollment, the student is not considered to have withdrawn, and a Return of Title IV Funds (R2T4) is not required and will not be calculated.

When a student withdraws from the payment period before completing 49 percent of the payment period, the amount of federal student aid the student earned is determined based on a specific formula. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period, with scheduled attendance locked at census / Pell recalculation.

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Scheduled breaks are excluded from the calculation. The amount of assistance the student earned is determined on a rate-of-progression basis.

**POST-WITHDRAWAL DISBURSEMENT** - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is more than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered earned aid, and must therefore be applied to outstanding charges on the student's account and/or directly disbursed to the student.

**RETURN OF TITLE IV FUNDS (R2T4)** - When a recipient of Title IV aid withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of earned and unearned Title IV aid and compare this to the amount of aid disbursed at the date of determination, to determine how to proceed.

If it is determined that the amount of Title IV aid disbursed exceeds the amount of Title IV aid earned, a return of Title IV funds is due, and both the school and the student may have a responsibility for returning the unearned portion of the funds. The school must return the unearned portion of Title IV aid for which the school is responsible for and notify the student of the unearned portion of Title IV aid that the student is responsible for and therefore must return.

If it is determined that the amount of earned Title IV aid exceeds the amount of Title IV aid disbursed, the student may be eligible for the amount of aid not yet disbursed, in the form of a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the institution determined that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

### **TITLE IV LOANS**

For unearned funds calculated to be returned by the school:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the loan type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school. The school must return the lesser of the amount of Title IV funds not earned, or the amount of institutional charges that the student incurred for the payment period multiplied by the percent of funds not earned.

For unearned Title IV funds calculated to be returned by the student:

If there is a remaining balance of unearned Title IV aid which needs to be returned, after the school has returned its portion of unearned Title IV aid, the student (or the parent for Plus loan) is responsible for returning this amount. While the student must return or repay any unearned Title IV loan amount in accordance with the terms of the loan, the student must repay any unearned Title IV grant funds as an overpayment of the grant. The student's portion is calculated by subtracting the amount of unearned Title IV aid that the institution is required to return from the total amount of unearned Title IV aid required to be returned. If it is calculated that unearned loan(s) need to be returned by the student, the center will notify the lender or servicer of the student's last date of attendance; the student will not need to repay the loan(s) immediately, but will repay the loans based on the terms of the promissory note. The lender or servicer will notify the student or parent, per the terms of the promissory note.

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### **TITLE IV GRANTS**

For unearned funds calculated to be returned by the school or student: It is policy, as part of the R2T4 process, to provide notification to the student indicating the grant type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school.

RETURN OF UNEARNED AID - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is less than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered unearned aid, and must therefore be returned to the Title IV program in a specified order, by either the school, the student, or both.

UNOFFICIAL WITHDRAWAL (also known as an "administrative" withdrawal) - A student who did not begin the official withdrawal process or provide notification of his or her intent to withdraw; the date of the school's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. See "official withdrawal" definition above. A student who does not notify the school that s/he is withdrawing but ceases attending, is administratively withdrawn by the school within 14 days of non-attendance; this is otherwise known as an unofficial withdrawal. A student is administratively withdrawn from school when the student violates the school's published attendance policy, which adheres to state licensing and accreditation requirements. Please see the school's catalog for its current attendance policy.

WITHDRAWAL DATE (also known as the "last date of attendance") - The date that the student begins the school's withdrawal process or the date that the student provides official notification of intent to withdraw, whichever comes earlier. If the student does not provide any official notification of intent to withdraw, the withdrawal date will be determined by the school, and depend upon the student's circumstances.

### **FEDERAL TITLE IV REFUND POLICY**

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the school must perform a Return of Title IV Funds (R2T4) calculation to determine the amount of Title IV federal student aid funds earned by the student. If the calculation determines that the amount of Title IV aid disbursed to the student is greater than the amount the student earned, the unearned Title IV funds must be returned to the program. If it is determined that the amount of Title IV aid disbursed to the student is less than the amount the student earned (and for which the student is otherwise eligible for), the student may be eligible for a post-withdrawal disbursement for the earned Title IV funds not yet disbursed to the student.

The R2T4 calculation is required if a student receiving Title IV federal student aid ceases attendance or completely withdraws from all courses without completing the semester (payment period).

The school must determine the amount of Title IV aid earned by the student, as of the withdrawal date. Once the earned portion is calculated, the unearned portion is calculated to determine if funds must be returned to the program or a post-withdrawal disbursement is necessary. Federal policy is followed to determine the amount of Title IV aid earned on a case by case basis. The R2T4 calculation is always required when a student fully withdraws or ceases attendance prior to the scheduled end of the semester, the calculation may determine that the student earned 100% of Title IV funds and will not be required to return funds. A Return of Title IV Funds worksheet is calculated when a student ceases attendance in all courses within the scheduled semester (payment period), i.e. withdrawal.

WITHDRAWAL PROCEDURE OVERVIEW:

### **POLICY DISCLAIMER**

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This policy serves as a guideline for the refund of Title IV and tuition procedure with the understanding that it does not cover every possible scenario. As a result, complex areas may arise where certain refund procedures may need to be addressed on a case-by-case basis.

### **PARTY (IES) RESPONSIBLE FOR POLICY TRAINING**

MCCCD District Office of Financial Aid Compliance and Operations / Office of General Council. District Director Of Financial Aid Operations and Compliance. The policy owner is responsible to determine the method, means and frequency of training on this policy.

### **EXCEPTIONS**

Requests for an exception to this policy should be addressed to the policy owner as outlined in the procedure for requesting a policy exception.

### **POLICY REVIEW/UPDATE AND AUDIT**

This policy will be reviewed annually. compliance with this policy is audited on a random basis by Internal Audit.

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**TECHNICAL CHANGE by Legal Counsel, May 6, 2020**

**AMENDED by Direct Approval from the Chancellor, May 5, 2020**

**AMENDED through the Administrative Regulations 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 occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

### **2.2.13 UNIVERSITY TRANSFER**

#### **UNIVERSITY TRANSFER**

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

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

### **ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES**

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Maricopa is a participant in the Arizona statewide transfer system. AZTRANSFER.COM is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on aztransfer.com is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University Of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees.

### (U.S.) AND INTERNATIONAL INSTITUTIONS

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-Wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: Maricopa University Partner List

### TIME LIMIT FOR TRANSFER COURSEWORK

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

### SHARED UNIQUE NUMBERING (SUN) SYSTEM COURSE INFORMATION

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the Course Equivalency Guide on AZTRANSFER.COM. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit SUN

**ADOPTED through the Administrative Regulations Approval Process, June 4, 2019**

### 2.9 Veterans Services

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

Prior to enrolling, eligible service members receiving tuition assistance must speak with an Education Services Officer (ESO) or counselor within their military service branch/ organization.

Veteran's benefits available:



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

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

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

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

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

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

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

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

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

Distance Learning:

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC 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

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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: [curriculum.maricopa.edu/transfer-and-articulation](http://curriculum.maricopa.edu/transfer-and-articulation)

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

TECHNICAL CHANGE made to align with Administrative Regulation 2.9, April 11, 2022. Original Direct Chancellor Approval, April 17, 2018

**AMENDED through Direct Approval by the Chancellor, April 14, 2021**

**AMENDED through Direct Approval by the Chancellor, October 21, 2020**

**AMENDED through Direct Approval by the Chancellor, March 6, 2019**

**AMENDED through Direct Approval by the Chancellor, September 17, 2018**

**AMENDED through Direct Approval by the Chancellor, April 17, 2018**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

**AMENDED through the Administrative Regulations 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, practical, studio work, and other academic work leading to the award of credit hours. In accordance with

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common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

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

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length. Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

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

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

### Schedule Changes

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

### 2.3.2 Attendance

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

#### 1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an

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official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

### 2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation form may be found at ND-4. As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the Religious Accommodation Request Form. Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

**AMENDED through the Administrative Regulations Approval Process, November 5, 2019**

### 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

GRADE	VALUE	GRADES CALCULATED IN GPA	CONSIDERED AN ATTEMPT	MAY BE REPEATED
A	4.0 - EXCELLENT	YES	YES	NO
B	3.0 - ABOVE AVERAGE	YES	YES	YES
C	2.0 - AVERAGE	YES	YES	YES

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D	1.0 - BELOW AVERAGE	YES	YES	YES
F	0.0 - FAILING	YES	YES	YES
I	INCOMPLETE	NO	NO	N/A
IP	COURSE IN PROGRESS	NO	NO	N/A
N	AUDIT	NO	NO	N/A
W	WITHDRAWN, PASSING	NO	NO	N/A
Y	WITHDRAWN, FAILING	YES	YES	YES
P*	CREDIT	NO	YES	YES
Z	NO CREDIT	NO	YES	YES

\*A "p" is judged to be equivalent to a grade of "c" or higher.

Attempt definition: a student is enrolled in a class and receives a grade of a,b,c,d,f, y, p, or z.

Students who wish to attempt a course after the fourth time will need assistance from the Admissions & records/enrollment services office to enroll.

If a student has been awarded financial aid, veterans benefits, or other military tuition assistance Programs, scholarships, or grants they should check with those offices about repeating classes.

The student is responsible for any tuition and fees associated with each attempt.

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of AandR/Enrollment Services and the Instructor of Record or the Department/ Division Chair.

### 2. Incomplete Grade

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

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

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation.

However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

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

Check individual courses and programs for exceptions.

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

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred. Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

### 5. Audit Courses

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

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

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change From Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade

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<b>One Week or Less (1 to 7 days)</b>	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class
<b>Two Weeks (8 to 14 days)</b>	3 <sup>rd</sup> Calendar Day	6 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	3 <sup>rd</sup> Calendar Day
<b>Three Weeks (15 to 21 days) 6<sup>th</sup></b>	6 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	1 <sup>st</sup> Day of Class	5 <sup>th</sup> Calendar Day
<b>Four Weeks (22 to 28 days)</b>	9 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day
<b>Five Weeks (29 to 35 days)</b>	12 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	4 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	9 <sup>th</sup> Calendar Day
<b>Six Weeks (36 to 42 days)</b>	14 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	11 <sup>th</sup> Calendar Day
<b>Seven Weeks (43 to 49 days)</b>	17 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	12 <sup>th</sup> Calendar Day
<b>Eight Weeks (50 to 56 days)</b>	20 <sup>th</sup> Calendar Day	41 <sup>th</sup> Calendar Day	41 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	15 <sup>th</sup> Calendar Day
<b>Nine Weeks (57 to 63 days)</b>	23 <sup>rd</sup> Calendar Day	46 <sup>th</sup> Calendar Day	46 <sup>th</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day
<b>Ten Weeks (64 to 70 days)</b>	26 <sup>th</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	19 <sup>th</sup> Calendar Day
<b>Eleven Weeks (71 to 77 days)</b>	29 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	8 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	21 <sup>th</sup> Calendar Day
<b>Twelve Weeks (78 to 84 days)</b>	32 <sup>nd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	9 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day
<b>Thirteen Weeks (85 to 91 days)</b>	35 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	25 <sup>th</sup> Calendar Day
<b>Fourteen Weeks (92 to 98 days)</b>	38 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	11 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	27 <sup>th</sup> Calendar Day
<b>Fifteen Weeks (99 to 105 days)</b>	41 <sup>st</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	12 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	28 <sup>th</sup> Calendar Day
<b>Sixteen Weeks or more (106 or more days)</b>	End of the 7 <sup>th</sup> week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class
<b>Deadlines are based on calendar day and begin with the first day of class.</b>						

AMENDED through the Administrative Regulation Process, May 24, 2022

AMENDED through the Administrative Regulations Approval Process, June 30, 2020

AMENDED through the Administrative Regulations Approval Process, June 4, 2018

AMENDED through the Administrative Regulations Approval 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

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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 Catalog 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.



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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.

### **AMENDED technical change made to align with Article 20.7.6 of the Faculty Agreement, August 9, 2021**

#### **2.3.12 Non-Instructional Complaint Resolution Process**

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

#### **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

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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.

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### Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

**Requests for withdrawals should be referred directly to the College of Enrollment.**

**AMENDED through the Administrative Regulations Approval Process, December 12, 2018**

**AMENDED through the Administrative Regulations Approval Process, February 23, 2010**

**AMENDED through the Administrative Regulations Approval Process, August 18, 2008**

**AMENDED through the Administrative Regulations Approval Process, March 5, 2009**

### 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 annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

### 2.3.8 Honors Program

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

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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)

### Earning a Certificate or Degree

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

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree. For degrees, at least 15 credits must be completed at the awarding college. For certificates that are 15 or more credits, at least 6 credits must be completed at the awarding college. For certificates that are 14 or fewer credits, at least half of the credits must be completed at the awarding college. Exceptions to this institutional residency policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- All new to Maricopa students who declare an Associate degree, an Associate in Applied Science degree, or intend transfer to a college/university to complete a Bachelor's degree, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCDC college.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCDC coursework, prior learning assessment, and transfer credit. No Catalog Common Pages 2021-2022 Updated 6/24/21 41 more than 45 credit hours can be accepted and applied to a degree using transfer credit and/or prior learning assessment. Transfer credit and prior learning assessment does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Earn a minimum cumulative grade point average (GPA) of 2.0 on a four-point grading scale in all letter-graded courses (100-level and above) (completed in residence and accepted in transfer) used to fulfill requirements at the college granting the degree or certificate. Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college.
- File a Petition for Graduation with the Admissions and Records/Enrollment Services Office.

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

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### Maricopa Nursing Program

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

### Graduation with Honors

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

- 3.50 to 3.69 graduation “with distinction”
- 3.70 to 3.89 graduation “with high distinction”
- 3.90 to 4.0 graduation “with highest distinction”

Certificate programs are not eligible for institutional honors.

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED through the Administrative Regulation Process, June 24, 2021**

**AMENDED by Direct Approval from the Chancellor, December 6, 2019**

**AMENDED through the Administrative Regulations Approval 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 according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

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

### AGE OF CREDIT

In areas of study in which the subject matter changes rapidly, material in courses taken long before

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

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

**AMENDED through the Administrative Regulations Approval Process, June 24, 2021**

### 2.3.13 Course Substitutions

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

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the required course areas of the associate in arts or associate in science degrees with emphasis, Associate In Business - Gr, Associate Of Business - Sr, Associate In Arts, Elementary Education, or the Associate In Arts, Fine Arts.

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

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

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee and the appropriate Instructional Dean. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses outside of the discipline.

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

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to

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the declared transfer emphasis. Students seeking Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

See also, Administrative Regulation 3.5 Course Substitution for Students With Documented Disabilities.

**ADOPTED through the Administrative Regulations Approval Process, June 24, 2021**

### 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 (replaced with Administrative Regulation 5.1.16).

**Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies. Administrative Regulation 2.4.4 has been archived for transitional purposes.**

**RESCINDED by Direct Approval from the Chancellor, August 3, 2020**

### 5.1.8 Policy Prohibiting Harassment

#### A. Policy

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

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law.

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

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

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

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

### **B. Examples of Policy Violations**

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

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



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3. Engage in Sexual Harassment, which includes, but is not limited to:
  - A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
  - B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
  - C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
    1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
    2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
  - D. Engage in verbal or physical conduct of a sexual nature that:
    1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
    2. Which creates an intimidating, hostile or offensive work or academic environment;
  - E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCDC property or in connection with any MCCCDC-sponsored activity;
  - F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
4. Engage in other harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendos, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
6. Engage in sexual misconduct, including but not limited to:
  - A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
  - B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.
  - C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
  - D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the District's education programs and/or activities, including employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

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- E. Sexual Exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
  - 1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
  - 2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - 3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - 4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)
  - 5. Engaging in non-consensual voyeurism;
  - 6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
  - 7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
  - 8. Possessing, distributing, viewing or forcing others to view obscenity.
- 7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District Office employee), for initial review in determining the appropriate investigation channel.
- 8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College or District's respective Human Resources Department for investigation and adjudication under this conduct policy.

**AMENDED by Direct Approval from the Chancellor, August 18, 2020**

**AMENDED by Direct Approval from the Chancellor, April 8, 2020**

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.9 Additional Policy Violations

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

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

Mandatory Reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Failure to report may be a policy violation subject to discipline up to and including dismissal.

**AMENDED by Direct Approval from the Chancellor, November 16, 2020**

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

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### 5.1.10 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate harassing behavior based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information at work or in the academic environment (in and out of the classroom).

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

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.11 Complaints

#### 1. Employees

Employees who experience harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa County Community College District (MCCCD) Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with their immediate supervisor, the employee may go directly to the MCCCD 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, staff, campus visitor or other student) are urged to report such conduct to the designated Title IX Coordinator, of which there is one for each MCCCD 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 harassment complaints based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

#### 3. General

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

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.12 Confidentiality

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

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in MCCCCD policy. The MCCCCD cannot promise complete confidentiality.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.13 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 Maricopa County Community College District (MCCCCD) policy. Disciplinary action by MCCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.14 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.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.15 Retaliation Prohibited

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

- (a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCCD policy prohibits;
- (b) filing a complaint about such practice; or
- (c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint. Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection.

Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### 5.1.16 TITLE IX Sexual Harassment Policy

#### I. DEFINITIONS

1. **Actual Knowledge** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of alleged harassing, discriminatory, and/

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or retaliatory conduct. Actual knowledge compels the Maricopa County Community College District (MCCCD) to initiate action.

2. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if a hearing is held. This individual may be an MCCCC employee, a member of the community, or attorney (hired and paid for by a party).
3. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
4. **Formal Complaint** means a document filed with the Title IX Coordinator/signed by a Complainant or signed by the Title IX Coordinator alleging against sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the MCCCC investigate the allegation.
5. **Confidential Resource** means an employee who is not a Mandatory Reporter or an Official with Authority (irrespective of Clery Act Campus Security Authority status). At MCCCC, there is only one confidential resource. This confidential resource is the Ombudsman, who is located in the MCCCC Office of Public Stewardship.
6. **Day(s)** means a business day when the MCCCC is in normal operation.
7. **Education program or activity** means locations, events, or circumstances where MCCCC exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the MCCCC.
8. **Final Determination of Responsibility** means a conclusion by preponderance of the evidence that the alleged conduct occurred, or did not occur, and whether it did, or did not, violate policy.
9. **Formal Grievance Process** means a method of formal resolution designated by MCCCC to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
10. **Grievance Process Pool** means any investigators, appeal officers, hearing administrators, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
11. **Hearing Decision-maker** means a person who has decision-making and sanctioning authority within the MCCCC's Formal Title IX Grievance process.
12. **Investigator** means the person or persons charged by MCCCC with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
13. **Mandatory Reporter** means an employee of MCCCC who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. Mandatory reporters do not convey actual knowledge to the MCCCC. Mandatory Reporter under this policy does not diminish the requirement under Arizona state law to report alleged or suspected child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory\ reporter responsibility in this policy.
14. **Official with Authority (OWA)** means an employee of the MCCCC explicitly vested with the responsibility to implement corrective measures for harassment and/or retaliation on behalf of the MCCCC. Notice to an OWA of an allegation of sexual harassment as defined in this policy conveys actual knowledge to the MCCCC and triggers a responsibility to act.
15. **Parties** include the Complainant(s) and Respondent(s), collectively.
16. **Promptness** means the time period in which allegations are acted upon once MCCCC has received notice or a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but MCCCC will avoid all undue delays within its control.
17. **Remedies** means post-finding actions directed to the Complainant and/or the community as

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mechanisms to address safety, prevent recurrence, and restore access to MCCCDC's educational program.

18. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity. When the Respondent is a member of the MCCCDC community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the MCCCDC community.
19. **Resolution** means the result of an informal or formal grievance process.
20. **Sanction** means a consequence imposed by MCCCDC on a Respondent who is found to have violated this policy.
21. **Sexual Harassment** means the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.
22. **Title IX Coordinator** is at least one official designated by MCCCDC to ensure compliance with Title IX and the MCCCDC's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
23. **Student** means any individual who is registered or enrolled for credit or non-credit bearing coursework, camps and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCDC, which means the student is on leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
24. **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member(s) of the Grievance Process Pool.

## II. RATIONALE FOR POLICY

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

## III. TITLE IX COORDINATOR

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

The names and contact information for each college Title IX Coordinator can be found on the following page: [district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators](https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators).

It is the responsibility of each of the MCCCDC colleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

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

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respective college Title IX Coordinator.

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

### IV. OFFICIALS WITH AUTHORITY AND MANDATORY REPORTERS

#### OFFICIALS WITH AUTHORITY

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

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

#### MANDATORY REPORTERS

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

1. Chancellor
2. Provost
3. General Counsel
4. Chief Human Resources Officer
5. Chief Workforce and Economic Development Officer
6. Chief Executive Officer
7. College Presidents
8. Associate Vice Chancellors
9. Director of Communications
10. Associate General Counsels
11. Supervisors/Managers/Directors (but not including division or department chairs)

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12. College Vice Presidents, at all levels
13. Deans, at all levels
14. Athletic Directors/Coaches/Trainers
15. Law enforcement

### Anonymous Notice to Mandated Reporters

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

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

### V. CONFIDENTIAL RESOURCES AND FEDERAL RESOURCES

A Complainant who wants to keep the details of an incident confidential may speak with:

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

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

External Inquiries may also be made to:  
Office for Civil Rights,

#### Denver Office

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

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

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



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1) File a complaint with, or give verbal notice to, a college Title IX Coordinator or an Official with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page: [district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators](http://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators). It is the responsibility of each of the MCCCCD college's Vice President of Student Affairs to ensure this list is up to date with correct information.

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

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

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

### **VII. SUPPORTIVE MEASURES**

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

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

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

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

These actions may include, but are not limited to:

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

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

### VIII. EMERGENCY REMOVAL

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

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

In all cases where an emergency removal is imposed:

1. The Respondent will be given written notice of the action. In the written notice will be the option to request to meet with the Title IX Coordinator as soon as reasonably possible, to show cause as to why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the underlying Title IX allegations, but rather an administrative process intended to determine solely whether the emergency removal is appropriate.
2. The Respondent has three (3) days after the receipt of the emergency removal to request a meeting with the Title IX Coordinator. If the Respondent does not make such a request within the three (3) day time period, objection to the emergency removal is deemed waived.
3. The Respondent may be accompanied by an Advisor of their choosing in the Show Cause administrative meeting with the Title IX Coordinator.
4. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. Such summary will be included in the notification letter regarding the emergency removal.
5. The Title IX Coordinator will issue a Show Cause Meeting Determination letter to the Respondent within two (2) days of the meeting taking place.

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6. There is no appeal process for emergency removal decisions.
7. A Complainant and their Advisor may be permitted to participate in this meeting, as it is equitable to do so.
8. MCCCDC will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

**For additional information regarding emergency removals, please see [Emergency Removals](#).**

### IX. PRIVACY

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

For additional information regarding privacy and confidentiality under this policy, please see [Privacy and Confidentiality](#).

### X. JURISDICTION

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

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

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

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

**For additional information regarding the MCCCDC jurisdiction over Title IX matters, please see [Jurisdiction](#).**

### XI. TIME LIMITS ON REPORTING

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

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

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

### **XII. ONLINE HARASSMENT AND MISCONDUCT**

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

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

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

### **XIII. TITLE IX SEXUAL HARASSMENT**

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

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

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

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

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

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

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- i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - iii. Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Arizona or
  - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Arizona.

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

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

For the purposes of this definition—

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

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

### **Force, Coercion, Consent, and Incapacitation:**

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

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also

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includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

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

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

### **Consent is:**

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

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

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

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

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

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

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

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

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

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

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

### **XIV. RETALIATION**

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

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

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

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

The following do not constitute retaliation under this policy:

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

For additional information on prohibited retaliation, please see Retaliation.

### **XV. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED**

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



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or federal law.

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

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

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

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

### **XVI. FEDERAL TIMELY WARNING OBLIGATIONS**

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

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

### **XVII. FALSE ALLEGATIONS AND EVIDENCE**

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

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

### **XVIII. AMNESTY FOR COMPLAINANTS AND WITNESSES**

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

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

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

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

### **XIX. FEDERAL STATISTICAL REPORTING OBLIGATIONS**

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

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA based crimes, which include sexual assault, domestic violence, dating violence, and stalking (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040); and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

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

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

### **XX. ALLEGED VIOLATIONS OF THE TITLE IX POLICY**

#### **1. Overview**

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

The procedures below apply only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in Section XIII) involving MCCC students,

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staff, administrator, or faculty members.

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

### 2. Notice/Complaint

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

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

### 3. Initial Assessment

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

**For more information related to the Initial Assessment, please see The Investigative Process.**

### 4. Emergency Removal

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

### 5. Dismissal (Mandatory and Discretionary)

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

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

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

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

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it; or
- 2) The Respondent is no longer enrolled in or employed by the MCCCCD; or
- 3) Specific circumstances prevent MCCCCD from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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Upon any dismissal, MCCCCD will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

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

### 6. Counterclaims

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

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below.

Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

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

### 7. Right to an Advisor

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

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

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

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

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

**For more information regarding the training received by an Advisor, please see [Advisors FAQ](#).**

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### **a. Advisors in Hearings/MCCCD-Appointed Advisor**

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, MCCCD will appoint a trained Advisor for the limited purpose of conducting cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed with the hearing without an Advisor. If the party's Advisor will not conduct cross-examination, MCCCD will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker during the hearing.

### **b. Pre-Interview Meetings**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. In order for a pre-interview meeting to be held it must be requested by the Advisor. This pre-meeting allows Advisors to clarify and understand their role and MCCCD's policies and procedures. A pre-interview meeting is not mandatory.

### **c. Advisor Violations of MCCCD Policy**

All Advisors are subject to the same MCCCD policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings. Advisors may not address MCCCD officials in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not speak on behalf of their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other Decision-maker except during a hearing proceeding, during cross-examination.

The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If an Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

### **d. Sharing Information with the Advisor**

Parties may share documentation and evidentiary information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

MCCCD also provides a consent form (FERPA authorization to release) that authorizes the MCCCD to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before MCCCD is able to share records with an Advisor.

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The MCCCDC will not comply with any party's request that all communications be made through their attorney Advisor.

### **e. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by MCCCDC. MCCCDC may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the MCCCDC's privacy expectations.

### **f. Expectations of an Advisor**

The MCCCDC expects an Advisor to adjust their schedule to allow them to attend MCCCDC meetings when planned. At the sole discretion of the Title IX Coordinator, scheduled meetings may be changed to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. A Title IX Coordinator's decision as to whether to change meeting dates and times is final.

MCCCDC may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

### **g. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

## **8. Resolution Processes**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with MCCCDC policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. MCCCDC encourages parties to discuss this topic with their Advisors before doing so.

## **9. Formal Grievance Process**

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

For more information regarding the Formal Grievance Pool—including selection, training, and responsibilities—please see Formal Grievance Pool.

## **10. Formal Grievance Process: Notice of Investigation and Allegations**

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The Title IX Coordinator will provide written notice of allegations (the “NOA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOA is also copied to the Complainant, who is to be given advance notice of when the NOA will be delivered to the Respondent.

The NOA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the MCCCCD presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the MCCCCD’s policy on retaliation,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the MCCCCD’s policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A suggested date and time for an initial meeting (proper time will be given to allow for the selection of an
- Advisor)
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and will be sent via electronic mail to the MCCCCD-issued email account and mailed via regular mail to the local or permanent address as indicated in official MCCCCD records. Notice is presumed to have been given upon emailing the NOA to the Respondent’s MCCCCD-owned email address. The NOA will also be placed in regular mail, postage pre-paid.

### **11. Resolution Timeline**

The MCCCCD will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **12. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator shall appoint a team of two (2) investigators to investigate the allegations. Appointment of investigators typically occurs within two (2) business days of determining that an investigation should proceed.

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### **13. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. The Title IX Coordinator's decision allegations of bias or conflict of interest is final.

The Formal Grievance Process involves an objective evaluation of all relevant inculpatory and exculpatory evidence obtained. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

A Respondent is presumed not to be responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable preponderance of the evidence standard.

### **14. Delays in the Investigation Process and Interactions with Law Enforcement**

The MCCCCD may undertake a short delay in its investigation (several days) if the following circumstances require: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions, or such circumstances as determined by the Title IX Coordinator in their sole discretion.

The MCCCCD will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The MCCCCD will promptly resume its investigation and resolution process as soon as feasible. During such a delay, MCCCCD will implement supportive measures, as deemed appropriate.

The MCCCCD's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

### **15. The Investigation Process**

All investigations should be thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Either party may submit a written statement to the Title IX Coordinator outlining their position on the allegations.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses (at their own expense), and to fully review and respond to all evidence on the record.

**For additional information regarding steps in the investigative process, please see Investigative Process.**

### **16. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees or students of the MCCCCD are expected to cooperate with and participate in the MCCCCD's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this policy and may warrant discipline.



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While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. MCCCCD will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in addition to being interviewed. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

### **17. Recording of Interviews**

No audio or video recording of any kind is permitted during investigation meetings.

### **18. Evidentiary Considerations in the Investigation**

The investigation does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

### **19. Referral for Hearing**

The Title IX Coordinator will refer the matter for a hearing, once the final investigative report is shared with the parties.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is made available to the Parties and the Decision-maker for review and comment, unless all parties, and the Decision-maker agrees to an expedited timeline. This agreement must be in writing.

The Title IX Coordinator will select a Decision-maker that is hired from a list of approved attorneys for any hearing held under the Title IX policy.

### **20. Hearing Decision-maker Composition**

The MCCCCD will designate a single decision-maker. The single Decision-maker will also be the Chair of the hearing. The Decision-maker will not have had any previous involvement with the investigation. The Decision-maker is an out-sourced position. The Decision-maker will not be an MCCCCD employee. The Decision-maker will have had no previous involvement in the matter at hand.

### **21. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or

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- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties, if they so choose, may submit a written impact statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence--whether it is more likely than not that the Respondent violated the policy as alleged.

### **22. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties via email to the individual MCCCDC-issued email address. Once emailed, notice will be presumptively delivered.

The notice will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. Thoroughness and fairness are the primary FOCI of any Title IX hearing process. Hearings are generally scheduled for two (2) hours, but can be extended, as needed at the discretion of the Decision-maker, to ensure that both parties are able to present the information relevant to their position. (e.g., complicated fact pattern, numerous witnesses, etc.).
3. Any technology that will be used to facilitate the hearing.
4. A list of all those who will attend the hearing, along with an invitation to object to the Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
5. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker. For compelling reasons, the Decision-maker may reschedule the hearing.
7. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the MCCCDC will appoint one. Each party must have an Advisor present. There are no exceptions.
8. An invitation to each party to submit to the Decision-maker an impact statement. Pre-hearing that the Decision-maker will review during any sanction determination.
9. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language

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assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.

10. Direction that the parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the MCCCCD and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

### 23. Virtual Hearings

All hearings will occur virtually by use of technology, specifically WebEx or Zoom technology. Each party will be located in a separate room from the Decision-maker, but will be able to see and hear each other. Witnesses will testify in the same room as the Decision-maker, but not the room where the parties and their Advisors sit. The Title IX Coordinator will arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

### 24. Pre-Hearing Preparation

The Decision-maker, or designee, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity to review and comment on the final investigation report and available evidence.

The Decision-maker, or designee will also provide the parties a copy of the pre-hearing preparation checklist/document. A copy of the pre-hearing preparation checklist/document may be found on the MCCCCD's Title IX web page: [district.maricopa.edu/consumer-information/title-ix/](http://district.maricopa.edu/consumer-information/title-ix/)

### 25. Hearing Procedures

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX policy.

Participants at the hearing will include the Decision-maker, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused from attendance.

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### **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the parties may agree to hear the allegations jointly. All parties must agree to a joint hearing. If one party does not agree, the default will be to hold the hearings separately.

In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

### **27. Refusal to Submit to Cross-Examination and Inferences**

The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker may consider all evidence it deems relevant.

If a party's Advisor of choice refuses to comply with MCCCDC's established rules of decorum for the hearing, MCCCDC may require the party to use a different Advisor. If a MCCCDC-provided Advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

### **28. Recording Hearings**

Hearings (but not deliberations) are recorded by MCCCDC for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of the MCCCDC will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given a copy or be allowed to make a copy of the recording.

### **29. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker will deliberate alone to determine, by a preponderance of the evidence, whether the Respondent is responsible or not responsible for the policy violation(s) in question. The deliberation period is not to exceed five (5) days. The Decision-maker may consider the previously submitted party impact statements in determining appropriate sanction(s), when there is a finding of responsibility as to one or more of the allegations.

The Decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker may--at their discretion--consider the statements, but they are not binding.

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions. This report typically should not exceed three (3) to five (5) pages in length and must be submitted electronically to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties in writing of the extension.

### **30. Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will prepare a Notice of Outcome, which shall

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include the final determination, rationale, and any applicable sanction(s). The Title IX Coordinator will then provide the Notice of Outcome to the parties and their Advisors within five (5) business days of receiving the Decision-maker's deliberation statement. The Notice of Outcome must be shared with the parties simultaneously.

Notification will be made in writing and will be mailed to the local or permanent address of the parties as indicated in official MCCCDC records, or emailed to the parties' MCCCDC-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

**For more information about the Notice of Outcome Letter, please see Notice of Outcome.**

### 31. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the violation(s)
2. The Respondent's disciplinary history
3. Previous allegations or allegations involving similar conduct
4. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
5. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
6. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
7. Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

1. **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any MCCCDC policy, procedure, or directive will result in more severe sanctions/responsive actions.
2. **Required Counseling:** A mandate to meet with and engage in external counseling to better comprehend the misconduct and its effects.
3. **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
4. **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at MCCCDC.

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5. Expulsion: Permanent termination of student status and revocation of rights to be on any MCCCCD campus for any reason or to attend MCCCCD-sponsored events.
6. Withholding Diploma: MCCCCD may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
7. Revocation of Degree: MCCCCD reserves the right to revoke a degree previously awarded from MCCCCD for fraud, misrepresentation, and/or other violation of MCCCCD policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
8. Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges (including MCCCCD registration) for a specified period of time.
9. Other Actions: In addition to or in place of the above sanctions, MCCCCD may assign any other sanctions as deemed appropriate.

### **b. Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Warning – Verbal or Written
2. Performance Improvement/Management Process
3. Required Counseling
4. Required Training or Education
5. Probation
6. Loss of Annual Pay Increase
7. Loss of Oversight or Supervisory Responsibility
8. Demotion
9. Suspension with pay
10. Suspension without pay
11. Termination
12. Other Actions: In addition to or in place of the above sanctions, the MCCCCD may assign any other sanctions as deemed appropriate.

### **32. Withdrawal or Resignation While Charges Pending**

Students: If a student is a Respondent in a pending matter alleging a violation of the Title IX policy, the MCCCCD may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the MCCCCD, the resolution process ends, as the MCCCCD no longer has disciplinary jurisdiction over the withdrawn student. A student who withdraws or leaves while the process is pending may not return to any MCCCCD college. Such exclusion applies to all campuses of MCCCCD. A hold will be placed on their ability to be readmitted. They may also be barred from MCCCCD property and/or events.

However, MCCCCD will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

During the resolution process, MCCCCD may put a hold on a responding student's educational record that a disciplinary matter is pending.

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Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as MCCCDC no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with any MCCCDC or any campus of the MCCCDC, and the records retained by the Title IX Coordinator will reflect that status. Human Resources should also be notified and make the appropriate notation on its list of people who are not permitted to be rehired.

However, MCCCDC will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

All MCCCDC responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### 33. Appeals

Any party may file a Request for Appeal by submitting such a request in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome Letter. Once the five (5) days have passed, the matter will be deemed closed.

The request for appeal will be forwarded to the Provost or Chief Academic Officer for the MCCCDC, acting as the Appeal Chair, for consideration to determine if the request meets the grounds for appeal.

#### a. Grounds for Appeal

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) An allegation that the Title IX Coordinator, Investigators, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

The Appeal Chair will deny any request for appeal that does not meet the grounds in this policy and will notify the parties and their Advisors in writing of the denial and the rationale. Denials based on lack of grounds shall be communicated to the requesting party within five (5) days of the request for appeal being received by the Appeal Chair.

If any of the grounds in the Request for Appeal meet the grounds in this policy, then the Appeal Chair will:

1. Notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original Decision-maker.
2. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker a copy of the appeal request with the approved grounds outlined.
3. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and when appropriate, the investigators and/or the original Decision-maker five (5) days to submit a response to the portion of the appeal that was approved and involves them.
4. Collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and render a decision in no more than fifteen (15) days from the

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date the Request for Appeal was filed, barring exigent circumstances. All decisions apply the preponderance of the evidence.

5. Prepare a Notice of Appeal Outcome letter and send it to all parties simultaneously, which includes the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome letter will also outline specific instructions for remand or reconsideration of any sanction imposed by the Decision-maker, which MCCCCD is permitted to share according to state or federal law.

The Notice of Appeal Outcome letter will be mailed to the local or permanent address of the parties as indicated in official institutional records and emailed to the parties' MCCCCD-issued email or otherwise approved account. Notice is presumed to have been made once the letter is emailed.

### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be continued or reinstated, subject to the supportive measures procedure in Section VII of this policy.

MCCCCD may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

### **34. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

1. Referral to community services including counseling and health services
2. Referral to the Employee Assistance Program
3. Education to the individual and/or the community
4. Permanent alteration of work arrangements for employees
5. Provision of campus safety escorts
6. Climate surveys
7. Policy modification and/or training
8. Implementation of long-term contact limitations between the parties
9. Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the MCCCCD to the Respondent to ensure that the Respondent did not experience effective denial of educational access.

The MCCCCD will maintain the privacy of any Party subject to any long-term remedies/actions/measures, provided doing so does not impair the MCCCCD's ability to provide these services.

### **35. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All parties are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the time frame specified by the final Decision-maker (including the Appeal Chair).



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Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the MCCCCD.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **36. Record keeping**

MCCCCD will maintain for a period of seven (7) years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the MCCCCD's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, investigators, Decision-makers, and any person who facilitates an Informal Resolution process. MCCCCD will make these training materials publicly available on MCCCCD's website.  
(Note: If the MCCCCD does not maintain a website, MCCCCD must make these materials available upon request for inspection by members of the public.); and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the MCCCCD's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The MCCCCD will also maintain any and all records in accordance with state and federal laws. The MCCCCD will follow the destruction of records policy as outlined by the state of Arizona.

### **37. Disabilities Accommodations in the Resolution Process**

MCCCCD is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the MCCCCD's resolution process. Anyone needing such accommodation should contact the Title IX Coordinator and request the accommodation. The Title IX Coordinator shall seek consultation from the college Disability Resource Services Manager (for students) or Human Resources (for employees).

### **38. Mandatory Training**

This policy requires that annual training for the Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will include:

1. the definition of sexual harassment under this policy,
2. the scope of the MCCCCD's education program or activity,
3. how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and Catalog Common Pages 2021-2022 Updated 6/24/21 74
4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

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Decision-makers will receive annual training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators will receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **39. Revision of this Policy and Procedures**

This policy and procedures supersede any previous policy(ies) addressing Title IX sexual harassment and discrimination. The policy (administrative regulation) will be reviewed and updated as needed by the Title IX Coordinator, in consultation with any other stakeholders deemed necessary by the Title IX Coordinator and upon approval by the Chancellor. MCCCDC reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. District legal may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedures are effective August 14, 2020.

**ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL.  
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED THROUGH A LIMITED  
LICENSE TO MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT ALL OTHER RIGHTS.**

**AMENDED by Direct Approval from the Chancellor, September 20, 2021**

**AMENDED by Direct Approval from the Chancellor, September 16, 2020**

**ADOPTED by Direct Approval from the Chancellor, August 3, 2020**

**AMENDED by Direct Approval from the Chancellor, 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 (MCCCDC), 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

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

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

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

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

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

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

A student who contends that unlawful or MCCC-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

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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 MCCCCD prohibited discrimination.

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

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

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

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et.seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or the District Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent along with a copy of the investigator's written findings and the vice president's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

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

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occurrences.

### **Interim Measures**

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

### **MCCCD Administrative Review Process**

#### **Request for Reconsideration**

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

#### **Complaint Process**

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

#### **Maintenance of Documentation**

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

#### **Right to Assistance**

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any

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investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

### Confidentiality of Proceedings

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

### Retaliation Prohibited

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

### False Statements Prohibited

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

### External Filing of Discrimination Complaint

MCCCCD encourages students to use the MCCCCD 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](mailto:OCR_Denver@ed.gov)

**AMENDED by Direct Approval from the Chancellor, 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

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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.

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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

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decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

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

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

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

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

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

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

**Permits:** The approved request form will describe the location of the authorized activity and any other



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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 MCCC student organizations or employee groups.
4. Activities of non-MCCC-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 MCCC policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

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

### 2.4.10 Children on Campus

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

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

### 2.4.11 Crime Awareness and Campus Security Act

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

### 2.4.15 Campus Sex Crimes Prevention Act

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

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**ADOPTED by Direct Approval from the Chancellor, March 6, 2019**

### **Appendix Item S-18: Maricopa County Community College District Registered Sex Offender Notification Procedure**

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCD) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCD's colleges or working at the District office or at any of the MCCCD colleges (in paid or unpaid positions).

#### **GENERAL INFORMATION**

- I. In accordance with the CSCPA, the MCCCD will provide on its Sex Offender Information Website, found Sex Offender Information and Notification website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.
- II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor; 5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See, A.R.S. §13-3821).
- III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.
- IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. (A.R.S. § 13-3821).
  - a. Level Two and Level Three Offender's Obligation to Notify the College:

#### **STUDENTS**

- i. Current Students who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.
  1. Failure to comply with this procedure may lead to discipline under the Student Code of

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Conduct as well as possible criminal penalty as outlined in Arizona state law.

- ii. Potential Students who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCDCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)
  1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCDCD and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

### EMPLOYEES

- iii. Current Employees who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the MCCCDCD Police website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.
- iv. Potential Employees who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCDCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

### V. **COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER**

- a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCDCD Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.
- b. For Students: MCCCDCD Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCDCD college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.
  - i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- c. For Employees: MCCCDCD Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCDCD or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.

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- i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
    - d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
      - i. The College's knowledge of his/her final classification.
      - ii. The College's obligation to provide public access to Level 2 and 3 sex offender information through its Department of Public Safety.
      - iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
      - iv. If the offender is classified at Level 3, he/she is further informed of:
        1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
        2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
        3. The functional areas of the College which will be provided with the public notification that will be posted.
      - v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.
- VI. FERPA: The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.
- VII. ANNUAL AND OFF-CYCLE REVIEWS: Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCDC or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.
- VIII. FAILURE TO NOTIFY CAMPUS ADMINISTRATION: Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.
- IX. CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS: Pursuant to Arizona law, the MCCCDC shall make campus notifications of RSO status, as follows:
  - a. For level two and level three offenders, the MCCCDC Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
  - b. The Sex Offender Information and Notification website will host the notification of RSO's

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- employed by or attending a MCCCDC college, including employment with the District office.
- c. For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
  - d. Any criminal activity involving a registered sex offender should be reported to police.
- X. ADMINISTRATIVE OVERSIGHT:
- a. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
  - b. Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

**ADOPTED by Direct Approval from the Chancellor, March 6, 2019**

### 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. MCCCDC 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 MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC 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

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- commission of a violent felony or misdemeanor on MCCCCD property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

### Future Violence

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

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

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

### 2.4.13 Student Right to Know

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### 2.4.5 Copyright Act Compliance

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

### 3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be Catalog Common Pages 2021-2022 Updated 6/24/21 86 controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location

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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.

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

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

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

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

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

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

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

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

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

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

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

### **3.4 Recording of Faculty Lectures**



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

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

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

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

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messages.

- f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity. This provision is subject to the protections under policy and the law.
- g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.
- h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.
- i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.
- j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.
- k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

**AMENDED through the Administrative Regulations approval process, April 20, 2021**

### 4.4 Technology Resource Standards

#### Introduction

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

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

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

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### General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCDC-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 MCCCDC are available to MCCCDC Governing Board members, employees, students and, in a limited number of cases, MCCCDC 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 MCCCDC 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 MCCCDC employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCDC technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCDC-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

### Use of Non-MCCCDC Technology

Under Arizona's public records law, MCCCDC 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 MCCCDC 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-MCCCDC technology resources for communication of any type of MCCCDC business is heavily discouraged because those records are less capable of being managed according to MCCCDC's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCDC employee who receives a communication allegedly from another MCCCDC employee using a non-MCCCDC 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 MCCCDC's technology resources, including websites created by MCCCDC employees and students, is limited to educational, research, service, operational and management purposes of the MCCCDC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDC's technology resources are limited to the same purposes.

Frequently, access to MCCCDC's technology resources can be obtained only through use of a password known exclusively to the MCCCDC employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCDC 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 MCCCDC community. Moreover, it cannot guarantee employees, Governing Board

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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 MCCCDC employees are authorized to access information on an MCCCDC 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 MCCCDC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCDC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCDC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDC 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 MCCCDC's technology resources

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDC contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCDC 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 MCCCDC's Governing Board, including, but not limited to, MCCCDC'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 MCCCDC 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.

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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 MCCCDC'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 MCCCDC'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 MCCCDC, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCDC 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 MCCCDC grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCDC device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCDC 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 MCCCDC 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 MCCCDC'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 MCCCDC web site must display, or link to, the following disclaimer in a conspicuous manner:

*All information published online by MCCCDC is subject to change without notice. MCCCDC 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. MCCCDC is not responsible for the content or functionality of any technology resource not owned by the institution.*

*The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are*

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*those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.*

### Information Accuracy and Marketing Standards

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

### Complaints and Violations

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

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

## 2.6 Hazing Prevention Regulation

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

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

1. Hazing by any student, employee or other person affiliated with MCCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCCD; and
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCCD Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
  - A. Pre-pledging, illegal pledging or underground activities.

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- B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
  - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
  - D. Encouraging or forcing use of alcohol or drugs.
  - E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
  - F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
  - G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
  - H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
  - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
  - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCDC policies, and local and state laws.

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

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

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:

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- A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
  - B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
  - C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
  - D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
- A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCCD.
  - B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the MCCCCD hazing prevention regulation:  
"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCCD, whose membership consists primarily of students enrolled at MCCCCD and that may also be classroom-related or co-curricular in nature.

### 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



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controlled substances or illegal drugs.

### A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

### B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

### C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

### D. Legal Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

## 3. MCCCCD Program Standards

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of

alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

#### **4. Alcoholic Beverages—Usage Regulation (AR 4.13)**

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCDC 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 requester and to the MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC Risk Manager no later than 10 business days before the event.
- E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
  - i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - ii. The gathering must be by invitation only, and not open to the public;
  - iii. The gathering may not exceed 300;
  - iv. Invitees may not be charged any fee for either the event or the beer or wine; and
  - v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor

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must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

- F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.
- G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
- i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - ii. The entity completes the form available at AS-7 Request to Serve Beer and Wine — Third Party Form . And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
  - iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
  - iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
  - v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
  - vi. The contractor provides all of the beverages served and well as the servers or bartenders;
  - vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
  - viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.
- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCDC, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
- i. Wine and beer to be served may only be brought to MCCCDC 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 MCCCDC property, the Director the culinary program shall assign an MCCCDC 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

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administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

### 5. Other Health Concerns

#### General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

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

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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 program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

## 2.8 Students with Disabilities

### 2.8.1 Eligibility for Accommodations and Required Disability Documentation

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

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

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

### I. General Eligibility Requirements

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCC student.
2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.
  - a. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a DRS representative and participating in the interactive process.
  - b. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. Such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. Any extension beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

### II. Who Is Eligible For Services

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

### III. Definitions

1. **Academic Adjustment means:** a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time

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permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaption of the manner in which specific courses are conducted. Academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.

- 2. Accommodation means:** An alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. Accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.

Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.

- 3. Current Documentation means:** documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
- 4. Major Life Activities include, but are not limited to:** functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.
- 5. Mental Impairment means:** any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).
- 6. Physical Impairment means:** a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic

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or asymptomatic), tuberculosis, drug addiction, and alcoholism.

### IV. Procedures

1. General Procedures
  - a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.
  - b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
  - c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
  - d. Academic adjustments/accommodations are determined by the DRS office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/academic adjustments in the classroom environment shall require participation of course faculty.
  - e. MCCCDC is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.
2. Material Alteration of class or certification requirement
  - a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. Since the faculty member will have been part of the discussion regarding requested accommodations/academic adjustments involving a course or course curriculum, issues of material alteration should have already been addressed . In the event such was not addressed, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the faculty notification letter outlining the approved academic adjustment/accommodation. The parties will attempt to resolve the concern.
  - b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer's decision is final.
  - c. Any change in the DRS office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS office and the interactive process will continue in an effort to provide reasonable and appropriate academic



adjustments/accommodations.

### V. Rights And Responsibilities

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

- a. To an equal opportunity to access course information and materials
- b. To an equal opportunity to participate in and benefit from the college community Catalog
- c. To choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.
- d. To file a grievance if the student believes they have been discriminated against.

#### 2. Students served by Disability Resources and Services responsibilities:

- a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.
- b. Check MCCC CD email and/or DRS connect portal for updates and announcements.
- c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.
- d. Notify DRS if classes are dropped or added.
- e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through drs connect.
- f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.
- g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.
- h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.
- i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.
- j. Understand that requesting accommodations does not mean that the student's request will be approved.
- k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.
- l. Accommodations may be granted on a provisional basis (30 days). This may be based on

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

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

### VI. Grievance Procedure

1. If a student is not satisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student may file a complaint under the Discrimination Complaint Procedures for Students.
2. The determination generated from the Discrimination Complaint Procedure is final.

### VII. General Disability Documentation Guidelines

#### Physical Disabilities

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

#### Learning Disabilities

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

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

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

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

#### Psychiatric Disabilities

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

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psychologists, psychiatrists, neuropsychologists, school psychologists).

**Submitted documentation must demonstrate current functional limitations of the disability.**

### VIII. Additional Documentation Guidelines and Resources

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

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

**AMENDED, November 15, 2021 (Office of Public Stewardship housekeeping update)**

**AMENDED by Administrative Regulation Process, June 24, 2021**

**AMENDED by Direct Approval from the Chancellor, 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

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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 and Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (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 and 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 conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own - it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b)

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unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

### 2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

### 3. Disciplinary Sanctions

A faculty member may remove a student from one (1) class meeting for disciplinary reasons. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined in AR 2.5.2.

If the misconduct is sufficiently serious to warrant course failure, and if either

(a) the failure results in a student being removed from an instructional program or

(b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the Student Conduct Administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

### 4. Appeal of Sanctions for Academic Misconduct

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Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; Appendix S-6). Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

**Amended through Direct Approval from the Chancellor and Executive Vice Chancellor and Provost on August 7, 2013**

### DISCIPLINARY STANDARDS

#### 2.5.1 Disciplinary Standards

##### Disciplinary Probation and Suspension Standards

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCD) are vested in the MCCCD Governing Board. The MCCCD Governing Board and its agents—the Chancellor, administration, and employees are granted authority to regulate student behavior subject to basic standards of reasonableness.

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

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED by Direct Approval from the Chancellor, August 11, 2020**

#### 2.5.2 Student Conduct Code

The purpose of this Student Code of Conduct is to help ensure a productive and safe environment for students, employees, and visitors. This conduct code is not a stand-alone policy. This code is subject to the provisions outlined in AR 5.1.16, generally known as the Title IX policy, and AR 6.24, generally known as the Free Expression policy, and AR 5.1, generally known as the Non-Discrimination policy. There are other policies that may intersect with other administrative regulations.

##### Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. **“College”** means a Maricopa County Community College District (MCCCD) College or center/ site.
2. **“College premises”** means all land, buildings, facilities and other property in the possession of or owned, used, or substantially controlled by the college or MCCCD.
3. **“College official”** means any person employed by the college or MCCCD, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college/center official who is responsible for the administration of the

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Student Conduct Code.

4. **“Complainant”** means any person who submits a complaint alleging that a student violated this Student Conduct Code. When a student believes they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the college community submitted the Complaint itself.
5. **“Day”** means business day when college is in session, and shall exclude weekends and college/MCCCD holidays.
6. **“Disruptive behavior”** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting/facility, which includes educational or professional internships, clinical placements, or other experiential learning opportunities. Disruptive behavior also includes conduct that materially interferes with or obstructs college business operation.
7. **“District”** means the Maricopa County Community College District (MCCCD).
8. **“Faculty member”** means any person hired by the college or MCCCD to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of the faculty in credit / non-credit courses and clock hour courses and programs.
9. **“Member of the college community”** means any person who is a student, faculty member, college official, or any other person employed by the college or center/site. A person’s status in a particular situation shall be determined by the college President.
10. **“Organization”** means any number of persons who have complied with the formal requirements for college recognition.
11. **“Policy”** is defined as the written regulations of the college and/or MCCCD as found in, but not limited to, this Student Conduct Code and MCCCD Governing Board policy.
12. **“Respondent”** means any student accused of violating MCCCD’s Student Conduct Code. Respondents enjoy the presumption of innocence until such time as the respondent is adjudicated to have violated the Student Conduct Code.
13. **“Student”** means any individual who is currently admitted or registered in credit or non-credit college programs on a full or part time basis, or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
14. **“Student Conduct Administrator”** means a college official authorized 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.
15. **“Threatening behavior”** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others, or property. It does not matter whether the person communicating the

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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. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.
2. Matters pertaining to sexual harassment must always be referred first to the college Title IX Coordinator for review under AR 5.1.16. Conduct that does not meet the definition of sexual harassment as outlined in AR 5.1.16, or otherwise do not meet the definition of an educational program or activity, do not occur against a person within the United States, or are otherwise dismissed either under the mandatory or discretionary dismissal provisions will be referred by the Title IX Coordinator back to the college's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

### Article III: Prohibited Conduct

#### 1. Jurisdiction

The Student Conduct Code shall apply to conduct that occurs on any college or MCCCDCD premises, or at any center/site or MCCCDCD-sponsored event or activity that adversely affects the college community and/or the pursuit of its objectives.

- A. Jurisdiction may be applied against student behavior conducted online, via email, or other electronic medium provided that it meets the criteria listed above. Further, jurisdiction under this policy applies to any person who is currently admitted or in credit or non-credit college programs or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
- B. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

#### 2. Title IX Sexual Harassment.

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

#### 3. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. (Academic Misconduct AR 2.3.11). If the student refuses to leave after being requested to do so, college police may be summoned to provide assistance. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined below.

#### 4. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions



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outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
  - i. Knowingly furnishing false information to any college official or officer (including filing a false report or complaint), including during an official investigation (i.e., Title IX, conduct, or campus police investigation).
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
  - iii. Tampering with the election of any college-recognized student organization.
  - iv. Financial aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
  - v. Misrepresentation of one's identity (see also Identity Theft Red Flag and Security Incident Reporting AR 6.11).
  - vi. Misuse of the colleges copyrighted content and trademark (Copyright Act Compliance AR 2.4.5).
  - vii. Knowingly filing a false report (Title IX, conduct, or campus police investigation) to a college official or campus police.
- B. Obstruction or disruption 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;
- C. Conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.
  - i. Physical abuse – hitting, pushing, use of a weapon, beating or other such activity resulting in or intended to cause physical harm.
  - ii. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.
  - iii. Substantial or repeated acts and/or harassment directed at a person or group of people that would cause a reasonable person to feel fearful and/or find intimidating, hostile, or offensive, including but not limited to, bullying, stalking, and hazing (Hazing Prevention Regulation AR 2.6) as defined in Article I.
  - iv. Any form of retaliation towards a complainant or any participant in an investigation or conduct process.
- D. Attempted or actual theft of, damage to, or unauthorized use of property of the college or property of a member of the college community or other personal or public property.
- E. Trespassing or unauthorized access to physical or virtual/cyber property or services of the college.
- F. Having an animal in a campus building, other than in accordance with MCCC policy (Domesticated Animals on Campus AR 3.9 and Guidelines for Service Animals on Campus) and ADA laws, such as permitted service animals individually trained to perform tasks for the benefit of an individual with a disability.
- G. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.

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- H. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- I. Violation of any college or MCCCDC policy, rule or regulation published in hard copy or online, such as a college catalog, handbook, etc. or available electronically on the college's or District's MCCCDC'S website.
- J. Violation of federal, state or local law.
- K. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law, unless such use is prohibited due to a program of study for fields that are deemed safety sensitive positions. (Abuse-Free Environment AR 2.4.7, S-16 Statement on the Arizona Medical Marijuana Act Proposition 203).
- L. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- M. Smoking tobacco products, using e-cigarettes, or any other violation of the Smoke-Free/Tobacco-Free Environment policy (AR 4.12).
- N. 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 (Weapons policy AR 4.6).
- O. 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.
- P. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- Q. 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 MCCCDC premises without their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- R. Engaging in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code. (Free Expression policy AR 6.24).
- S. 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

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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 (Copyright Act Compliance AR 2.4.5)
  - viii. Any violation of the MCCC'D'S technology resource standards (Technology Resource Standards AR 4.4)
  - ix. Use of technology facilities or resources to illegally download files
  - x. Unauthorized use of intellectual property (Intellectual Property policy)
- T. Abuse of the Student Conduct system, including but not limited to:
- i. Falsification, distortion or misrepresentation of information before a Student Conduct Official.
  - ii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
  - iii. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
  - iv. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct proceeding
  - v. Harassment, either verbal or physical, and/or intimidation of a Student Conduct Administrator prior to, during and/or after a Student Conduct proceeding
  - vi. Failure to comply with the sanctions imposed under this Student Conduct Code
  - vii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
  - viii. Failure to obey the notice from a Student Conduct or college official to appear for a meeting or hearing as part of the Student Conduct system.
- U. Engaging in irresponsible social media conduct. All Student Conduct policies apply to social networking platforms.
- V. Attempt to bribe a college or MCCC'D employee.
- W. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two (2) or more occasions over a period of time and such conduct would cause a reasonable person to fear for their safety.
- X. Sexual misconduct, including but not limited to:
- i. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
  - ii. Explicit sexual comments by one (1) or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
  - iii. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.
  - iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the MCCC'D education programs and/or

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activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

### Y. Sexual Exploitation

- i. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
  - a. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - b. 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;
  - c. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - d. Engaging in non-consensual voyeurism;
  - e. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
  - f. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
  - g. Possessing, distributing, viewing or forcing others to view obscenity.

## 5. Violation of Law and College Discipline

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. If a criminal investigation and/or prosecution results from the same factual situation, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise external law enforcement and other 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.
- C. The Student Code of Conduct may apply to off-campus behavior that affects a substantial interest of

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the college. A substantial college interest means:

- i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
- ii. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- iii. Any situation that is detrimental to the educational mission and/or interests of the college, unless it is protected by a student's constitutional right to free expression.

### Article IV: Student Conduct Code Procedures

#### 1. Allegations and Resolution Options

- A. Any member of the college community may file a complaint against a student for violations of this Student Conduct Code. A complaint may be in writing or verbally given to the Student Conduct Administrator. Once the complaint has been made, it shall be put in writing and a notice of allegation should be submitted to the Respondent. A Respondent must receive written notice of the allegations before a meeting is held with the Respondent regarding the conduct. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Conduct Administrator.
- B. There is no statute of limitations for bringing a complaint under the Student Conduct Code, but it is advisable to bring a complaint as soon after the conduct being reported occurred.
- C. Both the Complainant and the Respondent shall have the right to be assisted by an Advisor of their choosing. A party who elects to be assisted by an Advisor must notify the Student Conduct Administrator of the name and contact information of the Advisor not less than two (2) days before the scheduled meeting with the party. Advisors may not be an attorney. Both the Complainant and the Respondent are responsible for presenting their own information during the course of the meeting. Advisors are not permitted to speak or participate directly in any Student Conduct meeting or proceeding and can be removed from proceedings by not abiding by these parameters.
- D. Misconduct that would fall under the jurisdiction of AR 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCC CD policy AR 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.
- E. After receiving information on alleged violations of the Student Conduct Code, the Student Conduct Administrator will review the information, gather facts, and make a determination on the appropriate next steps. Documentation regarding the aforementioned steps must be maintained. Next steps are:
  - i. Dismiss the case due to insufficient evidence, lack of jurisdiction, or the alleged behavior, even if proven true, would not violate the code.
  - ii. Proceed with a full, thorough, and impartial investigation with formal disciplinary proceedings.
  - iii. Initiate an informal resolution outside of formal disciplinary proceedings provided involved parties mutually agree and the Student Conduct Administrator determines this option is appropriate given the nature of the allegations. An informal resolution can also be an option when the Respondent accepts responsibility for the behavior.

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- iv. If the informal resolution option is initiated, the determination with regard to responsibility and sanctions is final and cannot be appealed.

### 2. Informal Resolution Options

- A. Informal resolution options include, but are not limited to: administrative dispositions, mediation, facilitated dialogue, and restorative justice practices.
- B. Determinations regarding the type of informal resolution offered in a particular case will be made in consultation with the Student Conduct Administrators, other MCCCDC leadership, as necessary, and the students at issue. Staff outside of the Student Conduct Administrator's office may be involved in facilitating the agreed upon option.
- C. Informal resolutions can result in the same sanctions and institutional responses as are reserved for matters that have been addressed through a full investigation.
- D. The Student Conduct Administrator will make the determination with regard to responsibility.
- E. Should new facts come forward during the informal resolution process that significantly alter the nature of the allegations, the Student Conduct Administrator has the discretion to initiate a full investigation. If one of the involved parties decides that the informal resolution option is not appropriate, they may request a full investigation. This request must be submitted to the Student Conduct Administrator before the conclusion of the informal resolution process. If this action is taken, the Student Conduct Administrator will document the end of the informal resolution process and shall initiate a formal investigation.
- F. Both the Complainant and the Respondent must sign an agreement to engage in the informal resolution process.

### 3. Interim Actions

- A. If the Student Conduct Administrator is in receipt of information indicating that the Respondent poses a threat of harm or substantial disruption, the Student Conduct Administrator may take administrative action(s) to restrict, suspend, or alter the rights of a student for a temporary period. The interim action(s) will be communicated in writing to involved parties and will remain in place until a final decision on the pending allegations has been made or until the Student Conduct Administrator believes the reason(s) for issuing the interim action(s) no longer exists. These administrative actions are not designed to be punitive, and they are not issued as sanctions.
- B. A student who is restricted from campus or suspended due to interim action(s) may appeal the interim action(s) in writing to the Dean or Vice President of Student Affairs (VPSA) who is over the Student Conduct Administrator, and in the case that a VPSA is the Student Conduct Administrator, to the President of the college, no later than five (5) business days following the effective date of the interim action(s). This person will determine, within five (5) business days of receipt of the appeal, if the interim action(s) should remain in place, be modified, or lifted.
- C. Examples of interim actions include, but are not limited to, no contact directives, removal from a class or classes or specific MCCCDC locations, administrative removal from campus, administrative/enrollment holds, and temporary suspension.

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- D. Factors considered before issuing interim actions include, but are not limited to, individual safety, community safety, and the need to maintain an academic and work environment free from disruption. If the interim action is temporary suspension or removal from campus, the Student Conduct Administrator will consult with the college's behavioral assessment team as part of the decision-making process.

### 4. Notice of Allegations and Investigation

- A. The notice of allegations letter sent to the Respondent will also be sent to the Complainant. The notice of allegation should specify that the investigation will be done to determine, under the preponderance of the evidence standard, if a violation of the policy has taken place. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.
- B. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place.
- C. If during the investigation additional allegations are presented or if allegations outlined in the original notice of allegations have been retracted, the Respondent must receive an amended notice of allegations and shall be allowed to address the new allegations.

### 5. Investigation Process

- A. At the beginning of the investigation interview, the Student Conduct Administrator will review with the party being interviewed:
- the Student Conduct Code,
  - the investigation process,
  - how determinations are made,
  - possible sanction(s),
  - the prohibition against retaliation,
  - and appeal options.
- B. Students are expected to comply with requests and directives issued by the Student Conduct Administrator performing duties connected to an investigation. Should a student choose to not participate in the conduct process, the Student Conduct Administrator will proceed with the investigation and make determinations without gaining input from the non-participating student.
- C. After the investigative interview, respondents will be given up to five (5) days to reflect upon and respond to the allegations(s) in writing. The written response should be delivered to the Student Conduct Administrator within that time period. Likewise, Complainants and witnesses will be given up to five (5) days to reflect upon and respond to the information presented and outlined during the investigative interview. The Student Conduct Administrator does not need to provide interview notes or additional information to the student to facilitate this process.
- D. A student can have an advisor present in all conduct proceedings, but the advisor cannot speak on the student's behalf.

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- E. Involved parties can identify witnesses who have information relevant to the investigation. These witnesses will be contacted by the Student Conduct Administrator who will assess the relevance of the witnesses and conduct interviews as appropriate.
- F. Complainants and Respondents will be notified in writing when an investigation has concluded and the investigative report has been completed, which will encompass all information except for a final determination.

### 6. Appeals Regarding Student Code of Conduct

- A. The Student Conduct Administrator will determine whether it is more likely than not that a student and/or student organization violated the Student Conduct Code.
- B. The Student Conduct Administrator will consider any mitigating or aggravating factors and determine the appropriate sanctions.
- C. Within five (5) business days of the determination, the Student Conduct Administrator will provide the parties a written decision. The written decision will indicate whether or not the charge(s) was substantiated and, if the charge(s) was/were substantiated, will outline the remedial action(s) taken including sanctions if applicable, to be issued by the college. The determination letter will summarize the investigation and outline the determination made regarding the allegations outlined in the complaint, as well as state any issued sanction(s) based on a finding of responsibility.
- D. Respondent will be informed of the right to appeal the determination and will be given instructions on how to do so in the decision letter.

### 7. Appeals

- A. The Respondent must submit a written appeal request to the supervising Dean Of Students or Vice President of Student Affairs (VPSA), or in the case that the Student Conduct Administrator is the VPSA, the President, no later than five (5) days from the date of the written determination.
- B. If no appeal is filed within the five (5) day window, the determination regarding responsibility for a violation under this policy and sanctions is final.
- C. Pending the filing of a timely appeal request, the decision by the Dean of Students or VPSA will delay the effective date of the disciplinary sanction.
- D. The grounds for an appeal are restricted to the following: I. Procedural irregularity that affected the outcome of the matter, and II. New evidence that was not reasonably available at the time determinations regarding responsibility was made, or that could affect the outcome of the matter.
- E. The Dean of Students or VPSA will notify the involved parties of a decision regarding the appeal within five (5) days of receiving the appeal request. Both parties to the original investigation will be notified of the appeal decision.
  - i. If the appeal is denied, the decision by the Student Conduct Administrator shall be considered final and binding upon all concerned.



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- ii. If the appeal is granted, the rationale for the decision will be outlined in the decision letter as will the next steps in the process.
- F. The appellate body has discretion upon granting an appeal to refer the matter back to the Student Conduct Administrator for re-consideration, or alter the sanction(s) only (including issuing more severe sanctions).

### 8. Matters Related to Infringement of the Right to Free Expression

- A. As outlined in Arizona Revised Statute 15-1866, any student who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code.
- B. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
  - i. The right to receive advanced written notice of the allegations.
  - ii. The right to review the evidence in support of the allegations.
  - iii. The right to confront witnesses who testify against that student.
  - iv. The right to present a defense.
  - v. The right to call witnesses.
  - vi. A decision by an impartial person or panel.
  - vii. The right to appeal.
  - viii. If either a suspension of more than thirty (30) days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

### 9. Appeals Regarding Student Code of Conduct

- 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. Disciplinary 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 which can include, but is not limited to, eligibility for some leadership roles, scholarships, membership in college-affiliated organizations, programs, and activities, and restricted access to college premises.
  - iii. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - iv. Discretionary Sanctions - work assignments, essays, service to the college or community, apology letters, educational programs, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator And will have specific due dates).
  - v. Behavioral Requirement - engagement with services or programs designed to address behaviors of concern through education and skill-building.
  - vi. College Suspension - separation of the student from all the colleges in MCCCDC for a definite period

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of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from ONE college means a suspension from ALL colleges in MCCCCD.

- vii. College Expulsion - permanent separation of the student from all the colleges in MCCCCD. expulsion from one college means expulsion from all MCCCCD colleges.
- viii. Degree/Certificate Revocation - permanent revocation of a student's degree and/or certificate.
- ix. Other Sanctions - additional or alternative sanctions may be created and designed as deemed appropriate to the offense with the approval of the Student Conduct Administrator.

- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Disciplinary sanctions are part of a student's educational record.

### 10. Miscellaneous

#### A. Administrative Hold

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

#### B. 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. In such cases, 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 college officials charged with the administration of the Student Conduct Code

### 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.

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED by Direct Approval from the Chancellor, August 11, 2020**

#### 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

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who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute

- ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
- iii. Records maintained by the college's security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
- iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for treatment of a student or made available only to those persons providing treatment.
- v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

### 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

### 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

### 4. Annual Notification (SEE ALSO FERPA EXPLANATION)

Students will be notified of their rights annually by electronic mail in a FERPA Annual Notification. Student's rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCCD offers.

### 5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:

#### A. *The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.*

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found [HERE](#). The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the

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request should be addressed.

2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or district may deny access to the following records:
  - a. Parents' financial statements;
  - b. Letters of recommendation, if the student has waived his or her right of access;
  - c. Records filed before January 1, 1975; or
  - d. Records not included in the FERPA definition of educational records.
3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
  - a. The student has an unpaid financial obligation to the college or District;
  - b. There is an unresolved disciplinary action against the student; or
  - c. The educational record requested is an exam or set of standardized test questions.

### ***B. The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.***

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. A proper request to correct a student education record must:
  - a. Be written to the College Registrar;
  - b. Clearly identify the part of the record they want to be changed; and
  - c. Specify why the record is inaccurate or misleading.
3. Any written request which does not include the required information will not be considered. The requester will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCC Administrative Regulations.

### ***C. The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records.

## 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

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to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCCDC whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1))
2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena.(§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A) (11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of

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§99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her.(§99.31(A) (14))

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

Students who believe that MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: S-8 Non-Instructional Complaint Resolution

**D. *The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

- E. *2012 FERPA AMENDMENT:*** As of January 3, 2012, the U.S. Department of Education's FERPA Regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: FERPA.DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT-FERPA

**F. *Student Directory Information***

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission and Records Office/Enrollment Services.
  - A. Students should consider very carefully the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.
2. Students may request their college to withhold the sharing of directory information by filing out a Request To Withhold Directory Information form and submitting that form to the college Admission and Records Office/Enrollment Services.
3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:
  - A. Name
  - B. Address
  - C. Phone Number

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- D. MCCCDC Email Address
- E. Photograph/Electronic Image
- F. Place of Birth
- G. Major Field of Study
- H. Current Enrollment Status
- I. Participation in Officially Recognized Activities
- J. Dates of Attendance
- K. Degrees Awarded
- L. Awards and Academic Honors Received/Dean's List Selection
- M. Previous Institutions Attended
- N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

### **G. Disclosure to Parents**

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

## RELEASE OF DIRECTORY (PUBLIC) INFORMATION

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

## BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a privacy block form.

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

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

## ADDITIONAL INFORMATION:

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

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

### USING SOCIAL SECURITY NUMBERS

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

**TECHNICAL CORRECTION made to remove duplicative and contradictory language (DOB), October 26, 2021 AMENDED through the Administrative Regulations Approval Process, June 4, 2019  
AMENDED through the Administrative Regulations Approval Process, June 4, 2019**

### 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. 1. District Student Employees

###### A. Introduction

Students may be employed by the college as student help. District regulations require that students



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be hired in essential jobs and that they be properly trained and supervised.

- B. Philosophy and Workload for Student Employees
  - i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
  - ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
  - iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.
- C. Student Employee Benefits  
As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
- D. Student Employment Records  
Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.
- E. Student Compensation  
The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.
- F. Employee Contracts and Forms (See Appendix FM-3)  
Student Employee Grievance Procedure
- G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)

## 2. Student Security Guards

- A. Introduction and Philosophy  
Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.
- B. Workload of Student Security Guards
  - i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
  - ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.
- C. Students not in Administration of Justice Program
  - i. Use of student other than those in Administration of Justice Program:
    - 1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.

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2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
  1. Wearing of the uniform, general appearance, and demeanor
  2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
  3. Public relations methods used on the campus
  4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
  5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
  6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
  7. Basic first aid
- D. Student Security Guards Employee Benefits  
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
- E. Student Employment Records  
The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the Vice President of Student Affairs.

### 2.5.5 Student Governance

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

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor's Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the

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college for transmittal to the Governing Board General Counsel.

### 1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position. Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members). All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

### 2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

### 3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

### 4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

### 5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

### 6. Remuneration Limitations

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

### 7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

### 8. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or

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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 MCCCCD 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 MCCCCD non-discrimination 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 relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those

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with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

### A. Definitions

- i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

## 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions

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related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.

- iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

**3.** Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process [The Annual Acknowledgement and Disclosures form may be found in the Employee Learn Center. Employee credentials are needed to enter secure site].

**4.** An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

### 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 Approval from the Chancellor, April 1, 2015**



## **COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

### COURSE INDEX - By Subjects

<b>ACC</b>	Accounting	111	<b>GLG</b>	Geology	111
<b>AHU</b>	Arabic Humanities	111	<b>HCC</b>	Health Care Curriculum	111
<b>AIS</b>	American Indian Studies	111	<b>HCR</b>	Health Care Regulatory Compliance	111
<b>AJS</b>	Administration of Justice Studies	111	<b>HES</b>	Health Science	111
<b>ARB</b>	Arabic	111	<b>HIS</b>	History	111
<b>ARH</b>	Art Humanities	111	<b>HUM</b>	Humanities	111
<b>ART</b>	Art	111	<b>ITS</b>	Information Technology Security	111
<b>ASB</b>	Anthropology	111	<b>MAT</b>	Mathematics	111
<b>ASD</b>	Addiction and Substance Use Disorders	111	<b>MGT</b>	Management	111
<b>ASM</b>	Anthropology (Science/Math)	111	<b>MKT</b>	Marketing	111
<b>BHS</b>	Behavioral Health Services Technology	111	<b>MHL</b>	Music History/Literature	111
<b>BIO</b>	Biology	111	<b>MST</b>	Microsoft Technology	111
<b>BPC</b>	Business/Personal Computers	111	<b>MTC</b>	Music: Theory/Composition	111
<b>CFS</b>	Child Family Studies	111	<b>MUC</b>	Music: Commercial/Business	111
<b>CHM</b>	Chemistry	111	<b>MUP</b>	Music: Performance	111
<b>CIS</b>	Computer Information Systems	111	<b>NAV</b>	Navajo	111
<b>CNT</b>	Cisco Networking Technology	111	<b>PED</b>	Physical Education	111
<b>COM</b>	Communication	111	<b>PHI</b>	Philosophy	111
<b>CON</b>	Construction	111	<b>PHS</b>	Physical Science	111
<b>CPD</b>	Counseling/Personal Development	111	<b>PHY</b>	Physics	111
<b>CRE</b>	Critical Reading	111	<b>PSY</b>	Psychology	111
<b>CSC</b>	Computer Science	111	<b>RDG</b>	Reading	111
<b>CSR</b>	Customer Service Representative	111	<b>REA</b>	Real Estate	111
<b>DAH</b>	Dance Humanities	111	<b>REC</b>	Recreation	111
<b>DAN</b>	Dance	111	<b>REL</b>	Religious Studies	111
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<b>GBS</b>	General Business	111			

Several AA/AS degrees with "Programs with Emphasis designations" are NOT listed in the catalog. For additional information on these and other SMCC programs, including course competencies, visit: <https://curriculum.maricopa.edu/curriculum/courses/search-course-bank>

All courses listed in this catalog are NOT offered every semester. Check in the Class Schedule (in Find a Class) for current course offerings. On the web, go to: [southmountaincc.edu/schedule](https://southmountaincc.edu/schedule)



## COURSE DESCRIPTIONS

### **ACCOUNTING (ACC)**

#### **ACC105 – PAYROLL, SALES AND PROPERTY TAXES LEC // 3 CREDITS // 3 PERIODS**

Tax reporting for payroll, sales, and personal property. Prerequisites: None.

#### **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 // 3 CREDITS // 3 PERIODS**

Understanding of fundamental accounting principles and mastery of an accounting information systems including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: None.

#### **ACC121 – INDIVIDUAL TAX PREPARATION LEC + LAB // 3 CREDITS // 3 PERIODS**

Theory and practice of accounting for individual taxation. Prerequisites: None.

#### **ACC211 – FINANCIAL ACCOUNTING LEC // 3 CREDITS // 3 PERIODS**

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None. Arizona Shared Unique Number: SUN#: ACC 2201

#### **ACC212 – MANAGERIAL ACCOUNTING 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). Arizona Shared Unique Number: SUN#: ACC 2202

#### **ACC219 – INTERMEDIATE ACCOUNTING I LEC // 3 CREDITS // 3 PERIODS**

Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity related problems of income determination and financial reporting. Prerequisites: A grade of C or better in ACC212 or ACC240 or permission of Department or Division

#### **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.

#### **ACC224 – TAX PRACTICE ADMINISTRATION AND BUSINESS ENTITY ANALYSIS LEC // 3 CREDITS // 3 PERIODS**

Federal income tax representation, practices, and procedures, including trust and estate income tax, exempt organizations, and retirement plans. Prerequisites: A grade of C or better in ACC121 OR ACC221.

#### **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

## COURSE DESCRIPTIONS

### **ACC270AB – ACCOUNTING INTERNSHIP**

#### **LEC // 2 CREDITS // 2 PERIODS**

Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester. Prerequisites: Permission of Department or Division. Course Notes: ACC270AB may be repeated for a total of four (4) credits.

### **ACC270AC – ACCOUNTING INTERNSHIP**

#### **LEC // 3 CREDITS // 3 PERIODS**

Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester. Prerequisites: Permission of Department or Division. Course Notes: ACC270AC may be repeated for a total of six (6) credits.

### **ARABIC HUMANITIES (AHU)**

#### **AHU245 – ARABIC CULTURE AND ISLAM**

#### **LEC // 3 CREDITS // 3 PERIODS**

A survey of Arab heritage in the Arab world (Middle East). Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None General Education Designation: Global Awareness [G]; General Education Designation: Humanities and Fine Arts [HU]

### **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].

### **AIS140 – 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. Course Attributes: General Education Designation: Cultural Diversity - [C] General Education Designation: Historical Awareness - [H] General Education Designation: Social and Behavioral Sciences - [SB] Cross-References: HIS140

### **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] Arizona Shared Unique Number SUN# AJS 1101

### **AJS109 – SUBSTANTIVE CRIMINAL LAW**

#### **LEC // 3 CREDITS // 3 PERIODS**

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Prerequisites: None.

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### **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. Encourages 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, recordings and electronic surveillance; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Prerequisites: None.

### **AJS212 – JUVENILE JUSTICE PROCEDURES**

#### **LEC // 3 CREDITS // 3 PERIODS**

Examines the nature and extent of juvenile delinquency to the present. Including but not limited to the history, jurisdictions, terminology, procedures, and institutions of the juvenile justice system. Prerequisites: None.

### **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].

### **AJS240 – THE CORRECTION FUNCTION**

#### **LEC // 3 CREDITS // 3 PERIODS**

Examines the history and development of correctional theories and institutions. Prerequisites: None.

### **AJS258 – 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 Designation: Cultural Diversity - [C] General Education Designation: Social and Behavioral Sciences - [SB] Cross-References: EMT258 FSC258 SWU258

### **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.

### **AJS275 – CRIMINAL INVESTIGATION I**

#### **LEC // 3 CREDITS // 3 PERIODS**

Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

### **ARABIC (ARB)**

#### **ARB101 – ELEMENTARY ARABIC I**

##### **LEC + LAB // 5 CREDITS // 5 PERIODS**

Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None. General Education Designation: Global Awareness – [G]

#### **ARB102 – ELEMENTARY ARABIC II**

##### **LEC + LAB // 5 CREDITS // 5 PERIODS**

A continuation of ARB101. Continued study of

## COURSE DESCRIPTIONS

grammar and vocabulary, with emphasis on pronunciation and speaking skills. Prerequisites: A grade of C or better in ARB101. Completion of prerequisites within the last three years is required. Course Attributes: General Education Designation: Global Awareness - [G]

### **ARB201 – INTERMEDIATE ARABIC I LEC // 5 CREDITS // 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 // 5 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 and visual culture through study of two-dimensional and three-dimensional works of art, design elements, media and processes, and cultural contexts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None. General Education Designation – Humanities and Fine Arts [HU].

#### **ARH102 – RENAISSANCE THROUGH CONTEMPORARY ART 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]. Arizona Shared Unique Number SUN#: ART 1102

### **ART (ART)**

#### **ART100 – INTRODUCTION TO DIGITAL ARTS LEC // 1 CREDITS // 2 PERIODS**

Foundation course in digital arts and design, with emphasis in the production of art using the computer. Prerequisites: None.

#### **ART111 – DRAWING I 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 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 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: A grade of C or better in ART111.

#### **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. Prerequisites: None. Course Notes: Digital camera required.

## COURSE DESCRIPTIONS

### **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: A grade of C or better in ART161.

### **ART181 - GRAPHIC DESIGN I**

#### **LEC + LAB // 3 CREDITS // 6 PERIODS**

Basic understanding of design principles and the stages of graphic design, with an emphasis on final product and presentation. Prerequisites: A grade of C or better in ART100 or permission of Instructor.

### **ART211 – DRAWING AND COMPOSITION III**

#### **LEC + LAB // 3 CREDITS // 6 PERIODS**

Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: A grade of C or better in 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: A grade of C or better in ART211 or permission of instructor.

### **ART255AB – THE PORTFOLIO**

#### **LEC // 1 CREDITS // 1 PERIODS**

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: A grade of C or better in ART162.

### **ART262 – CERAMICS IV**

#### **LEC + LAB // 3 CREDITS // 6 PERIODS**

Experimental work in clays and glazes. Prerequisites: A grade of C or better in ART261.

### **ART298AA – SPECIAL PROJECTS**

#### **LEC // 1 CREDITS // 1 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.

### **ANTHROPOLOGY (ASB)**

#### **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].

### **ADDICTION AND SUBSTANCE USE DISORDERS (ASD)**

#### **ASD120-PROFESSIONAL ETHICS IN ADDICTIONS AND SUBSTANCE USE DISORDERS**

#### **LEC // 1 CREDITS // 1 PERIODS**

Exploration of topics relative to the professional and ethical development of the addictions and substance use disorders counselor, including codes of ethics, confidentiality laws, professionalism and boundary issues, and the meeting of individual counselor needs within the field. Prerequisites: None.

#### **ASD145-AIDS AND ADDICTION**

#### **LEC // 1 CREDITS // 1 PERIODS**

Exploration of AIDS and its relationship to addiction. Emphasis on myths and realities of AIDS, personal values, feelings, and limitations and treatment goals. Prerequisites: None.

#### **ASD245 – CO-OCCURRING DISORDERS**

#### **LEC // 2 CREDITS // 2 PERIODS**

Examines co-occurring disorders from the bio-psycho-social model. Includes causes, consequences, assessment, and treatment, emphasizing the psychoeducational model of treatment. Prerequisites: None.

## COURSE DESCRIPTIONS

### AMERICAN SIGN LANGUAGE (ASL)

#### ASL101 – 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. ASL103 suggested as a corequisite but not required.

#### ASL102 – 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: A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

#### ASL201 – 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: A grade of C or better in ASL102 or permission of Department or Division. (ENG101 or ENG107) and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.

### 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]

### BEHAVIORAL HEALTH SERVICES TECHNOLOGY (BHS)

#### BHS150 – INTRODUCTION TO BEHAVIORAL HEALTH AND SOCIAL SERVICES

##### LEC // 3 CREDITS // 3 PERIODS

Survey of the behavioral health and social services professions, including scope of practice and training requirements. Exploration of employment opportunities in the field and self-assessment/academic planning for a career in mental health. Overview of mental health disorders and first responder skills in a mental health crisis situation. Prerequisites: None. General Education Designation: Historical Awareness - [H] General Education Designation: Social-Behavioral Sciences - [SB]

#### BHS155 – PROFESSIONAL RESILIENCY AND WELL-BEING

##### LEC // 3 CREDITS // 3 PERIODS

Exploration of building human resilience and well-being to prevent burnout, traumatic stress, and compassion fatigue for social services and mental health professionals, healthcare providers, emergency first responders, and other relationship-intensive occupations. Causes, symptoms, and effects of traumatic stress, burnout compassion fatigue and other work-related stress. Focus on enhancing quality of life and improving a healthy lifestyle by incorporating evidenced-based practices in psychological and emotional resilience training, cognitive behavioral therapy, mindfulness, positive psychology, prevention, peer support, and self-care, including nutrition, exercise, and sleep. Prerequisites: None. Editor's Note: Credits, Load and Periods changed from 1.0 to 3.0 effective the Fall 2022 semester.

#### BHS160 – ETHICAL, LEGAL AND PROFESSIONAL ISSUES IN BEHAVIORAL HEALTH AND SOCIAL SERVICE

##### LEC // 3 CREDITS // 3 PERIODS

Explores relevant ethical, legal, and professional issues inherent in the behavioral health and social services field, including expectations of and limitations on providers. Key areas of inquiry include boundaries and dual relationships, mandated reporting, confidentiality, scope of practice, beneficence and non-maleficence, rights

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and responsibilities, professional relationships, and credentialing/regulating agencies. Prerequisites: None Editor's Note: Effective Fall 2023, the title of this course will change to Ethical, Legal, and Professional Issues in Counseling Services.

### **BHS165 – APPLIED THERAPEUTIC COMMUNICATION SKILLS** **LEC // 3 CREDITS // 3 PERIODS**

Theory and practice of communication skills to establish and maintain effective helping relationships and enhance the therapeutic alliance. Emphasis on verbal communication, nonverbal communication, paraverbal communication, rapport building, empathetic and active listening skills, resolving interpersonal conflicts, appropriate feedback, and developing and maintaining personal and professional relationships. Prerequisites: None.

### **BHS170 – CASE MANAGEMENT AND CLINICAL DOCUMENTATION** **LEC // 3 CREDITS // 3 PERIODS**

Overview and application of the principles, practices, and function of case management in human services. Case management service delivery and coordination for clients with psychological, developmental, and psychiatric and comorbid medical conditions. Documentation techniques necessary to maintain clinical records in a variety of behavioral healthcare settings. Prerequisites: None.

### **BHS175 – INTRODUCTION TO TRAUMA-INFORMED CARE AND TRAUMA-FOCUSED CAREGIVING** **LEC // 3 CREDITS // 3 PERIODS**

Comprehensive overview of various types of trauma, neurobiological effects of traumatic stress, and ethics associated in working with a trauma survivor. Concepts and skills needed to become a fully functioning trauma-informed caregiver professional in the mental health and primary care setting. Prerequisites: None. Editor's Note: Effective the Fall 2023, the title of BHS175 will change to Trauma-Informed Care and Recovery Treatment.

### **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. Course Note: COMMON COMPETENCY COURSE. Prerequisites: None.

### **BHS180 CHILD, FAMILY AND ADULT ADVOCACY** **LEC // 3 CREDITS // 3 PERIODS**

The role of advocacy in relation to multiple systems affecting children, families, and adults. Emphasis on identifying appropriate supports, community resources, and "wrap-around" services to help foster healthy family and child development, adult recovery, and social welfare. Prerequisite: None.

### **BHS185 – CULTURAL COMPETENCE IN BEHAVIORAL HEALTH** **LEC // 3 CREDITS // 3 PERIODS**

Exploration of cultural diversity and its potential impact on behaviors, emotions, cognitions and perceptions, relationships, and values. Intercultural communication skills through the examination of cultural and racial diversity, sexual and gender identity, social justice, and religious and spiritual diversity. Consideration of its implications for the therapeutic process and the importance of self-awareness and effective communication skills for professionals in the behavioral health and social sciences. Prerequisites: None. General Education Designation: Cultural Diversity – [C]

### **BHS190 – PROFESSIONAL PORTFOLIO: SUPERVISED PRACTICE IN BEHAVIORAL HEALTH AND SOCIAL SERVICES** **LEC + LAB // 1 CREDITS // 3 PERIODS**

Firsthand work experience in mental health, social service or a related behavioral healthcare provider setting. Eighty (80) hours of designated volunteer or paid work. Prerequisites: A grade of C or better in BHS150, BHS155, and BHS160, and permission of Department or Division. Editor's Note: Effective 2023 Fall, the title of BHS190 will change to Supervised Practice in Behavioral Health and Human Services.

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### **BHS205 – THERAPEUTIC MODELS AND INTERVENTIONS IN INDIVIDUAL THERAPY LEC // 3 CREDITS // 3 PERIODS**

Introduction to the major evidence-based therapeutic models and interventions in social and behavioral sciences. Defines the key concepts, techniques and procedures of each theoretical model. Prerequisites: None. Editor's Note: Effective 2023 Fall, the title of BHS205 will change to: Introduction to Individual Counseling Theories.

### **BHS210 – ADDICTIONS, SUBSTANCE USE DISORDERS, AND RELAPSE PREVENTION LEC // 3 CREDITS // 3 PERIODS**

An introduction to the historical and current developments in the field of addictions, as well as sociological, psychological and physiological aspects of addictive behaviors and substance abuse. Introduces contemporary treatment methods within addiction practice, including self-help groups, levels of care, symptom identification, and models of prevention and intervention. Prerequisites: None. General Education Designation: Social-Behavioral Sciences - [SB] Editor's Note: Effective 2023 Fall, the title of BHS210 will change to: Addictions, Substance Use Disorders, and Recovery.

### **BHS215 – THERAPEUTIC MODELS AND INTERVENTIONS IN GROUP THERAPY LEC // 3 CREDITS // 3 PERIODS**

Evaluate and demonstrate the methods and techniques for influencing change in group settings. Prerequisites: None. Editor's Note: Effective 2023 Fall, the title of BHS215 will change to: Introduction to Group Therapy.

### **BHS230 – CRISIS AND TRAUMA STABILIZATION LEC // 3 CREDITS // 3 PERIODS**

Theoretical and applied foundation designed for behavioral health service providers working with people in crisis. Examines the phenomena and dynamics of crises and emergencies, as well as the related strategies/modalities. Prerequisites: None.

### **BHS235 EMERGENCY MENTAL HEALTH CRISIS RESPONSE AND RECOVERY LEC // 3 CREDITS // 3 PERIODS**

Comprehensive study of natural and human- caused disasters and their effects on the trauma survivor.

Introduction to basic emergency mental health interventions to help stabilize those experiencing crisis following critical incident disasters. Prerequisites: None.

### **BHS266 – VIOLENCE AND ABUSE SERVICES 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: None.

### **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: A grade of C or better in (BHS105 and BHS165) or permission of Department or Division.

### **BHS269 – GRIEF SUPPORT 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: None.

### **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: A grade of C or better in PSY101 and BHS105.

### **BHS272 – CHILD AND ADOLESCENT MENTAL HEALTH AND INTERVENTIONS LEC // 3 CREDITS // 3 PERIODS**

Strategies for training and reinforcing positive interaction with children. Covers behavior management strategies and techniques to prevent behavioral problems, replace behaviors and manage consequences. Prerequisites: None.

### **BHS281 – INTRODUCTION TO ART THERAPY LEC // 3 CREDITS // 3 PERIODS**

Exploration of the process, dynamics and objectives



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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: A grade of C or better in BHS105 or permission of Department or Division.

### **BHS300 – RESEARCH METHODS FOR EVIDENCE-BASED PRACTICE**

#### **LEC + LAB // 4 CREDITS // 4 PERIODS**

Overview of the uses, limitations, and ethics of research methodology in the behavioral sciences, and the qualitative and quantitative methods associated with common research designs. Prepares students to conduct evaluations of literature published research, use empirical evidence as the basis for interventions, and evaluate the effectiveness of their own interventions. Focuses on applications of descriptive and inferential statistics using statistical software. Prerequisites: A grade of C or better in PSY230, or permission of Instructor. Editor's note: First effective term for BHS300 is 2023 Fall.

### **BHS310 – FAMILY DYNAMICS AND SYSTEMS**

#### **LEC // 3 CREDITS // 3 PERIODS**

Study of the family as a system and the concepts and principles applicable to helping individuals from a systemic perspective. Examines family processes, including functional and dysfunctional patterns, difficulties that families may experience as they move through their developmental stages, and the family's interactions with individuals and communities. Introduction to family systems theory as it applies to the predominant models of family therapy. Prerequisites: A grade of C or better in BHS205, or permission of Instructor or Department. Editor's note: First effective term for BHS310 is 2023 Fall.

### **BHS320 – BEHAVIORAL DEVELOPMENT ACROSS THE LIFESPAN**

#### **LEC // 3 CREDITS // 3 PERIODS**

Critical analysis of human development throughout the lifespan, including physical, cognitive, emotional, and social development. Prepares students in the behavioral sciences to conceptualize clients through a developmental perspective. Overview of both normal human development and developmental

psychopathology. Focus on child, adolescent, and adult development through the study of major theories and models, with implications for helping professionals. Prerequisites: A grade of C or better in BHS262 or BHS272 or BHS275, or permission of Instructor. Editor's note: First effective term for BHS320 is 2023 Fall.

### **BHS340 – PSYCHOPATHOLOGY ACROSS CULTURES**

#### **LEC // 3 CREDITS // 3 PERIODS**

Overview of the scientific study of mental illness and substance use disorders (psychopathology). Evaluates theories of psychopathology from sociological, psychological, and behavioral perspectives. Examines the most prevalent categories of mental disorders from several different theoretical and treatment perspectives. Focus on diagnostic features, etiology, epidemiology, prognosis, and treatment issues related to various psychiatric disorders. Legal, ethical, and cultural issues pertaining to psychopathology also discussed, in addition to prevention and intervention strategies. Prerequisites: A grade of C or better in (BHS150 and BHS185), or permission of Instructor. Editor's note: First effective term for BHS340 is 2023 Fall.

### **BHS385 – MULTICULTURAL APPROACHES TO BEHAVIORAL HEALTH CARE**

#### **LEC // 3 CREDITS // 3 PERIODS**

Advanced application of multicultural competencies, focusing on necessary awareness, knowledge, and skills needed in behavioral health settings. Examination of the dimensions of personal identities and intersectionality in the conceptualization, planning, and implementation of interventions in human services fields. Prerequisites: A grade of C or better in BHS185, or permission of Instructor. Editor's note: First effective term for BHS385 is 2023 Fall.

### **BHS400 – BIOLOGICAL AND ENVIRONMENTAL BASES OF BEHAVIOR**

#### **LEC // 3 CREDITS // 3 PERIODS**

Examination of human behavior from biophysiological, psychosocial-cognitive, and social-cultural perspectives using relevant theories. Focuses on the nervous system, brain function, and cognition, as well as the role of psychopharmacology in behavioral healthcare. Prerequisites: A grade of

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C or better in BIO160, or permission of Instructor.  
Editor's note: First effective term for BHS400 is 2023 Fall.

### **BHS410 – CO-OCCURRING DISORDERS**

#### **LEC // 3 CREDITS // 3 PERIODS**

Advanced instruction in co-occurring behavioral health and substance use disorders from the bio-psycho-social model for application in the behavioral health field. Includes philosophies and practices of empirically supported models. Emphasis on causes, consequences, assessment, treatment, recovery, and harm reduction. Prerequisites: A grade of C or better in (BHS210 and BHS340), or permission of Instructor. Editor's note: First effective term for BHS410 is 2023 Fall.

### **BHS420 – RELATIONAL APPROACH TO TRAUMA**

#### **LEC // 3 CREDITS // 3 PERIODS**

Exploration of the science of trauma and recovery within the family context. Includes the dynamic elements of trauma treatment with the integration of systemic and family treatment models. Examines the lifelong impact of traumatic stress and complex trauma during the early years of life. Focus on evidence-based treatment and interventions from a family theory perspective for individual, relational, and systematic traumatization. Prerequisites: A grade of C or better in BHS175, or permission of Instructor or Department. Editor's note: First effective term for BHS420 is 2023 Fall.

### **BHS430 – APPLIED BEHAVIOR ANALYSIS**

#### **LEC // 3 CREDITS // 3 PERIODS**

An in-depth consideration of the scientific theories, concepts, and principles of understanding and modifying behavior. Focus on applying behavior analysis for data-based decisions to resolve challenging behaviors and foster prosocial behaviors. Students will learn basic principles and procedures, such as functional behavior assessment, assessment of reinforcers, and implementation of a behavior intervention plan to reach socially meaningful outcomes. Prerequisites: A Grade of C or better in (BHS205 and BHS320), or permission of Instructor or Department. Editor's note: First effective term for BHS430 is 2023 Fall.

### **BHS490 – BEHAVIORAL HEALTH SCIENCES INTERNSHIP**

#### **LAB // 2 CREDITS // 2 PERIODS**

Advanced, supervised work experience in mental health, social service, or a related behavioral health care provider setting. 160 hours of designated volunteer or paid work-based learning. Prerequisites: AAS in Behavioral Health Sciences or permission of Instructor. Editor's note: First effective term for BHS490 is 2023 Fall.

### **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].

#### **BIO105 – ENVIRONMENTAL BIOLOGY**

##### **LEC // 4 CREDITS // 3 PERIODS**

##### **LAB // 0 CREDITS // 3 PERIODS**

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) [SQ].

#### **BIO156 – INTRODUCTORY BIOLOGY FOR ALLIED HEALTH**

##### **LEC // 4 CREDITS // 3 PERIODS**

##### **LAB // 0 CREDITS // 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: A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one-semester of college level chemistry is strongly recommended. General Education Designation: Natural Sciences (Quantitative) [SQ].

## COURSE DESCRIPTIONS

### **BIO160 - INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 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 (Quantitative) - [SQ]

### **BIO181 - GENERAL BIOLOGY (MAJORS) I**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell and genetics. Prerequisites: A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended. General Education Designation: Natural Sciences (Quantitative) - [SQ] Arizona Shared Unique Number SUN#: BIO 1181

### **BIO182 - GENERAL BIOLOGY (MAJORS) II**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of C or better in BIO181 or BIO181XT. Course Note: BIO182 may require field trips. General Education Designation: Natural Sciences (Quantitative) [SG] Arizona Shared Unique Number SUN# BIO1182

### **BIO201 - HUMAN ANATOMY AND PHYSIOLOGY I**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 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 BIO181, or BIO181XT, or one year of high school biology) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101).

CHM130 or higher or one year of high school chemistry suggested but not required. General Education Designation: Natural Sciences (General) - [SG] Arizona Shared Unique Number SUN# BIO 2201

### **BIO202 - HUMAN ANATOMY AND PHYSIOLOGY II**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 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**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 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 (RDG100, or RDG100LL, or higher, or eligibility for CRE101). 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 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)**

#### **BPC101 - INTRODUCTION TO COMPUTERS**

**LEC + LAB // 3 CREDITS // 4 PERIODS**

Computer software applications for the personal computer, including electronic spreadsheet and

## COURSE DESCRIPTIONS

word processing, keyboarding review, a desktop environment, database management, computer graphics and operating system commands. Individualized advanced applications of software selected to solve specific problems on the personal computer. Prerequisites: None.

### **BPC101AA – INTRODUCTION TO COMPUTERS I LEC + LAB // 1 CREDITS // 2 PERIODS**

Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

### **BPC110 – COMPUTER USAGE AND APPLICATIONS LEC + LAB // 3 CREDITS // 4 PERIODS**

Introduction to business and personal computer operations and usage, as well as 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 CREDITS // 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

### **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: None.

### **BPC270 – A+ EXAM PREP: OPERATING SYSTEM CONFIGURATION 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: A grade of C or better in CIS105 or permission of Instructor.

### **CHILD/FAMILY STUDIES (CFS)**

#### **CFS101AH – ART ACTIVITIES FOR THE YOUNG CHILD LEC // 1 CREDITS // 1 PERIODS**

The creative use of art media and techniques at appropriate developmental levels. Prerequisites: None.

#### **CFS123 – HEALTH AND NUTRITION IN EARLY CHILDHOOD SETTINGS**

##### **LEC // 1 CREDITS // 1 PERIODS**

Creating and maintaining healthy environments and practices in programs serving young children. Emphasis on assessing the child's health status, nutrition and food service, communicable disease recognition, transmission, and prevention, infection control, regulations and regulatory agencies, current topics, resources, and innovative practices. Prerequisites: None.

#### **CFS125 – SAFETY IN EARLY CHILDHOOD SETTINGS LEC // 1 CREDITS // 1 PERIODS**

Fundamental concepts of promoting a safe, but challenging learning environments. Establishing and maintaining safety procedures in the early childhood setting. Emphasis on indoor and outdoor equipment and activities, risk analysis, accident, evacuation, and emergency plans, regulations, regulatory agencies and resources, current topics, and innovative practices. Prerequisites: None.

#### **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. General Education Designation: Social and Behavioral Sciences - [SB] Cross-Reference: ECH176

#### **CFS284AB – EARLY CHILDHOOD TEACHING INTERNSHIP**

##### **LEC + LAB // 2 CREDITS // 2 PERIODS**

Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits

## COURSE DESCRIPTIONS

allowed. Prerequisites: A grade of C or better in CFS176 ECH176 and permission of department. Corequisites: CFS269 ECH269. Cross-References: ECH284AB

### **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 CREDITS // 3 PERIODS**

Laboratory experience in support of CHM107. Prerequisites: A grade of C or better required in all prerequisites. Prerequisites or Corequisites: CHM107. General Education Designation: Natural Sciences (Quantitative) [SQ] in combination with: CHM107

#### **CHM130 – FUNDAMENTAL CHEMISTRY LEC // 3 CREDITS // 3 PERIODS**

A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education

and water technology. Prerequisites: A grade of C or better in [(CHM090, or MAT090, or MAT091, or MAT092, or higher level mathematics course, or satisfactory math placement) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101 as indicated by appropriate reading placement)], or permission of the Instructor, or Department or Division Chair. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM130LL. Arizona Shared Unique Number SUN# CHM 1130

#### **CHM130LL – FUNDAMENTAL CHEMISTRY LABORATORY**

##### **LAB // 1 CREDITS // 3 PERIODS**

Laboratory experience in support of CHM130. Prerequisites or Co-requisites: A grade of C or better in CHM130. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with CHM130. Arizona Shared Unique Number SUN# CHM 1130

#### **CHM151 – GENERAL CHEMISTRY I LEC // 3 CREDITS // 3 PERIODS**

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM151LL. Arizona Shared Unique Number SUN#: CHM 1151

#### **CHM151LL – GENERAL CHEMISTRY I LABORATORY LAB // 1 CREDITS // 3 PERIODS**

Laboratory experience in support of CHM150 or CHM151. Prerequisites: A grade of C or better in CHM150 or CHM151 or Corequisites: CHM150 or CHM151. Course Notes: Student may receive credit for only one of the following: CHM150 and

## COURSE DESCRIPTIONS

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 LEC // 3 CREDITS // 3 PERIODS**

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Completion of CHM152LL required to meet the Natural Science requirement. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA. General Education Designation: Natural Sciences (Quantitative) - [SQ] Arizona Shared Unique Number SUN# CHM1152

### **CHM152LL – GENERAL CHEMISTRY II LABORATORY LAB // 1 CREDITS // 3 PERIODS**

Laboratory experience in support of CHM152. Prerequisites: A grade of C or better in CHM 152 or Corequisites: CHM152 and CHM152LL, or CHM152AA. 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. Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL] or CHM150AA, or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two

years recommended. Completion of CHM154LL required to meet the Natural Science requirement. 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 LEC // 3 CREDITS // 3 PERIODS**

Chemistry of representative groups of organic compounds, emphasizing biological applications. A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM230LL Arizona Shared Unique Number SUN#: CHM 2230

### **CHM230LL – FUNDAMENTAL ORGANIC CHEMISTRY LABORATORY 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 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), or permission of the Instructor, or

## COURSE DESCRIPTIONS

Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Arizona Shared Unique Number SUN#CHM2235

### **CHM235LL – GENERAL ORGANIC CHEMISTRY I LABORATORY**

#### **LAB // 1 CREDITS // 4 PERIODS**

Laboratory experience in support of CHM235. Prerequisites: A grade of C or better in CHM235 or Corequisite: CHM235. Completion of prerequisites within the last two years recommended. Arizona Shared Unique Number SUN# CHM2235

### **CHM236 – GENERAL ORGANIC CHEMISTRY IIA 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, or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Arizona Shared Unique Number SUN# CHM 2236

### **CHM236LL – GENERAL ORGANIC CHEMISTRY IIA LABORATORY**

#### **LAB // 1 CREDITS // 4 PERIODS**

Laboratory experience in support of CHM236. Prerequisites: A grade of C or better in CHM236 or Corequisite: CHM236. Completion of prerequisites within the last two years recommended. Arizona Shared Unique Number SUN#: CHM 2236

### **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. Prerequisites: A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Recommended for chemistry, chemical engineering and mining engineering majors.

### **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. Prerequisites: A grade of C or better in (CHM230 and CHM230LL) or (CHM235 and CHM235LL), or permission of the Instructor, or Department or Division Chair. Course Notes: Completion of prerequisites within the last two years recommended. Designed for students in agriculture, dental hygiene, home economics, nursing, and physical therapy.

### **CHM260LL – FUNDAMENTAL BIOCHEMISTRY LABORATORY**

#### **LAB // 1 CREDITS // 4 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 understanding the related ethics, privacy and security issues. Prerequisites: None.

#### **CIS105 – SURVEY OF COMPUTER INFORMATION SYSTEMS**

##### **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.

## COURSE DESCRIPTIONS

Includes uses of application software 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#: CIS1120

### **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.

### **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 spreadsheets. Prerequisites: None. Course Notes: CIS114DE may be repeated for a total of nine (9) credit hours.

### **CIS117DM – MICROSOFT ACCESS: DATABASE MANAGEMENT**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Introduction to Microsoft Access. Emphasis on features, design, and database management. Prerequisites: None. Course Notes: CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM. CIS117DM may be repeated for a total of nine (9) credit hours.

### **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. Course Notes: CIS118DB may be repeated for a total of nine (9) credit hours.

### **CIS120DA – INTRODUCTION TO ADOBE PREMIERE**

#### **LEC + LAB // 3 CREDITS // 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. Prepares students for the Adobe Certifications related to Adobe Premiere. Prerequisites: None.

### **CIS120DB – INTRODUCTION TO ADOBE ILLUSTRATOR**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Provides students with the knowledge and skills 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 – INTRODUCTION TO ADOBE ANIMATE**

#### **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. Prepares students for the Adobe certifications related to Adobe Animate. Prerequisites: None.

### **CIS120DF – INTRODUCTION TO ADOBE PHOTOSHOP**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Focuses on entry-level skills and knowledge for digital imaging using Adobe Photoshop. Prepares students for the Adobe Certifications related to Photoshop. Prerequisites: None.

### **CIS120DL – INTRODUCTION TO ADOBE AFTER EFFECTS**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Includes creating visual effects for video projects. Explores techniques and methodologies used to create shots for big budget special effects. Topics include color and light matching, keying, motion tracking, rotoscoping and working with film. Prerequisites: A grade of C or better in CIS120DA or CIS120DK, or permission of Instructor.



## COURSE DESCRIPTIONS

### **CIS120DO – INTRODUCTION TO ADOBE AUDITION 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.

### **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.

### **CIS126RH – RED HAT SYSTEM ADMINISTRATION I LEC + LAB // 3 CREDITS // 4 PERIODS**

Introduction to core administration skills needed to manage a Red Hat Enterprise Linux system. This Red Hat Academy course helps prepare for the Red Hat certification exams using a hands-on, task-focused curriculum. Prerequisites: None.

### **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.

### **CIS133DA – INTERNET/WEB DEVELOPMENT LEVEL I-A LEC + LAB // 3 CREDITS // 4 PERIODS**

Overview of the Internet/World Wide Web (WWW) and its resources. Hands-on experience with various Internet/WWW resource discovery, information retrieval, and social media tools. Design and Development of multi-page websites using current HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets) standards. Prerequisites: None.

### **CIS136 – CONTENT MANAGEMENT SYSTEMS: WORDPRESS 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: None.

### **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: A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: CIS105 or permission of Instructor.

### **CIS156 – PYTHON PROGRAMMING: LEVEL I LEC + LAB // 3 CREDITS // 4 PERIODS**

Introduction to Python programming. Includes general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

### **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: A grade of C or better in CIS105 or permission of Instructor. General Education Designation: Computer/ Statistics/ Quantitative Applications - [CS]

## COURSE DESCRIPTIONS

### **CIS165DA – INTRODUCTION TO ANDROID APPLICATION DEVELOPMENT**

#### **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 services, to debugging and publishing applications. Prerequisites: A grade of C or better in CIS150++, or CIS156, or CIS159, or CIS162++, or CIS163AA, or Permission of Instructor.

### **CIS165DC – XAMARIN/C# CROSS – PLATFORM DEVELOPMENT**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Develop cross-platform mobile apps for iOS, Android, and Windows devices using the Xamarin. Forms Platform and C#, utilizing the Visual Studio IDE. Focusing on Xamarin. Forms projects, the course includes PCL and SAP approaches to shared code, developing interfaces with XAML or in C# code, emulator testing, data binding, backgrounding, packaging for deployment. Coding techniques include Layouts and shared controls (views), MVVM pattern, LINQ, SQLite, and Dependency Injection for platform specific coding. Prerequisites: A grade of C or better in CIS162AD, or permission of Instructor. Editor's Note: CIS165DC may be offered concurrently with CIS262AD.

### **CIS166AA – INTRODUCTION TO JAVASCRIPT**

#### **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: A grade of C or better in CIS133DA, or permission of Instructor.

### **CIS190 – INTRODUCTION TO NETWORKING**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Overview of networks. Emphasis on the elements of a network, current issues and products, and use of a network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Helps prepare

students for the CompTIA Network+ examination. Prerequisites: None. Corequisites: CIS105 or permission of Instructor.

### **CIS214DE – ADVANCED EXCEL SPREADSHEET: LEVEL II**

#### **LEC + LAB // 3 CREDITS // 4 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: A grade of C or better in CIS114DE or permission of Instructor.

### **CIS220DF – ADOBE PHOTOSHOP LEVEL II: ADVANCED DIGITAL IMAGING**

#### **LEC + LAB // 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: A grade of C or better in CIS120DF or permission of Instructor.

### **CIS233DA – INTERNET/WEB DEVELOPMENT LEVEL II**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Plan, design and create web sites using HTML and Advanced Cascading Style Sheets (CSS). Expedite the development process using CSS frameworks and libraries. Enhance user experience and web site functionality using supporting technologies. Exploration of User Interface (UI) and User Experience (UX), best practices, accessibility, strategies, and careers in web design and development. Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

### **CIS235 – E-COMMERCE**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, Credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

## COURSE DESCRIPTIONS

### **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 CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1). Prerequisites: A grade of C or better in CIS126DL or CIS126RH or permission of Instructor.

### **CIS238RH – RED HAT SYSTEM ADMINISTRATION II LEC + LAB // 3 CREDITS // 4 PERIODS**

Continue to develop core administration skills needed to manage a Red Hat Enterprise Linux system. This Red Hat Academy course helps to prepare students for the Red Hat certification exams using a hands-on, task-focused curriculum. Prerequisites: A grade of C or better in CIS126RH, 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: A grade of C or better in CIS162AD, or permission of Instructor. Editor's Note: CIS262AD may be offered concurrently with CIS165DC.

### **CIS265DA – ADVANCED ANDROID APPLICATION DEVELOPMENT**

**LEC + LAB // 3 CREDITS // 4 PERIODS**  
Advanced Android device programming utilizing an Android Integrated Development Environment, and an Android-focused programming language such as Java or Kotlin, utilizing various advanced activity layouts, views, and intents. Covers advanced Object Oriented Programming (OOP) practices, local and cloud-based database backends, threading, incorporating device features and sensors, and unit testing. Prerequisites: A grade of C or better in CIS165DA or permission of Instructor.

### **CIS290AA – COMPUTER INFORMATION SYSTEMS INTERNSHIP**

#### **LAB // 1 CREDITS // 6 PERIODS**

Work experience in business or industry. Permission of Instructor.

### **CIS290AB – COMPUTER INFORMATION SYSTEMS INTERNSHIP**

#### **LAB // 2 CREDITS // 12 PERIODS**

Work experience in business or industry. Permission of Instructor.

### **CIS290AC – COMPUTER INFORMATION SYSTEMS INTERNSHIP**

#### **LAB // 3 CREDITS // 18 PERIODS**

Work experience in business or industry. Permission of Instructor.

### **CIS296WA-WD – COOPERATIVE EDUCATION LAB // 1 CREDITS // 5 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: 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 sixteen (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) CNT140AB – INTRODUCTION TO NETWORKS LEC + LAB // 4 CREDITS // 6 PERIODS**

Focus on the architecture, structure, functions, components, and models of the Internet and other

## COURSE DESCRIPTIONS

computer networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination. Prerequisites: None.

### **CNT150AB – SWITCHING, ROUTING, AND WIRELESS ESSENTIALS**

#### **LEC + LAB // 4 CREDITS // 6 PERIODS**

Focus on configuring switches and routers for use in small and medium size networks. Including Virtual Local Area Networks (VLANs), VLAN trunking, Inter-VLAN routing, Spanning Tree Protocol (STP), EtherChannel, Dynamic Host Configuration Protocol (DHCP), First Hop Redundancy, Local area Network (LAN) and Switch security, and Static routing. Knowledge and skills needed to implement a Wireless Local Area Network (WLAN) is also covered. Preparation for Cisco certification examination. Prerequisites: A grade of C or better in CNT140AB or permission of Instructor.

### **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.

### **CNT171 – CCNA EXAM PREP**

#### **LEC + LAB // 1 CREDITS // 2 PERIODS**

Preparation for renewal of CCNA certification by reviewing the Open Systems Interconnection (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 troubleshoot Cisco routers and switches for Local Areas Networks (LANs) and Wide Area Networks (WANs) using Cisco IOS command set. Review any new material introduced since the last CCNA exam version. Prerequisites: A grade of C or better in CNT160AB, or Cisco

Certified Network Associate (CCNA) certification, or permission of Instructor.

### **COMMUNICATION (COM)**

#### **COM100 – INTRODUCTION TO HUMAN COMMUNICATION**

##### **LEC // 3 CREDITS // 3 PERIODS**

Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication. Prerequisites: None. General Education Designation: Social and Behavioral Sciences - [SB] Arizona Shared Unique Number SUN#: COM 1100

#### **COM110 – INTERPERSONAL COMMUNICATION**

##### **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

#### **COM207 – INTRO TO COMMUNICATION INQUIRY**

##### **LEC // 3 CREDITS // 3 PERIODS**

Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of Instructor. Course Notes: COM207 is recommended for the communication major.

#### **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: A grade of C or better in ENG101 or ENG107, or equivalent. General Education Designation: Literacy and Critical Inquiry [L].

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### **COM230 – SMALL GROUP COMMUNICATION 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**

Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Global Awareness [G]; Social and Behavioral Sciences [SB].

### **CONSTRUCTION (CON)**

The following Construction courses may be offered concurrently within each of the trades of Carpentry, Electrical and Plumbing: CON103, CON104, CON105, CON107, CON110, CON111, CON112, CON124, CON125, CON126, CON127, CON131, CON132, and CON133.

### **CON103 - FOUNDATION OF CONSTRUCTION SAFETY**

#### **LEC + LAB // 1 CREDITS // 1 PERIODS**

Occupational Safety and Health Act (OSHA). Common causes for accidents and fatalities in construction. Abatement techniques for construction-specific hazards. Use of personal protection and lifesaving equipment. Specific types of health hazards related to the construction industry. Proper methods for handling hazardous materials. Prerequisites: None.

### **CON104 - HAND AND POWER TOOLS, EQUIPMENT, AND WORKSPACE**

#### **LEC + LAB // 1.5 CREDITS // 1.5 PERIODS**

Overview of the selection, use, maintenance and safety procedures for common hand tools, power tools and equipment used in the construction industry. Overview of the maintenance of workspace

according to professional standards. Prerequisites: None.

### **CON105 - CONSTRUCTION CALCULATIONS**

#### **LEC + LAB // 1.5 CREDITS // 1.5 PERIODS**

Introduction to basic calculation skills in the construction environment including the four primary operations, United States standard and metric units of measure, geometric figures, and area and volume calculations for two and three-dimensional objects. Prerequisites: None.

### **CON107 CONSTRUCTION DRAWINGS INTRODUCTION**

#### **LEC + LAB // 1 CREDITS // 1 PERIODS**

Provides students with the information and skills needed to read and understand construction drawings. Prerequisites: None.

### **CON110 - CARPENTRY: FLOOR SYSTEMS**

#### **LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Emphasis on the layout and construction procedures for floor systems, including: interpretation of construction drawings and specifications; selection of appropriate types of floor system components; and application of floor system materials. Includes estimation of the amount of materials needed for a floor assembly and some common alternative floor systems. Prerequisites: None.

### **CON111 - CARPENTRY: WALL SYSTEMS**

#### **LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Examines the layout and construction procedures for wall systems, including: interpretation of construction drawings and specifications; selection of appropriate types of wall system components; and application of wall system materials. Emphasis of the estimation of the amount of materials needed for a wall assembly and some common alternative wall systems. Prerequisites: None.

### **CON112 - CARPENTRY: CEILING JOIST AND ROOF FRAMING**

#### **LEC + LAB // 4 CREDITS // 5 PERIODS**

Covers the layout and construction procedures for roof systems, including interpretation of construction drawings and specifications. Provides an overview of ceiling and roof construction methods, the different types of roofs used in

## COURSE DESCRIPTIONS

residential construction, materials, estimation of materials, and the use of trusses in basic roof framing. Prerequisites: None.

### **CON124 – PLUMBING: PIPES AND FITTINGS LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Introduces the various types of plumbing materials, pipe schedules and material properties, and applications of piping. Trainees will learn how to determine the appropriate types of fittings, valves, hangers, and supports needed for piping jobs. Trainees will learn to properly measure, cut, prep, and join piping. Prerequisites: None.

### **CON125 – PLUMBING: FIXTURES LEC + LAB // 2 CREDITS // 3 PERIODS**

Introduces commonly used fixtures in plumbing systems. Select and operate each type of fixture for a variety of installations. Provides an overview of plumbing system installation, maintenance and water heating systems. Prerequisites: None.

### **CON126 - PLUMBING: DRAIN, WASTE, AND VENT LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Examine the drainage, waste movement and ventilation for construction application. Provides instruction in locating, installing, connecting, and testing a complete drain, waste, and vent (DWV) system. Prerequisites: None.

### **CON127 - PLUMBING: WATER DISTRIBUTION SYSTEMS LEC + LAB // 2 CREDITS // 3 PERIODS**

Discuss the processes through which potable water is distributed. Examine the identification of the components and functions of a water distribution system and explains the relationships among the components. Includes installation and testing of water distribution systems. Prerequisites: None.

### **CON131 - ELECTRICAL SYSTEMS LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Electricity related to residential and light commercial applications, to include common electrical components, AC and DC circuits, and electrical safety. Provides an introduction to reading, interpreting, and creating wiring diagrams and the application of electrical power. Operation and use of specific meters, tools, and an introduction to

National Electrical Code (NEC). Prerequisites: None.

### **CON132 - DISTRIBUTION PANELS, WIRING, AND CIRCUIT PROTECTION IN ELECTRICAL SYSTEMS LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Discuss construction drawings and code related to conductors and cables (types, ratings), residential and commercial applications, wire sizes, utilities, meters, disconnects, breakers, grounding and bonding, rough-in wiring and circuit safety protection. Prerequisites: None

### **CON133 – CONDUIT, RACEWAYS, AND TERMINATION IN ELECTRICAL SYSTEMS LEC + LAB // 4 CREDITS // 5 PERIODS**

Termination and implementation of electricity in a facility. Considers topics related to box capacities, raceways, conduit sizes, termination practices, wire trays, and finish wiring. Prerequisites: None.

### **CON213 – CARPENTRY: STEEL FRAMING LEC + LAB // 1 CREDITS // 2 PERIODS**

The layout and construction procedures for steel framing, including: interpretation of construction drawings and specifications; selection of appropriate types of steel framing components; and application of materials. Includes estimation of the amount of materials needed for a steel assembly. Prerequisites: None.

### **CON214 – CARPENTRY: ROOF SYSTEMS AND BUILDING ENVELOPES LEC + LAB // 3.5 CREDITS // 4 PERIODS**

Safety, codes, and construction procedures for roof systems and building envelopes, including interpretation of construction drawings and specifications. Students construct conventional roof structures and ceilings, and install exterior finish materials. Prerequisites: None.

### **CON215 – CARPENTRY: INTERIOR FINISHES LEC + LAB // 1 CREDITS // 2 PERIODS**

The layout and construction procedures for steel framing, including: interpretation of construction drawings and specifications; selection of appropriate types of steel framing components; and application of materials. Includes estimation of the amount of materials needed for a steel assembly. Prerequisites: None.

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### **CON216 – CARPENTRY: CONCRETE FORMS**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Safety, codes, and construction procedures for layout and construction of concrete footers and post-tensioned slabs, wall forms, and columns. Includes interpretation of construction drawings and estimation of materials. Prerequisites: None.

### **CON224 – PLUMBING: PIPE SYSTEMS AND CONTROLS**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Examines applied calculations to determine size, types and service of pipe systems. Discusses the application of drawings, codes, and specifications for assembly and installation of gas, air, and water systems. . Prerequisites: None.

### **CON225 – PLUMBING: WATER DISPOSAL SYSTEMS**

#### **LEC + LAB // 4 CREDITS // 5 PERIODS**

Examines water disposal and drainage systems, to include the types, components, functions, codes, safety, design, installation and repair. Prerequisites: None.

### **CON226 – PLUMBING: FIXTURES AND APPLIANCES**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Examines the safety, codes, installation, maintenance, and repair of appliances, fixtures, and gas piping. Prerequisites: None.

### **CON227 – PLUMBING: WATER RESOURCE SOLUTIONS**

#### **LEC + LAB // 2 CREDITS // 2 PERIODS**

Introduces water supply disinfection, filtration systems, and sustainable water practices. Prerequisites: None.

### **CON234 – ELECTRIC POWER DISTRIBUTION**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Theory and applications of distribution of power from utilities to residential and commercial sites, including transformers and commercial electrical distribution equipment and services. Includes safety, codes, and interpretation of construction drawings and specifications. Prerequisites: None.

### **CON235 – MOTORS: THEORY AND APPLICATION**

#### **LEC + LAB // 4 CREDITS // 5 PERIODS**

Describes motor and motor controls in electricity.

Explains how to select and install relays and troubleshoot control circuits. Distinctions between AC and DC motors, motor speed control, and design and operation characteristics, connections and terminal markings. Prerequisites: None.

### **CON236 – INDUSTRIAL WIRING APPLICATIONS**

#### **LEC + LAB // 3 CREDITS // 3 PERIODS**

A broad variety of electrical wiring applications, including healthcare facility, heating, ventilation and air conditioning (HVAC), standby, emergency, and fire alarm systems. Prerequisites: None.

### **CAREER PERSONAL DEVELOPMENT (CPD)**

#### **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].

#### **CPD180 – HUMAN RESILIENCE: COGNITIVE, EMOTIONAL, AND BEHAVIORAL APPLICATIONS**

##### **LEC // 3 CREDITS // 3 PERIODS**

Exploration of human resilience and well-being within the context of personal, academic, and career life. Focus on enhancing quality of life, and improving academic performance and career success through awareness of behavior, cognition, and emotion as well as the practice of self-regulation. Topics include mindfulness, positive psychology, motivation, effective thinking, applied neuroscience, mental and emotional health and self-care. Prerequisites: None. Course Attributes: General Education Designation: Social-Behavioral Sciences - [SB]

### **CRITICAL READING (CRE)**

#### **CRE101 – COLLEGE CRITICAL READING AND CRITICAL THINKING**

##### **LEC // 3 CREDITS // 3 PERIODS**

## COURSE DESCRIPTIONS

Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks. Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095, or RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113)], or a grade of B or better in ALT100, or an appropriate district placement, or permission of Instructor. Course Attributes: General Education Designation: Literacy and Critical Inquiry - [L] Common Competency Course Editor's Note: CRE101 may be offered concurrently with ENG102.

### CREATIVE WRITING (CRW)

#### CRW150 – INTRODUCTION TO CREATIVE WRITING LEC // 3 CREDITS // 3 PERIODS

Introduction to the basic aesthetics and techniques in contemporary creative writing within a variety of genres. Introduction to the analytical concepts and terminology necessary to understand, interpret, and enact contemporary creative writing. Facilitation of writing practices and evaluation. Introduction to literature's role in society. Prerequisites: None.

#### 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: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126. General Education Designation: Computer/ Statistics/ Quantitative Applications [CS].

#### CSC100AB – INTRODUCTION TO COMPUTER SCIENCE (C++)

##### LEC + LAB // 3 CREDITS // 3 PERIODS

Concepts of problem-solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126. General Education Designation: Computer/Statistics/ Quantitative Applications - [CS]

#### CSC100AB – INTRODUCTION TO COMPUTER SCIENCE (C++)

##### LEC + LAB // 4 CREDITS // 4 PERIODS

Concepts of problem-solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, or an appropriate District placement for MAT15+ or higher, or permission of Instructor or Department/Division Chair. Course Attributes: General Education Designation: Computer/Statistics/Quantitative Applications - [CS]

#### CSC110AB – INTRODUCTON TO COMPUTER SCIENCE (JAVA)

##### LEC + LAB // 4 CREDITS // 4 PERIODS

Concepts of problem-solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, or an appropriate District placement for MAT15+ or higher, or permission of Instructor or Department/Division Chair. Course Attributes: General Education Designation: Computer/Statistics/Quantitative Applications - [CS]

#### CSC120 – 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



## COURSE DESCRIPTIONS

counters, registers, Read Only Memory (ROMs), Programmable Logic Device (PLDs), synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Requisites: Prerequisites: None. Corequisites: CSC100 or CSC110 or Permission of Instructor or Division or Department Chair. Course Attributes: General Education Designation: Computer/Statistics/Quantitative Applications - [CS] Cross-References: EEE120

### **CSC205AB – OBJECT ORIENTED PROGRAMMING AND DATA STRUCTURES**

**LEC + LAB // 4 CREDITS // 4 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)**

#### **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 REPRESENTATIVE**

**LEC // 1 CREDITS // 1 PERIODS**

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.

### **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)**

#### **DAN101AC – SOCIAL DANCE: LATIN**

**LEC + LAB // 1 CREDITS // 2 PERIODS**

Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. Course Notes: DAN101AC may be repeated for a total of four (4) credits.

#### **DAN120AB – WORLD DANCE: FLAMENCO**

**LEC + LAB // 1 CREDITS // 3 PERIODS**

Theory and practice of Flamenco. Development of movement quality and performance skills, individually, with a partner or in a group setting. Prerequisites: None. Course Notes: DAN120AB may be repeated for credit.

#### **DAN131 – BALLET I**

**LEC + LAB // 1 CREDITS // 3 PERIODS**

Introduction to the theory and practice of ballet at the beginning level. Development of movement

## COURSE DESCRIPTIONS

quality and performance skills. Prerequisites: None. Course Notes: DAN131 may be repeated for credit.

### **DAN133 – JAZZ DANCE I**

#### **LEC + LAB // 1 CREDITS // 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 Notes: DAN133 may be repeated for credit.

### **DAN134 – BALLET II**

#### **LEC + LAB // 1 CREDITS // 3 PERIODS**

Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN131 or permission of Instructor. Course Notes: DAN134 may be repeated for credit.

### **DAN136 – JAZZ DANCE II**

#### **LEC + LAB // 1 CREDITS // 3 PERIODS**

Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN133 or permission of Instructor. Course Notes: DAN136 may be repeated for credit.

### **DAN136PA – JAZZ BEGINNING LEVEL**

#### **LEC + LAB // .5 CREDITS // 1.5 PERIODS**

Dance training for personal skill development and interest. Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN133PA or permission of Department or Division. Course Notes: DAN136PA may be repeated for credit. Course is not intended for dance majors.

### **DAN231 – BALLET III**

#### **LEC + LAB // 1 CREDITS // 3 PERIODS**

Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN134 or permission of Instructor. Course Notes: DAN231 may be repeated for credit.

### **DAN233 – JAZZ DANCE III**

#### **LEC + LAB // 1 CREDITS // 3 PERIODS**

Theory and practice of jazz dance at the beginning

intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN136 or permission of Instructor. Course Notes: DAN233 may be repeated for credit.

### **ENGINEERING SCIENCE (ECE)**

#### **ECE102 – ENGINEERING ANALYSIS TOOLS AND TECHNIQUES**

##### **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: A grade of C or better in MAT15+ or higher-level mathematics course, or permission of Instructor or Division or Department Chair. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE103 Editor's Note: This course has been modified and the above course description and requisites will become effective 2023 Spring semester.

#### **ECE103 – ENGINEERING PROBLEM SOLVING AND DESIGN**

##### **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: A grade of C or better in ECE102 or permission of Instructor or Division or Department Chair. Course Notes: Student may receive credit for only one of the following: ECE103 or ECE103EP. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE102

#### **ECE104 – EPICS GOLD I**

##### **LEC + LAB // 2 CREDITS // 2 PERIODS**

EPICS Gold is the first of a sequence of two two-credit service learning courses in which EPICS teams are formed from students potentially representing all engineering, computer science, and construction disciplines, as well as other majors, including sustainability, business, liberal arts, sciences, and others. Prerequisites: None. Course Notes: Students who complete this course and transfer to ASU may participate in the upper division EPICS classes following this introductory class, which may

## COURSE DESCRIPTIONS

include continuation of the project from this class or different projects. Student participation for multiple consecutive semesters on a project is encouraged. ECE104 may be repeated for a total of four (4) credit hours.

### **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: A grade of C or better in [(MAT150 or MAT151 or MAT152 or MAT155 or MAT156) and MAT182] or MAT187 or higher level mathematics course or permission of Instructor or Division or Department Chair.

### **ECE150 – EXPLORING ENGINEERING AND ITS IMPACT ON SOCIETY**

#### **LEC // 3 CREDITS // 3 PERIODS**

Introduction to the profession of engineering and its impact on culture and society. Prerequisites: None.

### **ECE211 – ENGINEERING MECHANICS-STATICS LEC // 3 CREDITS // 3 PERIODS**

#### **LAB // 0 CREDITS // 2 PERIODS**

Modeling of static equilibrium in particles and rigid bodies through analysis of forces and mechanical properties. Prerequisites: A grade of C or better in PHY115 or PHY121 or permission of Instructor or Division or Department Chair. Corequisites: MAT230 or MAT231 or permission of Instructor or Division or Department Chair. Editor's Note: This course has been modified and the above course description will become effective 2023 Spring semester.

### **ECE215 – MECHANICS OF MATERIALS LEC + LAB // 3 CREDITS // 3 PERIODS**

Designed to provide students with a strong fundamental foundation in the mechanics of solids. Includes the concepts of stress and strain applied to the analysis and design of members subjected to axial and torsional loads and members subjected to shear and bending, applications and transformation of plane stress and plane strain, deformation of beams, and elastic buckling of columns. Prerequisites: A grade of C or better in ECE211 or

ECE214 or permission of Instructor or Division or Department Chair.

### **ECE216 – COMPUTER-AIDED ENGINEERING LEC // 2 CREDITS // 2 PERIODS**

Introduction to engineering graphics, including tolerancing and fasteners, as well as creation and use of engineering drawings. Prerequisites: A grade of C or better in ECE103, or ECE103EP, or permission of Instructor or Division or Department Chair. Corequisites: ECE216LL.

ECE216LL – COMPUTER-AIDED ENGINEERING

### **LABORATORY**

#### **LAB // 1 CREDITS // 2 PERIODS**

Laboratory experience in support of ECE216. Prerequisites: A grade of C or better in ECE103, or ECE103EP, or permission of Instructor. Corequisites: ECE216.

### **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 Instructor, or Department or Division Chair. Course Attribute: Common Competency Course.

### **EARLY CHILDHOOD EDUCATION (ECH)**

#### **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

## COURSE DESCRIPTIONS

Behavioral Sciences [SB] Cross References: CFS176

### **ECONOMICS (ECN)**

#### **ECN211 – MACROECONOMIC PRINCIPLES**

##### **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**

##### **LEC // 3 CREDITS // 3 PERIODS**

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN#: ECN 2202

### **EDUCATION (EDU)**

#### **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. Prerequisites: None. 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.

#### **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 interest 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 - [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]; General Education Designation: Humanities, Arts and Design - [HU].

#### **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.

#### **EDU291 – CHILDREN'S LITERATURE**

##### **LEC // 3 CREDITS // 3 PERIODS**

Review of folk and modern literature from a variety

## COURSE DESCRIPTIONS

of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]. Cross-References: ENH291

### **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. General Education Designation: Humanities and Fine Arts - [HU]; Cultural Diversity [C]. Cross-References: HUM292, STO292

### **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. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C]. Cross-References: ENH294, STO294.

### **EDU298AA – AC - SPECIAL PROJECTS**

#### **LAB // 1 CREDITS // 1 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. Cross-References: ECH298AA. Course Note: COMMON COMPETENCY COURSE 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 Notes: 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].

### **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.

### **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.

## COURSE DESCRIPTIONS

Includes field experience. Prerequisites: None.  
General Education Designation: Social and Behavioral Sciences [SB]; Cultural Diversity [C]

### **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: A grade of C or better in completion of twelve (12) credit hours of EED Early Education coursework and permission of Program Coordinator.

### **EED260 – EARLY CHILDHOOD INFANT/TODDLER INTERNSHIP**

**LAB // 1 CREDITS // 1 PERIODS**

Work experience with infants and toddlers in early care and education settings. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: EED260 may be repeated for a total of six (6) credit hours.

### **EED261 – EARLY CHILDHOOD PRESCHOOL INTERNSHIP**

**LAB // 1 CREDITS // 1 PERIODS**

Work experience with preschoolers in early care and education settings. Eighty (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: A grade of C or better in 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, and 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: A grade of C or better in 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, Read Only Memory (ROMs), Programmable Logic Device (PLDs), synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: None. Corequisites: CSC100 or CSC110 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: A grade of C or better in PHY116 or PHY131. Corequisites: MAT276 or permission of Instructor.

### **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

## COURSE DESCRIPTIONS

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.

### **ENG100AE – COMPOSITION SKILLS LEC // 1 CREDITS // 1 PERIODS**

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. Editor’s Note: ENG100AE may be offered concurrently with ENG101.

### **ENG101 – FIRST YEAR COMPOSITION 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 or WAC101, or a grade of B or better in ALT100, or (a grade of C in ALT100 AND Corequisites: ENG101LL or ENG107LL OR WAC101 OR ENG100A+). Course Attributes: General Education Designation: First-Year Composition - [FYC] Arizona Shared Unique Number SUN#: ENG 1101

### **ENG100AE – COMPOSITION SKILLS LEC // 1 CREDITS // 1 PERIODS**

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 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 or WAC101, or a grade of B or better in ALT100, or (a grade of C in ALT100 AND Corequisites: ENG101LL or ENG107LL OR WAC101 OR ENG100A+). Course Attributes: General Education Designation: First-Year Composition - [FYC] Arizona Shared Unique Number SUN#: ENG 1101 Editor’s Note: ENG101 may be offered concurrently with ENG100AE..

### **ENG102 – FIRST YEAR COMPOSITION 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. Editor’s Note: ENG102 may be offered concurrently with CRE101.

### **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 or WAC101, or a grade of B or better in ALT100, or (a grade of C in ALT100 AND Corequisites: ENG101LL or ENG107LL OR WAC101 OR ENG100A+).

### **ENG108 – 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

## COURSE DESCRIPTIONS

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: A grade of C or better in ENG107. Course Attributes: General Education Designation: First-Year Composition - [FYC]

### **ENG298AC – SPECIAL PROJECTS**

#### **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 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. Course Notes: COMMON COMPETENCY COURSE

### **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]; Cultural Diversity [C].

#### **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: Cultural Diversity - [C]; General Education Designation: 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: A grade of C or better in ENG101. General Education Designation: Cultural Diversity [C]; Humanities and Fine Arts - [HU]; Literacy and Critical Inquiry [L].

#### **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]. Cross References: EDU291

#### **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. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C]. Cross References: EDU294, STO294.

### **ENVIRONMENTAL SCIENCE (ENV)**

#### **ENV101 – INTRODUCTION ENVIRONMENTAL SCIENCE**

##### **LEC // 4 CREDITS // 3 PERIODS**

##### **LAB // 0 CREDITS // 3 PERIODS**

Interdisciplinary analyses of interactions among



## COURSE DESCRIPTIONS

living and non-living environmental components, focusing on human influences. Scientific methods of investigating and solving environmental problems are introduced. Prerequisites: None. General Education Designation: Natural Sciences (General) - [SG]

### **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.

#### **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.

#### **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. Prerequisites: Appropriate ESL placement test score. Course Notes: ESL010 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.

#### **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. 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. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010. Course Note: ESL021 may be repeated for a maximum of six (6) credits.

## COURSE DESCRIPTIONS

### **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. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of instructor. Course Note: ESL022 may be repeated for a maximum of six (6) credits.

### **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. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020. Course Note: ESL031 may be repeated for a maximum of six Credits.

### **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. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of instructor. Course Note: ESL032 may be repeated for a maximum of six (6) credits.

### **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. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030. Course Note: ESL041 may be repeated for a maximum of six (6) credits.

### **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. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL032, or permission of instructor. Course Note: ESL042 may be repeated for a maximum of six (6) credits.

### **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. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL040, or permission of instructor. Course Note: ESL050 may be repeated for a total of six (6) credits.

### **ESL051 – PRONUNCIATION IMPROVEMENT FOR ESL SPEAKERS LEC // 3 CREDITS // 3 PERIODS**

Individualized pronunciation practice and drills for English as a second language (ESL) speakers. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021

## COURSE DESCRIPTIONS

or ESL022 or RDG020), or permission of instructor. Course Note: ESL051 may be repeated for a maximum of six (6) credit hours.

### **ESL061 – INFORMAL CONVERSATIONAL AND WRITTEN ENGLISH FOR NON-NATIVE SPEAKERS LEC // 3 CREDITS // 3 PERIODS**

Practice speaking and writing English in informal settings. Emphasis on friendly conversational techniques and effective use of the computer and the Internet to communicate in a friendly, relaxed manner. 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.

### **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 key theories and concepts, professions, and research areas associated with the field of Exercise Science. Educational pathways and career options will also be examined. Prerequisites: None.

#### **EXS125 – INTRODUCTION TO EXERCISE PHYSIOLOGY**

##### **LEC // 3 CREDITS // 3 PERIODS**

Principles of exercise science applied to fitness instruction. Major factors related to the function of the human body will be examined/introduced with an emphasis on exercise physiology and functional anatomy. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: EXS101 or permission of Instructor.

#### **EXS146 – INTRO TO EXERCISE TESTING**

##### **LEC + LAB // 1 CREDITS // 2 PERIODS**

Introductory course in exercise testing, to include health appraisal, risk stratification, and the selection and administration of common evidence-based assessments for apparently healthy populations. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: EXS101 or permission of Instructor. Prior completion of or concurrent enrollment in EXS125 is recommended.

#### **EXS210 – ASSESSMENT AND PROGRAM DESIGN: MUSCULAR FITNESS**

##### **LEC + LAB // 2 CREDITS // 3 PERIODS**

Principles of muscular fitness training including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations. Prerequisites: A grade of C or better in EXS125. Editor's Note: Final term for EXS210 will be Summer, 2023.

#### **EXS211 – ASSESSMENT AND PROGRAM DESIGN: FLEXIBILITY AND BALANCE**

##### **LEC + LAB // 2 CREDITS // 3 PERIODS**

Principles of flexibility and balance including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations. Prerequisites: A grade of C or better in EXS125. Editor's Note: Final term for EXS211 will be Summer, 2023.

#### **EXS212 – ASSESSMENT AND PROGRAM DESIGN: CARDIORESPIRATORY FITNESS**

##### **LEC + LAB // 2 CREDITS // 3 PERIODS**

Principles of cardiorespiratory fitness training including evaluation of client needs and health, selection and interpretation of safe and effective assessment techniques and evidence-based program design for healthy and special populations. Prerequisites: A grade of C or better in EXS125. Editor's Note: Final term for EXS212 will be Summer, 2023.

#### **EXS213 – ASSESSEMENT AND PROGRAM DESIGN: WEIGHT MANAGEMENT AND MOTIVATION**

##### **LEC + LAB // 2 CREDITS // 3 PERIODS**

Principles of weight management including evidence-based program design and interpretation of assessments for various populations as well as explanation of theories of motivation and behavior modification. Prerequisites: A grade of C or better in EXS125. Editor's Note: Final term for EXS213 will be Summer, 2023.

#### **EXS215 – RESISTANCE TRAINING AND RECOVERY TECHNIQUES**

##### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Fundamental methods for safe and effective instruction of resistance, functional, and athletic conditioning exercises. Application of foundational

## COURSE DESCRIPTIONS

principles of physiology and kinesiology. Overview of warm-up, cooldown, and recovery techniques. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: EXS101 or permission of Instructor.

### **EXS217- CARDIORESPIRATORY AND FLEXIBILITY TRAINING**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Fundamental methods for safe and effective instruction of cardiorespiratory and flexibility training exercises. Application of foundational principles of physiology and kinesiology. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: EXS101 or permission of Instructor.

### **EXS239 – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP**

#### **LEC + LAB // 3 CREDITS // 5.4 PERIODS**

A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED 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. Editor's Note: Final term for EXS239 will be Summer, 2023.

### **EXS239AA – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP**

#### **LEC + LAB // 1 CREDITS // 1.8 PERIODS**

A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED 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. Editor's Note: Final term for EXS239AA will be

Summer, 2023.

### **EXS239AB – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP**

#### **LEC + LAB // 2 CREDITS // 3.6 PERIODS**

A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED 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.

Editor's Note: Final term for EXS239AB will be Summer, 2023.

### **EXS290 – INTRODUCTION TO EVIDENCE-BASED PRACTICE**

#### **LEC // 3 CREDITS // 3 PERIODS**

Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science. Prerequisites: A grade of C or better in [(RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113 or satisfactory District reading placement) and (MAT090, or MAT091, or MAT092, or satisfactory District math placement) and (ENG101 or ENG107)] or permission of Instructor. EXS101 recommended. Course Attributes: General Education Designation: Literacy and Critical Inquiry - [L]

### **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 wellbeing 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 credibility of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles

## COURSE DESCRIPTIONS

of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for pre-dietetics or selected other paraprofessionals majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

### **FON241 – PRINCIPLES OF HUMAN NUTRITION LEC // 3 CREDITS // 3 PERIODS**

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. General Education Designation: Natural Sciences (General) - [SG] in combination with: FON241LL.

### **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

### **GENERAL BUSINESS (GBS)**

#### **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.

#### **GBS205 – LEGAL ETHICAL, AND REGULATORY ISSUES IN BUSINESS**

##### **LEC // 3 CREDITS // 3 PERIODS**

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. 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**

##### **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].

#### **GBS261 – INVESTMENTS I**

##### **LEC // 3 CREDITS // 3 PERIODS**

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Securities industry knowledge and skills for individuals to prepare for careers in Financial

## COURSE DESCRIPTIONS

Services. Includes capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry. Prerequisites: None. Corequisites: Concurrent enrollment in GBS261LL recommended but not required. Course Notes: Students interested in taking the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination should also enroll in the GBS261LL Securities Industry Essentials (SIE) Exam Prep course.

### **GEOLOGY – (GLG)**

#### **GLG101IN – INTRODUCTION TO GEOLOGY I – PHYSICAL**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

Introduction to Earth's materials, surface and internal geologic processes, plate tectonics and geologic time. Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology. Prerequisites: None. Course Notes: Enrollment in both a GLG101IN lecture section and a GLG101IN laboratory section is required. Students may receive credit for only one of the following: GLG101 and GLG103 or GLG101IN. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] Arizona Shared Unique Number SUN# GLG1101

#### **GLG102IN – INTRODUCTION TO GEOLOGY II – HISTORICAL**

**LEC // 3 CREDITS // 3 PERIODS**

The origin and history of the Earth, its dynamic geographic and climatic changes. Evolution and sequence of life recorded in the fossil record; tectonic evolution of major continents through time. Prerequisites: None. Course Notes: Enrollment in both a GLG102IN lecture section and a GLG102IN laboratory section is required. Students may receive credit for only one of the following: GLG102 and GLG104 or GLG102IN. Course Attributes: General Education Designation: Historical Awareness - [H] General Education Designation: Natural Sciences (General) - [SG]

#### **GLG105 – INTRODUCTION TO PLANETARY SCIENCE LEC + LAB // 4 CREDITS // 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].

#### **GLG106 – LIFE IN THE UNIVERSE**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe, origin of life on Earth and the possibility of life on other planets. Prerequisites: A grade of C or better in MAT090 or MAT091 or MAT092 or completion of higher level mathematics course, or satisfactory placement. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] Cross-References: AST106

#### **GLG110IN – GEOLOGICAL DISASTERS AND THE ENVIRONMENT**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 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. Course Notes: Enrollment in both a GLG110IN lecture section and a GLG110IN laboratory section is required. Students may receive credit for only one of the following: GLG110 and GLG111 or GLG110IN. Course Attributes: General Education Designation: Global Awareness - [G] General Education Designation: Natural Sciences (Quantitative) - [SQ]

### **HEALTHCARE REGULATORY COMPLIANCE (HCR)**

#### **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

## COURSE DESCRIPTIONS

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. Course Attributes: General Education Designation: Social and Behavioral Sciences - [SB]

#### 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].

#### HES271 – SPORTS MEDICINE FOUNDATIONS

##### LEC // 3 CREDITS // 3 PERIODS

Introduction to sports medicine knowledge, techniques, and careers. Exploration of current trends in athletic injury prevention, management and rehabilitation including wound care, taping, wrapping, bracing, splinting and protective equipment. Prerequisites: None.

#### HES275 – REHABILITATION AND THERAPEUTIC INTERVENTIONS IN SPORTS MEDICINE

##### LEC // 3 CREDITS // 4 PERIODS

Exploration of current trends in the basic and advanced methodologies used in the rehabilitation of athletic injuries. Incorporates demonstrations of injury-appropriate strength and fitness training and therapeutic exercise techniques. Prerequisites: A grade of C or better in HES271.

### 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

##### LEC // 3 CREDITS // 3 PERIODS

The political, economic, and social development of United States from Pre-Columbian 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

##### 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

#### 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

## COURSE DESCRIPTIONS

Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB]; Cultural Diversity [C].

### **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].

### **HIS279 – CREATING AND TELLING FACT-BASED HISTORICAL STORIES LEC // 3 CREDITS // 3 PERIODS**

Creating and telling fact-based stories and stories from history. Prerequisites: A grade of C or better in EDU/HUM/STO292. Course Notes: HIS/STO279 may be repeated for a total of six (6) credit hours. Cross-References: STO279  
HUMANITIES (HUM)

### **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 CREDITS // 1 PERIODS**

Interdisciplinary studies of selected issues confronting the individual and society. Formal Lectures followed by informal discussions with outstanding scholars and social leaders.

Supplemented by readings and pre-and post forum discussion and critique. Varied content from module to module due to changing forum themes and issues. Prerequisites: Admission to the College Honors Program or Permission of Instructor General Education Designation: Humanities and Fine Arts - [HU] - Combination select three (3) courses from: HUM190AA, HUM190AB, HUM190AC, HUM190AD, HUM190AE, HUM190AF, HUM190AG, HUM190AH, HUM190AI.

### **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], [L].

### **HUM209 – WOMEN & FILMS LEC // 3 CREDITS // 3 PERIODS**

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None. Course Attributes: General Education Designation: Cultural Diversity - [C] General Education Designation: Humanities and Fine Arts - [HU] Cross-References: WST209

### **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].

### **HUM211AA – FOREIGN FILMS: CLASSICS LEC // 3 CREDITS // 3 PERIODS**

Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films. Prerequisites: None

Course Attributes:

General Education Designation: Global Awareness - [G] General Education Designation: Humanities and Fine Arts - [HU]



## COURSE DESCRIPTIONS

### **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].

### **HUM245 – INTRO TO HOLOCAUST STUDIES**

#### **LEC // 3 CREDITS // 3 PERIODS**

Introduction to essential information about the Holocaust. Provides theological, social and political background to establish contexts of anti-Semitism, especially in 19th and 20th centuries, with particular attention to National Socialist ideologies. Ghetto and camp life, including resistance, are explored. Emphasis is on texts of the Holocaust, including historical documents, participant testimonies, fiction, creative non-fiction, and poetry, much of which involves theological and moral debate. Includes analysis of supplementary visual material and some performing arts. Prerequisites: None. CRE101 or equivalent as indicated by appropriate reading placement recommended but not required. Course Attributes: General Education Designation: Humanities, Arts and Design - [HU]

### **HUM250 – IDEAS AND VALUES IN THE HUMANITIES: EARLY CIVILIZATIONS TO THE RENAISSANCE**

#### **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 nonwestern cultures. Prerequisites: A grade of C or better in ENG101. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]. General Education Designation: Literacy and Critical Inquiry - [L].

### **HUM251 – IDEAS AND VALUES IN THE HUMANITIES: RENAISSANCE TO THE CONTEMPORARY WORLD**

#### **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: A grade of C or better in ENG101. Course Attributes: General Education Designation: Historical Awareness - [H]; General Education Designation: Humanities, Arts and Design - [HU]; General Education Designation: 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].

### **HUM298AA-AC – SPECIAL PROJECTS**

#### **LEC // 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. COMMON COMPETENCY COURSE Prerequisites: Permission of Program Director or Instructor

## COURSE DESCRIPTIONS

### **INFORMATION TECHNOLOGY SECURITY (ITS)**

#### **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 attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. Prerequisites: A grade of C or better in CIS126DL, or CIS126RH, or permission of Program Director. Corequisites: BPC270 or MST150++.

#### **ITS240 – ETHICAL HACKING AND NETWORK DEFENSE**

##### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Preparation for the EC-Council Certified Ethical Hacking examination. In-depth exploration of how to effectively protect computer networks from risks ranging from malicious infiltration to cyber-warfare. Includes examination of ethical hacking, relevant tools and methodologies, and its importance to network security. Resources to identify new computer network vulnerabilities and counter security strategies will be discussed as well as an overview of relevant computer crime laws and penalties. Prerequisites: A grade of C or better in ITS110, or CNT205, or CIS270, or CIS271DB, or CIS272DB, or permission of Instructor.

### **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: Eligibility for ENG101 or ENG107 or permission of Instructor.

### **MATHEMATICS (MAT)**

#### **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: None. Course Notes: Student may receive credit for only one of the following: (MAT051 and MAT052 and MAT053), OR MAT081, OR MAT082, OR MAT085.

#### **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: None. Course Notes: Student may receive credit for only one of the following: (MAT051 and MAT052 and MAT053), OR MAT081, OR MAT082, OR MAT085.

#### **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

## COURSE DESCRIPTIONS

change. Prerequisites: A grade of C or better in each of the following courses: (MAT051, MAT052, and MAT053), OR a grade of C or better in MAT08+, OR an appropriate district placement. Course Notes: MAT090 students may receive credit for only one of the following: (MAT055 and MAT056 and MAT057), OR MAT090, OR MAT091, OR MAT092, OR MAT095, OR MAT096.

### **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: A grade of C or better in each of the following courses: (MAT051, MAT052, and MAT053), OR a grade of C or better in MAT08+, OR an appropriate district placement.

Course Notes: MAT091 students may receive credit for only one of the following: (MAT055 and MAT056 and MAT057), OR MAT090, OR MAT091, OR MAT092, OR MAT095, OR MAT096.

### **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: A grade of C or better in each of the following courses: (MAT051, MAT052, and MAT053), OR a grade of C or better in MAT08+, OR an appropriate district placement. Course Notes: MAT092 students may receive credit for only one of the following: (MAT055 and MAT056 and MAT057), OR MAT090, OR MAT091, OR MAT092, OR MAT095, OR MAT096.

### **MAT112 – MATHEMATICAL CONCEPTS AND APPLICATIONS**

#### **LEC // 3 CREDITS // 3 PERIODS**

A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical geometry, statistics, finance, and unit conversions. Prerequisites: None.

### **MAT115 – COLLEGE ALGEBRA PREP**

#### **LEC // 5 CREDITS // 5 PERIODS**

Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions. Prerequisites: None. Course Notes: MAT115 students may receive credit for only one of the following: MAT114, OR MAT115.

### **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: A grade of C or

## COURSE DESCRIPTIONS

better in each of the following courses: (MAT055, MAT056, and MAT057), OR a grade of C or better in MAT09+, OR an appropriate district placement. Course Notes: MAT120 students may receive credit for only one of the following: MAT120, OR MAT121, OR MAT122 OR MAT126.

### **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: A grade of C or better in each of the following courses: (MAT055, MAT056, and MAT057), OR a grade of C or better in MAT09+, OR an appropriate district placement. Course Notes: MAT121 students may receive credit for only one of the following: MAT120, OR MAT121, OR MAT122 OR MAT126.

### **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: A grade of B or better in each of the following courses: (MAT055, MAT056, and MAT057), OR a grade of B or better in MAT09+, OR an appropriate district placement. Course Notes: MAT122 students may receive credit for only one of the following: MAT120, OR MAT121, OR MAT122 OR MAT126.

### **MAT140 COLLEGE MATHEMATICS LEC // 5 CREDITS // 5 PERIODS**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics. Prerequisites: An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. Course Notes: Students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do

not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT 1142

### **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 proportional reasoning, modeling, finance, probability, and statistics. Prerequisites: An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. Course Notes: MAT141 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1142

### **MAT142 – COLLEGE MATHEMATICS LEC // 3 CREDITS // 3 PERIODS**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics. Prerequisites: An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. Course Notes: MAT142 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1142

## COURSE DESCRIPTIONS

### **MAT145 – COLLEGE MATH WITH REVIEW**

#### **LEC // 5 CREDITS // 5 PERIODS**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed. Prerequisites: None. Course Notes: MAT145 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. Review of Basic Arithmetic and Introductory Algebra as needed. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1142

### **MAT146 – COLLEGE MATHEMATICS WITH REVIEW**

#### **LEC // 6 CREDITS // 6 PERIODS**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed. Prerequisites: None. Course Notes: MAT146 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. Review of Basic Arithmetic and Introductory Algebra as needed. Course Attributes: 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 linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate

district placement for MAT15+, OR permission of Department or Division Chair. Course Notes: Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156.

Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1151

### **MAT151 – COLLEGE ALGEBRA/FUNCTIONS**

#### **LEC // 4 CREDITS // 4 PERIODS**

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair. Course Notes: Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156. Course Attributes: 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 linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair.

Course Notes: Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1151

## COURSE DESCRIPTIONS

### **MAT155 – COLLEGE ALGEBRA/FUNCTION WITH REVIEW**

#### **LEC // 5 CREDITS // 5 PERIODS**

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. Prerequisites: A grade of C or better in (MAT055, MAT056, and MAT057), or MAT09+, or MAT114, or MAT115, or an appropriate district placement for MAT120 or MAT121 or MAT122, or permission of Department/ Division Chair. Course Notes: Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156. This course is designed for students that do not qualify for MAT150 or MAT151 or MAT152, but intend to complete MAT15+ College Algebra for their degree path. Review of MAT12+ Intermediate Algebra as needed. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1151

### **MAT156 – COLLEGE ALGEBRA/FUNCTIONS WITH REVIEW**

#### **LEC // 6 CREDITS // 6 PERIODS**

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems, along with review of intermediate algebra, as needed. Prerequisites: A grade of C or better in each of the following: (MAT055, MAT056, and MAT057), OR MAT09+ or MAT114 or MAT115, OR an appropriate district placement for MAT120 or MAT121 or MAT122, OR permission of Department or Division Chair. Course Notes: Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156. This course is designed for students that do not qualify for MAT150 or MAT151 or MAT152, but intend to complete MAT15+ College Algebra for their degree path. Review of MAT12+ Intermediate Algebra as needed. Course Attributes: General Education Designation: Mathematics - [MA]

Arizona Shared Unique Number SUN# MAT1151

### **MAT172 – FINITE MATHEMATICS**

#### **LEC // 3 CREDITS // 3 PERIODS**

An introduction to the mathematics required for the study of social and behavioral sciences. Includes combinatorics, probability, descriptive statistics, matrix algebra, linear programming and the mathematics of finance. Includes applications of technology in problem-solving. Prerequisites: A grade of C or better in MAT15+, OR MAT187, OR an appropriate district placement. Course Attributes: 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. Prerequisites: A grade of C or better in MAT15+, OR an appropriate district placement. Corequisites: MAT15+. Course Notes: MAT182 students may receive credit for only one of the following: MAT182 or MAT187. Course Attributes: General Education Designation: Mathematics - [MA] in combination with: MAT150 or MAT151 or MAT152 or MAT155 or MAT156

### **MAT187 – PRECALCULUS**

#### **LEC // 5 CREDITS // 5 PERIODS**

Topics in algebra and trigonometry in preparation for calculus. Prerequisites: A grade of C or better in MAT 15+, OR an appropriate district placement. Course Notes: Students may receive credit for only one of the following: MAT182 OR MAT187. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT1187

### **MAT206 – ELEMENTS OF STATISTICS**

#### **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 MAT14+, or MAT15+, or MAT187, or equivalent, or an appropriate District placement, or permission of Department/ Division Chair.

## COURSE DESCRIPTIONS

Course Attributes: General Education Designation: Computer/Statistics/Quantitative Applications - [CS] Arizona Shared Unique Number SUN# MAT1160

### **MAT212 – BRIEF CALCULUS 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: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# 2212

### **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: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# 2212

### **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, or MAT221. Course Notes: Students may receive credit for only one of the following: MAT217 or MAT218.

### **MAT220 – CALCULUS WITH ANALYTIC GEOMETRY I LEC // 5 CREDITS // 5 PERIODS**

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: A grade of C or better in MAT187, or an appropriate District placement. Course Notes: Students may receive

credit for only one of the following: MAT220 or MAT221. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN#: MAT 2220

### **MAT221 – CALCULUS WITH ANALYTIC GEOMETRY I LEC // 4 CREDITS // 4 PERIODS**

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: A grade of C or better in MAT187, or an appropriate District placement. Course Notes: Students may receive credit for only one of the following: MAT220 or MAT221. Course Attributes: 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: A grade of C or better in MAT212 or MAT213 or MAT220 or MAT221, or equivalent.

### **MAT227 – DISCRETE MATHEMATICAL STRUCTURES LEC // 3 CREDITS // 3 PERIODS**

Course emphasizes discrete mathematics connections to computer science by exposing students to foundational concepts of set theory, logic, counting, induction, proof techniques, graph theory, and algorithms. Prerequisites: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221, or permission of Department/Division Chair. Course Attributes: Arizona Shared Unique Number SUN# MAT 2227

### **MAT230 – CALCULUS WITH ANALYTIC GEOMETRY II 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: A grade of C or better in MAT220 or MAT221 or equivalent. Course Notes: Students may receive credit for only one of the following: MAT230 or MAT231. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN#: MAT 2230

## COURSE DESCRIPTIONS

### **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: A grade of C or better in MAT220 or MAT221 or equivalent. Course Notes: Student may receive credit for only one of the following: MAT230 or MAT231. Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# MAT 2230

### **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 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 understanding of these topics. Prerequisites: A grade of C or better in (MAT15+ or higher), or (MAT12+ and MAT14+), or (MAT14+ and an appropriate District placement to permit enrollment in MAT150 or MAT151 or MAT152), or permission of Department or Division Chair. 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: A grade of C or better in MAT256 or permission of Department/Division Chair. Course Notes: MAT257 is designed to meet the requirements for prospective elementary education teachers.

### **MAT276 – MODERN DIFFERENTIAL EQUATIONS 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.

#### **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,



## COURSE DESCRIPTIONS

ethics, and social responsibility. 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: A grade of C or better in MGT229 or permission of Department or Division. Course Attributes: 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.

### **MGT276 – HUMAN RESOURCES MANAGEMENT** **LEC // 3 CREDITS // 3 PERIODS**

Human resource planning, staffing, training, compensating, and appraising employees in organizations. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

### **MGT286 – HUMAN RESOURCE EMPLOYMENT MANAGEMENT** **LEC // 3 CREDITS // 3 PERIODS**

Techniques and methodology for coordinating and monitoring effective employment selection practices. Includes description of employment functions, staffing analysis, employment recruitment and advertising, applicant screening, interviewing and reference checking, employee selection and placement within a human resources division. Prerequisites: A grade of C or better in MGT276 or permission of Department or Division.

### **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 CREDITS // 1 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.

### **MUSIC HISTORY/LITERATURE (MHL)**

#### **MHL130 – HERSTORY: WOMEN IN POPULAR MUSIC** **LEC // 3 CREDITS // 3 PERIODS**

Overview of the contributions made by women in the evolution of popular music and its industry. Prerequisites: None

#### **MHL140 – SURVEY OF MUSIC HISTORY** **LEC // 3 CREDITS // 3 PERIODS**

## COURSE DESCRIPTIONS

Study of composers, compositions, styles, and Periods in music history. Prerequisites: None. Course Attributes: General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].

### **MHL143 – MUSIC IN WORLD CULTURES LEC // 3 CREDITS // 3 PERIODS**

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None

Course Attributes: General Education Designation: Global Awareness - [G] General Education Designation: 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. Course Attributes: 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. Course Attributes: General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].

### **MHL155 – SURVEY OF AMERICAN MUSIC LEC // 3 CREDITS // 3 PERIODS**

History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None. Course Attributes: General Education Designation: Cultural Diversity - [C] General Education Designation: Historical Awareness - [H] General Education Designation: 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. Course Attributes: General Education Designation: Literacy and Critical Inquiry [L]; General Education Designation: Cultural Diversity [C]; General Education Designation: Humanities and Fine Art - [HU].

### **MARKETING (MKT)**

#### **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.

#### **MKT263 – ADVERTISING PRINCIPLES LEC // 3 CREDITS // 3 PERIODS**

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. 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 – MARKETING INTERNSHIP 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

## COURSE DESCRIPTIONS

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.

### **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 CIS121AB) suggested but not required.

#### **MST150WT – INSTALLING AND CONFIGURING MICROSOFT 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 resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination. Prerequisites: None. CIS190 or CNT140AB suggested but not required.

#### **MST155DC – INSTALLATION, STORAGE, AND COMPUTE WITH WINDOWS SERVER**

##### **LEC + LAB // 4 CREDITS // 5 PERIODS**

This course focuses primarily on the installation, storage, and compute features and their functionality that is available within Windows Server. As Information Technology pushes towards more cloud based solutions and makes our classic approach obsolete, this course will help students prepare for a career within an Information Technology enterprise and help distinguish themselves in today's competitive job market. This course covers various topics like Windows Server installation, Hyper-V deployments and storage options in relation to this new cloud based reality. Prerequisites: A grade of C or better in MST150++ or

permission of Instructor.

#### **MST157DC –**

##### **LEC + LAB // 4 CREDITS // 5 PERIODS**

This course focuses on the networking features and their functionality available within Windows Server. It builds upon the skills from the Installation, Storage, and Compute with Windows Server course (MST155DC) and will develop skills related to Software-Defined Networking (SDN) solutions within Hyper-V, remote connectivity with VPN and Direct Access, and providing Internet connectivity with Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Internet Protocol Address Management (IPAM). This course helps prepare for the 70-741 industry certification test. Prerequisites: A grade of C or better in MST155DC or permission of Instructor.

#### **MST158DC – IDENTITY MANAGEMENT WITH WINDOWS SERVER 2016**

##### **LEC + LAB // 4 CREDITS // 5 PERIODS**

Prepares students to manage Windows Server 2016 tasks. Configure and manage multiple services, such as Identity Management and Active Directory. Learn how to install and configure domain controllers and create and manage users, groups, and computers within Organizational Units. Prepares students for the Microsoft exam, Identity with Windows Server 2016-70-742. Prerequisites: A grade of C or better in MST157DC.

### **MUSIC: THEORY/ COMPOSITION (MTC)**

#### **MTC101 – INTRODUCTION TO MUSIC THEORY**

##### **LEC // 3 CREDITS // 3 PERIODS**

##### **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 PERIODS**

The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: A grade of C or better in MTC101 or permission of instructor. Corequisites: MTC106.

## COURSE DESCRIPTIONS

### **MTC106 – AURAL PERCEPTION I LEC + LAB // 1 CREDITS // 2 PERIODS**

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Co requisites: MTC105.

### **MTC155 – MUSIC THEORY II LEC // 3 CREDITS // 3 PERIODS**

A continuation of Music Theory I with emphasis on harmony and part writing procedures. Prerequisites: A grade of C or better in MTC105. Co requisites: MTC156

### **MTC156 – AURAL PERCEPTION II LEC + LAB // 1 CREDITS // 2 PERIODS**

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Co requisites: MTC155.

### **MTC191 – ELECTRONIC MUSIC I LEC // 3 CREDITS // 3 PERIODS**

### **MTC205 – MUSIC THEORY III LEC // 3 CREDITS // 3 PERIODS**

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: A grade of C or better in MTC155. Corequisites: MTC206. Course Attributes: Arizona Shared Unique Number SUN#: MUS 2222

### **MTC206 – AURAL PERCEPTION III LEC + LAB // 1 CREDITS // 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. Course Attributes: Arizona Shared Unique Number SUN#: MUS 2222

### **MTC255 – MUSIC THEORY IV LEC // 3 CREDITS // 3 PERIODS**

A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: A grade of C or better in MTC205. Co requisites: MTC256. Course Attributes: Arizona Shared Unique Number SUN#: MUS 2223

### **MTC256 – AURAL PERCEPTION IV – MUS2223 LEC + LAB // 1 CREDITS // 2 PERIODS**

A continuation of Aural Perception III, including extended chords. Prerequisites: A grade of C or better in MTC206. Corequisites: MTC255. Course Attributes: Arizona Shared Unique Number SUN#: MUS 2223

### **MUSIC: COMMERCIAL/BUSINESS (MUC)**

### **MUC109 – MUSIC BUSINESS: CONTENT CREATION AND COPYRIGHT**

#### **LEC // 3 CREDITS // 3 PERIODS**

Designed to provide an overview of content creation and copyright considerations within the Music Industry. Topics include songwriting and music creation, copyright, publishing and licensing, studio production, media applications of music, business ownership and operations, and emerging technologies. Prerequisites: None.

### **MUC110 – MUSIC BUSINESS: MARKETING AND MONETIZATION**

#### **LEC // 3 CREDITS // 3 PERIODS**

Designed to provide an overview of the marketing and monetization of music. Topics include music label operations; contracts; marketing, promotion, and merchandising; agents, managers, and attorneys; concert promotion and touring; and unions and guilds. Prerequisites: None.

### **MUC111 – DIGITAL AUDIO WORKSTATION I (DAW I) 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: A grade of C or better in MUC195 or MUC195AA, or TCM/VPT105, or permission of Instructor.

### **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.

## COURSE DESCRIPTIONS

### **MUC196 - STUDIO MUSIC RECORDING II**

#### **LEC + LAB // 3 CREDITS // 5 PERIODS**

Emphasis on signal processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session Prerequisites: A grade of C or better in MUC195 or MUC195AA

### **MUC197 - LIVE SOUND REINFORCEMENT I**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

### **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: A grade of C or better in MUC109 and MUC110 or permission of Instructor.

### **MUC290AA - MUSIC BUSINESS INTERNSHIP**

#### **LEC + LAB // 1 CREDITS // 1 PERIODS**

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 CREDITS // 1 PERIODS**

Designed to provide the skills and knowledge required for effective self-promotion. Focus on career goal development, market analysis, communication and networking skills, and the development of a self-promotional campaign. Prerequisites: None.

### **MUC296WA-WD - COOPERATIVE EDUCATION**

#### **LAB // 1-4 CREDITS // 5-20 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 - AUDIO PRODUCTION INTERNSHIP**

#### **LEC + LAB // 2 CREDITS // 2 PERIODS**

Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. Prerequisites: A grade of C or better in MUC110. Course Notes: MUC297AB may be repeated for a total of twelve (12) credit hours.

### **MUC298AA-AC - SPECIAL PROJECTS**

#### **LEC // 1 CREDITS // 1 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. Course Attributes: COMMON COMPETENCY COURSE

### **MUSIC: PERFORMANCE (MUP)**

#### **MUP101AA-CJ - PRIVATE INSTRUCTION**

##### **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. May be repeated for Credit. Prerequisites: None.

#### **MUP102AA - CJ - PRIVATE INSTRUCTION**

##### **LEC + LAB // 2 CREDITS // 1.2 PERIODS**

## COURSE DESCRIPTIONS

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 // 1 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 harmonizations including the I, IV, V7 chords. Prerequisites: None.

### **MUP132 – CLASS PIANO II LEC + LAB // 1 CREDITS // 3 PERIODS**

Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: A grade of C or better in MUP 131 or permission of Instructor.

### **MUP133 – CLASS VOICE I LEC + LAB // 1 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 // 1 CREDITS // 3 PERIODS**

Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: A grade of C or better in MUP 133 or permission of Instructor.

### **MUP150 – COMMUNITY CHORUS LEC + LAB // 1 CREDITS // 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. Prerequisites: None. Course Note: MUP150 may be repeated for credit.

### **MUP152AA – 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: A grade of C or better in MUP102AA. 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: A grade of C or better in MUP102AD. Course Notes: MUP152AD may be repeated for credit.

### **MUP153 – CONCERT CHOIR LEC + LAB // 1 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 CREDITS // 3 PERIODS**

Emphasis on college/community participation and the preparation of orchestral literature for public performance. Prerequisites: None. Course Note: MUP159 may be repeated for credit. Auditions may

## COURSE DESCRIPTIONS

be required.

### **MUP160 – ORCHESTRA** **LEC + LAB // 1 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. Prerequisites: None. Course Note: MUP161 may be repeated for credit. Auditions may be required.

### **MUP163 – JAZZ ENSEMBLE** **LEC + LAB // 1 CREDITS // 3 PERIODS**

Practical and performance experience in various jazz styles. Prerequisites: None. Course Notes: MUP163 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.

### **MUP164 – JAZZ IMPROVISATION I** **LEC // 2 CREDITS // 3 PERIODS**

Theoretical and performance skills in many styles of jazz improvisation. Prerequisites: None. Course Notes: MUP164 may be repeated for a total of six (6) credit hours.

### **MUP168 – MARIACHI BAND** **LEC + LAB // 1 CREDITS // 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 CREDITS // 2 PERIODS**

Practical and performance experience in instrumental, vocal, and mixed ensembles. Prerequisites: None. Course Notes: MUP181 may be repeated for credit.

### **MUP190 – PERCUSSION ENSEMBLE** **LEC + LAB // 1 CREDITS // 2 PERIODS**

Practical and performance experience in various percussion styles. Percussion literature from a diverse number of world musical traditions. Western European art music, various African traditions, Indian music, Japanese music, Indonesian music, Mexican, Central, and South American music, and percussion compositions from the American Experimental Tradition rehearsed and performed. Concerts presented throughout the semester. Percussion techniques are studied and refined as they relate to the literature performed. Emphasis placed on reading and listening skills, increased aesthetic discrimination. Informed performance practice and skills on all percussion instruments and traditions. Prerequisites: None. Course Notes: MUP190 may be repeated for credit.

### **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: A grade of C or better in 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: A grade of C or better in MUP152AM. Course Notes: MUP202AM may be repeated for credit.

## COURSE DESCRIPTIONS

MUP231 – CLASS PIANO III

**LEC + LAB // 1 CREDITS // 3 PERIODS**

Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: A grade of C or better in MUP132 or permission of instructor.

MUP232 – CLASS PIANO IV

**LEC + LAB // 1 CREDITS // 3 PERIODS**

Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: A grade of C or better in MUP231 or permission of Instructor. Course Notes: MUP232 may be repeated for credit.

MUP250AA –

**LEC + LAB // 1 CREDITS // 2 PERIODS**

Introduction to the use of phonetics in the study of English song literature. Prerequisites: None

**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: A grade of C or better in NAV101 or permission of Department or Division. Completion of prerequisites within the last three years is required. Course Note: Includes the study of the Navajo culture with participation in an off campus Navajo cultural event.

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) PED101FL – FITNESS FOR LIFE**

**LEC + LAB // 1 CREDITS // 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 CREDITS // 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.

**PED101RT – RESISTANCE TRAINING SPORT PERFORMANCE-INTERMEDIATE**

**LEC + LAB // 1 CREDITS // 2 PERIODS**

**PED101SB – SOFTBALL**

**LEC + LAB // 1 CREDITS // 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 CREDITS // 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 CREDITS // 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 CREDITS // 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.



## COURSE DESCRIPTIONS

### **PED101WT – WEIGHT TRAINING**

#### **LEC + LAB // 1 CREDITS // 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 CREDITS // 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.

### **PED102 – PHYSICAL ACTIVITIES: INTERMEDIATE**

#### **LEC + LAB // 1 CREDITS // 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 CREDITS // 2 PERIODS**

To improve upon basic skills and game strategy of baseball 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 CREDITS // 2 PERIODS**

To improve upon basic skills and game strategy of basketball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Notes: PED102BB may be repeated for credit.

### **PED102GO – GOLF – INTERMEDIATE**

#### **LEC + LAB // 1 CREDITS // 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.

### **PED102RT – RESISTANCE TRAINING FOR IMPROVED SPORTS PERFORMANCE- INTERMEDIATE**

#### **LEC + LAB // 1 CREDITS // 2 PERIODS**

Intermediate level of sport specific programs designed to enhance athletic performance. Includes a focus on advanced assessment and sport related resistance training including Olympic lifting and plyometrics with a qualified instructor. Prerequisites: None. Prior experience recommended. Course Notes: PED102RT may be repeated for credit.

### **PED102SB – SOFTBALL – INTERMEDIATE**

#### **LEC + LAB // 1 CREDITS // 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 CREDITS // 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.

### **PED102ST – STRENGTH TRAINING – INTERMEDIATE**

#### **LEC + LAB // 1 CREDITS // 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 CREDITS // 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 CREDITS // 2 PERIODS**

Increase knowledge and training with a qualified instructor on the use of Olympic and Free

## COURSE DESCRIPTIONS

Weights. Prerequisites: None. Prior experience recommended. Course Note: PED102WT may be repeated for credit. Editor's Note: Final term of PED102WT is 2021 summer.

### **PED102YO – YOGA – INTERMEDIATE LEC + LAB // 1 CREDITS // 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.

### **PED124 – 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; plyometric; 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.

### **PED 125 – STRENGTH AND CONDITIONING FOR SPORT PERFORMANCE: INTERMEDIATE LEC + LAB // 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; plyometric; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: A grade of C or better in PED124. Course Notes: PED125 may be repeated for a total of eight (8) credit hours.

### **PED201BA – BASEBALL – ADVANCED LEC + LAB // 1 CREDITS // 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 CREDITS // 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 CREDITS // 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.

### **PED201VB – VOLLEYBALL – ADVANCED LEC + LAB // 1 CREDITS // 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.

## COURSE DESCRIPTIONS

### **PED201WT – WEIGHT TRAINING – ADVANCED**

#### **LEC + LAB // 1 CREDITS // 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.

### **PED202SB – SOFTBALL – ELITE**

#### **LEC + LAB // 1 CREDITS // 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

### **PED202VB – VOLLEYBALL ELITE**

#### **LEC + LAB // 1 CREDITS // 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**

#### **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

### **PHI105 – INTRODUCTION TO ETHICS**

#### **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

### **PHYSICAL SCIENCE (PHS)**

#### **PHS110 – FUNDAMENTALS OF PHYSICAL SCIENCE**

##### **LEC // 4 CREDITS // 3 PERIODS**

##### **LAB // 0 CREDITS // 3 PERIODS**

Survey of the principles of physics and chemistry. Prerequisites: A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement. General Education Designation: Natural Sciences (Quantitative) [SQ]. 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: A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement. Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.

### **PHY111 – GENERAL PHYSICS I**

#### **LEC // 4 CREDITS // 3 PERIODS**

#### **LAB // 0 CREDITS // 3 PERIODS**

Includes motion, energy, and properties of matter. Prerequisites: A grade of C or better in MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement or one year high school Trigonometry with a grade of C or better or permission of Department or Division. Course Notes: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]. Arizona Shared Unique Number SUN# PHY1111

### **PHY112 – GENERAL PHYSICS II**

#### **LEC // 4 CREDITS // 3 PERIODS**

#### **LAB // 0 CREDITS // 3 PERIODS**

Includes electricity, electromagnetism, and modern physics. Prerequisites: A grade of C or better in PHY111. Course Attributes: 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 CREDITS // 3 PERIODS**

General physics course using calculus to develop

## COURSE DESCRIPTIONS

the principles of mechanics and thermodynamics. Recommended for majors in the sciences and mathematics. Required for Engineering majors. Prerequisites: A grade of C or better in 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**

**LEC // 5 CREDITS // 4 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

Principles of electricity, magnetism, waves, and optics. Required for Engineering majors. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites: (MAT230 or MAT231) and PHY115. Prerequisite or Corequisites: MAT240 or MAT241 or permission of Instructor.

### **PHY121 – UNIVERSITY PHYSICS I: MECHANICS**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: A grade of C or better in MAT220, or MAT221, or department consent. One year of High School physics or PHY111 and PHY112 suggested but not required. Course Attributes: General Education Designation: Natural Sciences Quant [SQ] Arizona Shared Unique Number: SUN# PHY 1121

### **PHY131 UNIVERSITY PHYSICS II: ELECTRICITY AND MAGNETISM**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 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: A grade of C or better in MAT230 or MAT231 or permission of Department or Division and PHY121. Corequisites: MAT241 or permission of Department or Division. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]. Arizona Shared Unique Number SUN# PHY1131

### **PHY241 – UNIV PHY III: THERMODYNAMICS, OPTICS, AND WAVE PHENOMENA**

**LEC // 4 CREDITS // 3 PERIODS**

**LAB // 0 CREDITS // 3 PERIODS**

Heat, entropy, and laws of thermodynamics; wave propagation; geometrical and physical optics; introduction to special relativity. Prerequisites: A grade of C or better in PHY116 or PHY131 or permission of Instructor.

### **POLITICAL SCIENCE (POS)**

#### **POS110 – AMERICAN NATIONAL GOVERNMENT**

**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**

**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

#### **POS223 – CIVIL RIGHTS AND LIBERTIES**

**LEC // 3 CREDITS // 3 PERIODS**

The historic background and current status of major civil rights and civil liberties issues in the United States. Prerequisites: None. Course Attributes: General Education Designation: Cultural Diversity - [C] General Education Designation: Social and Behavioral Sciences - [SB]

## COURSE DESCRIPTIONS

### **PSYCHOLOGY (PSY)**

#### **PSY101 – INTRODUCTION TO PSYCHOLOGY LEC // 3 CREDITS // 3 PERIODS**

Overview of the study and methods of psychological science. Includes an introduction to subfields such as biopsychology, learning, memory, development, social, and psychological disorders. Prerequisites: None. Course Attributes: 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 parenting and the development and guidance of children and adolescents. Prerequisites: None. General Education Designation: Social and Behavioral Sciences - [SB].

#### **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 cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication, work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world. Prerequisites: None. Course Attributes: General Education Designation: Cultural 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 research and theories of death, dying, bereavement process, and aspects of end-of-life care and decision-making. 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 eligibility for MAT14+ or higher as indicated by appropriate mathematics placement) or permission of Instructor. General Education Designation: Computer Statistics/Quantitative Applications - [CS]

#### **PSY240 DEVELOPMENTAL PSYCHOLOGY LEC // 3 CREDITS // 3 PERIODS**

Human development from conception through death. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Prerequisites: A grade of C or better in PSY 101 or permission of instructor. Course Notes: Recommended for students majoring in nursing, education, behavioral, pre-med, and psychology. General Education Designation: Social and Behavioral Sciences [SB].

#### **PSY244 – INTERNSHIP IN PSYCHOLOGY LEC + LAB // 1 CREDITS // 1 PERIODS**

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: A grade of C or better required in all prerequisites. Prerequisites or Corequisites: Any two (2) 200-level PSY courses and permission of Instructor. 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 Instructor. Course Attributes: General Education Designation: Social- Behavioral Sciences [SB]

#### **PSY266 – PSYCHOLOGICAL DISORDERS LEC // 3 CREDITS // 3 PERIODS**

## COURSE DESCRIPTIONS

Distinguishes between healthy psychological functioning and psychological disorders. Includes topics in psychopathology such as problems with anxiety and depression, eating disorders, substance-use, schizophrenia, sexuality, and personality. Also covers causes and treatments of psychological disorders. Prerequisites: a grade of C or better in PSY101 or permission of Instructor. General Education Designation: Social Behavioral Sciences [SB].

### **PSY290AB – RESEARCH METHODS**

**LEC // 4 CREDITS // 3 PERIODS**

**LEC // 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 or permission of Instructor. General Education Designations: Literacy and Critical Inquiry [L]; Natural Sciences (General) [SG].

### **PSY298AC – SPECIAL PROJECTS**

**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 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)

#### **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. Cross-References: ESL016

#### **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. Cross-References: ESL026

#### **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. Course Notes: RDG031 is recommended for reading students at ESL Levels III and IV. Prerequisites: RDG020 with grade of C or better or permission of Instructor.

## COURSE DESCRIPTIONS

### **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 for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG026, or permission of Instructor. Cross-References: ESL036

### **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. Cross-References: ESL046

### **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 ESL/RDG046, or permission of Instructor. Course Notes: RDG071 is recommended for all students with limited reading experiences.

### **RDG081 – READING IMPROVEMENT**

#### **LEC // 3 CREDITS // 3 PERIODS**

Designed to // 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, or permission of Instructor.

### **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 ALT100, or RDG081, or appropriate reading placement or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor. Course Notes: RDG100 satisfies RDG091 requirement. RDG100 may be repeated for a total of twelve (12) credit hours.

### **RDG100AC – SUCCESSFUL COLLEGE READING – TAKING COLLEGE EXAMS WITH SUCCESS**

#### **LEC // 1 CREDIT // 1 PERIOD**

Emphasis on successful lecture notetaking and synthesis of information, studying skills and strategies, types of exams, and exam taking strategies for success in any college introductory class. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor. Editor's Note: RDG100AC may be offered concurrently with RDG100.

### **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, title transfer and

## COURSE DESCRIPTIONS

escrow procedures. Also covers an introduction to water rights and environmental hazards as well as procedures for various real estate calculations. Prerequisites: None.

### **REA180 – REAL ESTATE PRINCIPLES II LEC // 3 CREDITS // 3 PERIODS**

Advanced work in real estate including governmental restrictions and limitations, property management, insurance and warranties, appraisal procedures, financing and loan security instruments. Also covers Deed of Trust foreclosure options and consumer protection provisions. Prerequisites: None.

### **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.

### **REA205 – INTRODUCTION TO COMMERCIAL REAL ESTATE**

#### **LEC // 2 CREDITS // 2 PERIODS**

Introduces key features of the commercial real estate industry and its differences from residential real estate. Provides residential agents with a starting point to transition into commercial real estate. Requisites: Prerequisites: None.

### **REA208 – ETHICS IN COMMERCIAL REAL ESTATE LEC // 1 CREDITS // 1 PERIODS**

Course covers ethics in commercial real estate. Review of National Association of Realtors (NAR) code of ethics and scenarios common in commercial

real estate transactions. Prerequisites: A grade of C or better in REA205.

### **REA211 – COMPLIANCE IN COMMERCIAL REAL ESTATE**

#### **LEC // 1 CREDIT // 1 PERIOD**

Course covers compliance in commercial real estate. Review of federal, state, and municipal regulations and scenarios common in commercial real estate transactions. Prerequisites: A grade of C or better in REA205.

### **REA214 – FINANCES IN COMMERCIAL REAL ESTATE LEC // 1 CREDIT // 1 PERIOD**

Course covers finances in commercial real estate, including funding sources, taxes, and relevant data and analytic tools. Also includes review of financial presentations to clients. Prerequisites: A grade of C or better in REA205.

### **REA220 – MULTIUNIT PROPERTIES IN COMMERCIAL REAL ESTATE**

#### **LEC // 1 CREDIT // 1 PERIOD**

This course covers various considerations of the multiunit commercial properties industry sector. Overview of the types of properties, financial considerations, transaction processes, resources, and compliance considerations. Prerequisites: A grade of C or better in REA205.

### **REA225 – INDUSTRIAL PROPERTIES IN COMMERCIAL REAL ESTATE**

#### **LEC // 1 CREDIT // 1 PERIOD**

Covers various aspects of the industrial commercial properties industry sector. Overview of the types of properties, financial considerations, transaction processes, resources, and compliance considerations. Prerequisites: A grade of C or better in REA205 or permission of Instructor or Program Director.

### **REA230 – LAND PROPERTIES IN COMMERCIAL REAL ESTATE**

#### **LEC // 1 CREDIT // 1 PERIOD**

Covers various aspects of the land commercial properties industry sector. Overview of the types of land and land use, financial considerations, transaction processes, resources, and compliance considerations. Prerequisites: A grade of C or better



## COURSE DESCRIPTIONS

in REA205 or permission of Instructor or Program Director.

### **REA235 – COMMERCIAL REAL ESTATE ESSENTIAL TOOLS**

**LEC // 1 CREDIT // 1 PERIOD**

Covers various tools for research, analysis, and presentation of data relevant to commercial real estate. Prerequisites: A grade of C or better in REA205 or permission of Instructor or Program Director.

### **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 (SBM)**

#### **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, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

#### **SBS202 SMALL BUSINESS BOOKKEEPING AND TAX PREPARATION**

**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

## COURSE DESCRIPTIONS

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.

### **SBS216 – PLANNING FOR A SMALL BUSINESS**

#### **LEC // 2 CREDIT // 2 PERIODS**

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: A grade of C or better in (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 advantages/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 local, national, and international markets. 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 Internet 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.

### **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.

### **SOCIOLOGY (SOC)**

#### **SOC101 – INTRODUCTION TO SOCIOLOGY**

#### **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

## COURSE DESCRIPTIONS

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].

### **SOC241 – RACE AND ETHNIC RELATIONS**

#### **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**

#### **LEC // 3 CREDITS // 3 PERIODS**

A systematic and in-depth survey of selected social problems and inequalities from a sociological perspective, including what is known about the problem, recent trends, their causes and consequences, individual and societal responses to them, and possible remedies or policies that could address these issues. Issues to be examined may include issues in health care, dependencies, crime/ violence, inequalities in race/class/ gender/ region/ age, family, education, work, the economy, population migration/ immigration, the 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**

##### **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.

#### **SPA118 – HEALTH CARE SPANISH II**

##### **LEC // 3 CREDITS // 3 PERIODS**

Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings. Prerequisites: A grade of C or better in SPA117 or permission of Department or

## COURSE DESCRIPTIONS

Division. Completion of prerequisites within the last three years is required.

### **SPA201 – INTERMEDIATE SPANISH I**

#### **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**

#### **LEC // 4 CREDITS // 4 PERIODS**

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 permission of Department or Division. Completion of prerequisites within the last three years is required.

### **SPA225 – INTERMEDIATE SPANISH CONVERSATION I**

#### **LEC // 3 CREDITS // 3 PERIODS**

Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish Prerequisites: A grade of C or better in SPA102, or SPA102AA, or SPA116, or SPA116AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **SPA226 – INTERMEDIATE SPANISH CONVERSATION II**

#### **LEC // 3 CREDITS // 3 PERIODS**

Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in increasingly complex Spanish. Emphasis on fluency and moderate accuracy in spoken Spanish. Prerequisites: A grade of C or better in SPA201, or SPA225, or permission 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.

## COURSE DESCRIPTIONS

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. Prerequisites: None.

### **STORYTELLING (STO)**

#### **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

#### **STO279 – CREATING AND TELLING FACT-BASED HISTORICAL STORIES**

##### **LEC // 3 CREDITS // 3 PERIODS**

Creating and telling fact-based stories and stories from history. Prerequisites: A grade of C or better in EDU/HUM/STO292. Course Notes: HIS/STO279 may be repeated for a total of six (6) credit hours. Cross-References: HIS279

#### **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.

#### **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.

#### **STO289AG – 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.

#### **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.

#### **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

## COURSE DESCRIPTIONS

[HU]; Cultural Diversity [C]. Cross References: EDU294, ENH294

### **STO295 – TRADITIONAL STORYTELLING AROUND THE WORLD**

#### **LEC // 3 CREDITS // 3 PERIODS**

Introduction to traditional storytelling practices around the world. Understanding the roles and techniques of traditional storytellers. Telling traditional stories ethically. Prerequisites: None.

### **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 // 1-2 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.

### **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]

### **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. Course Attributes: General Education Designation: Humanities and Fine Arts - [HU] Arizona Shared Unique Number SUN# THE1100

### **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**

#### **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.

### **THF120AA – 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.

## COURSE DESCRIPTIONS

### **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.

#### **THP151 – THEATRE FOR YOUTH**

#### **LEC + LAB // 3 CREDITS // 4 PERIODS**

Principles and techniques of selecting plays, adapting stories, playwriting, directing, designing, producing, and acting in theatre for youth. The course will provide the opportunity to analyze and experience the production process from creating a script to performing a theatre production for a youth audience. Prerequisites: None. Course Notes: THP151 may be repeated for a total of six (6) credit hours.

#### **THP211 CREATIVE DRAMA**

#### **LEC // 3 CREDITS // 3 PERIODS**

Theory and practice of creative drama, including improvisation, storytelling, puppetry, and script and program development in drama, and their

application to elementary and secondary school levels. Prerequisites: None

#### **THP211AA CREATIVE DRAMA: IMPROVISATION**

#### **LEC // 1 CREDIT // 1 PERIOD**

Theory and practice of creative drama, including improvisation. Covers improvisation theatre-based activities. Emphasis on application in elementary and secondary school levels. Prerequisites: None

#### **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.

#### **THP211AC – CREATIVE DRAMA: SCRIPT DEVELOPMENT**

#### **LEC // 1 CREDIT // 1 PERIOD**

Theory and practice of creative drama in script development. Covers creation and adaptation of dramatic materials from a variety of sources. Emphasis on application in elementary and secondary school levels. Prerequisites: None

#### **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].

## COURSE DESCRIPTIONS

### **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]; Humanities and Fine Arts - [HU]

### **WRITING ACROSS THE CURRICULUM (WAC)**

#### **WAC101 – WRITING ACROSS THE CURRICULUM**

#### **LEC // 3 CREDITS // 3 PERIODS**

Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository.

Extensive journal entries, editing and revision of written assignments. Prepare and write multi-paragraph essays. Assigned readings, participation in extensive workshops and group work.

Prerequisites: Permission of Instructor.

YAQUI INDIAN HISTORY AND CULTURE (YAQ)

### **YAQ100 – YAQUI INDIAN HISTORY AND CULTURE**

#### **LEC // 3 CREDITS // 3 PERIODS**

Surveys Yaqui Indian history and culture from pre-contact 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.





## FIELDS OF INTEREST MATRIX

### DESCRIPTION

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

## FIELDS OF INTEREST MATRIX

### Applied Technology

Air Conditioning and Electrical Accessories	GW
Air Conditioning/Refrigeration/Facilities	GW
Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology-Airframe	CG
Aircraft Maintenance Technology-Powerplant	CG
Airway Science Technology, Flight Emphasis	CG
Applied Electrical Technologies	RS
Architectural and Civil CAD Technology	GC
Architectural Technology	SC
Automated Industrial Technology	EM MC
Automated Industrial Technology I	EM MC
Automated Industrial Technology II	EM MC
Automotive Automatic Transmission and Transaxle	GC GW MC
Automotive Brake Systems	GC GW MC
Automotive Chassis	GC GW MC
Automotive Drive Train	GC GW MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems	GC GW MC
Automotive Electronic/Electrical Systems	GC GW MC
Automotive Engine Performance	GC GW MC
Automotive Engine Repair	GC GW MC
Automotive Engine Repair and Performance	GC GW MC
Automotive Heating, Ventilation and Air Conditioning Systems	GC GW MC
Automotive Maintenance and Light Repair	GC GW MC
Automotive Manual Drive Train and Axles	GC GW MC
Automotive Service	GC GW MC
Automotive Steering and Suspension	GC GW MC
Basic Automotive Maintenance	RS
Brakes, Alignment, Suspension and Steering	MC
Building Inspection	MC
Cable and Wire Harness Assembly	MC
CAD Application	GC
CAD Fundamentals	GC
Carpenter Apprenticeship	GW
Caterpillar Technician Training	MC
Certified Flight Instructor Instrument Airplane Rating	CG
Clean Energy Management	PC
CNC Machine Operator	GW MC
CNC Machine Operator (Day)	GW
CNC Machine Operator (Night)	GW
CNC Machining I	MC
CNC Machining I	GW
CNC Machining I (Day)	GW
CNC Machining I (Night)	GW
CNC Machining II	GW MC
Collision Repair Technician (Day)	GW
Collision Repair Technician (Night)	GW
Computer Aided Drafting	MC
Construction Building Codes	MC

## FIELDS OF INTEREST MATRIX

Construction Management	MC
Construction Safety OSHA 30	MC
<b>Construction Technology</b>	MC SM
Construction Trades - Mechanical Trades: Pipefitting	GW
Construction Trades - Mechanical Trades: Plumbing	GW
Construction Trades - Mechanical Trades: Sheet Metal	GW
Construction Trades: Acoustics	GW
<b>Construction Trades: Carpentry</b>	GW MC RS SM
<b>Construction Trades: Carpentry, Commercial and Residential</b>	MC RS SM
Construction Trades: Carpentry, Commercial and Residential (Day)	GW
Construction Trades: Construction Management	MC
Construction Trades: Drywall	GW
<b>Construction Trades: Electrical</b>	MC RS SM
Construction Trades: Electrical (Day)	GW
Construction Trades: Electrical (Night)	GW
<b>Construction Trades: Electrical, Commercial and Residential</b>	MC RS SM
Construction Trades: Electrical, Commercial and Residential (Day)	GW
Construction Trades: Electrical, Commercial and Residential (Night)	GW
Construction Trades: Electricity	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades: Millwrighting	GW
Construction Trades: Painting and Drywalling	GW
<b>Construction Trades: Plumbing</b>	GW MC RS SM
<b>Construction Trades: Plumbing, Commercial and Residential</b>	GW MC RS SM
Construction Trades: Pre-Apprenticeship	GW
Drafting and Design Technology	MC
Electric Utility Technology	CG
Electrical Systems Technology	EM
Electrical Technology	GW
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Energy and Industrial Technology	EM
Engine Performance and Diagnosis	GW
Environmental Science and Water Resources Technologies	GW
Environmental Science Technology	GW
HVAC Commercial Installation and Service Technician	GW
HVAC Residential Installation and Service Technician	GW
HVAC Residential Installation and Service Technician (Day)	GW
HVAC Residential Installation and Service Technician (Night)	GW
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist	GW
International Residential Code	MC
J-STD Soldering Certification	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS

## FIELDS OF INTEREST MATRIX

Manufacturing Production Technology	MC
Mechanical Drafting	MC
Mechanical Systems Technology	EM
Millwrighting	GW
Nanotechnology	RS
Nanotechnology and Manufacturing	RS
Nuclear Power Technology	EM
Power Systems Technology	EM
Quality Assurance	GW
Robotics Technology	EM MC
Salt River Project Relay Apprentice	MC
Unmanned Aircraft Systems	CG
Water and Wastewater Treatment	GW
Welding	MC
Welding: Fundamentals	MC
Welding: Fundamentals (Day)	GW
Welding: Fundamentals (Night)	GW
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW)	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Day)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Night)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous	MC
Welding: Shielded Metal Arc Welding (SMAW) (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe	MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Plate	MC
<b>Behavioral Science and Human Services</b>	
Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
<b>Administration of Justice</b>	CG EM GC MC PC PV
	RS SC SM
<b>Administration of Justice Studies</b>	CG EM GC MC PC PV
	RS SC SM
Adolescent Studies	PC
<b>Advanced Behavioral Health Sciences</b>	GC SM
Advanced Corrections and Detention	RS
Advanced Juvenile Corrections	RS
<b>Associate in Arts, Emphasis in Counseling and Applied Psychological Science</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Arts, Emphasis in Criminal Justice</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Arts, Emphasis in Family Life Education</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Arts, Emphasis in Law and Policy</b>	CG EM GC GW MC PC
	PV RS SC SM

## FIELDS OF INTEREST MATRIX

### Associate in Arts, Emphasis in Political Science

### Associate in Arts, Emphasis in Psychology

### Associate in Arts, Emphasis in Social Work

### Basic Behavioral Health Sciences

Basic Corrections

Basic Detention

### Behavioral Sciences

Child and Family Organizations Management and Administration

Community Emergency Response Team (CERT): Level I

### Corrections

### Corrections and Detention

### Crime Scene Investigation

Developmental Disabilities Specialist

Driver Operator

Emergency Communications

Emergency Communications and Deployment

Emergency Management

### Fingerprint Identification and Photography

Fire Science

Fire Service Management

Firearms

Firefighter Operations

### Forensic Science

Hazardous Materials Response

### Homeland Security

Human Services - Specialist: Customer Service

Human Services - Unemployment Insurance: Customer Service

Human Services-Assistance: Public Assistance Eligibility

Juvenile Corrections

### Law Enforcement

Law Enforcement Field Training

Law Enforcement Investigation

Law Enforcement Training

Law Enforcement Training Academy

Leadership in Public Safety Organizations

### Legal Studies

Non-Sworn Fire Service Professional

Paralegal

Paralegal Studies

CG EM GC GW MC PC

PV RS SC SM

CG EM GC GW MC PC

PV RS SC SM

CG EM GC GW MC PC

PV RS SC SM

GC SM

RS

RS

GC SM

GC RS

PC

CG EM GC MC PC PV

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CG GC GW MC PC PV

RS SM

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RS

CG EM GC MC PC PV

RS SC SM

RS

GC RS

CG GC RS

CG GC RS

CG GC MC PC RS

CG EM GC MC PC PV

RS SM

GC MC PC PV

RS

PC

## FIELDS OF INTEREST MATRIX

Professional Addictions Counseling	RS
Public Safety Leadership	RS
Public Safety Technology	RS
Search Warrant Preparation	RS
Substance Use Prevention and Interventions	RS
Terrorism Liaison Training: Level I	PC
Terrorism Liaison Training: Level II	PC
<b>Victimology</b>	CG GC MC PC PV RS
	SM
Workforce Development and Community Re-Entry	RS
Workforce Development: Foundations in Addictions and Substance Use Disorders	RS
<b>Business, Entrepreneurialism, and Management</b>	
<b>Accounting</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Administrative Professional</b>	CG EM GC GW MC PC
	PV SM
Advocate Driven Healthcare: Customer Service	RS
Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Apprentice Meat Cutter	GW
<b>Associate in Arts, Emphasis in Journalism and New Media Studies</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Business, General Requirements (ABUS-GR)</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Business, Special Requirements (ABUS-SR)</b>	CG EM GC GW MC PC
	PV RS SC SM
Automobile Insurance Claims: Customer Service	RS
Automobile Insurance: Customer Service	RS
Automobile Insurance: Policy Services	RS
Automobile Insurance: Sales	RS
Automobile Insurance: Sales Service	RS
Bank Account Management: Customer Service	RS
Banking and Finance	GW PC
Beauty and Wellness	GW MC
Blockchain Technology	RS
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operations	RS
Business Administration Fastrack	CG GC MC PC SC
Business Technology Specialist	GW
Business Technology: Customer Service	RS
Cannabis Business Fundamentals	SC
Commercial Baking and Pastry	EM PC SC
<b>Commercial Real Estate</b>	GC MC RS SC SM
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Culinary Arts	EM SC
Culinary Arts I	EM SC
Culinary Arts II	EM SC

## FIELDS OF INTEREST MATRIX

Culinary Fundamentals	SC
Debt Resolution: Customer Service	RS
Debt Resolution: Sales	RS
<b>Enrolled Agent</b>	CG GC MC PC PV RS
	SC SM
Entrepreneurial Studies Level I	GC GW MC PC PV RS
	SC SM
<b>Entrepreneurial Studies Level II</b>	GC GW MC PC RS SC
	SM
<b>Esports</b>	CG PC PV RS SM
Fashion Merchandising	MC PC
Financial Industry	GW
<b>General Business</b>	CG EM GC GW MC PC
	PV RS SC SM
Health Care Insurance: Customer Service	RS
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Meeting and Event Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
<b>Human Resources Management</b>	CG GC GW MC PC RS
	SC SM
Insurance: Customer Service	RS
Licensed Residential Appraiser	MC
Loan Consolidation: Customer Service	RS
<b>Management</b>	CG GC MC PC PV RS
	SC SM
<b>Marketing</b>	GC GW MC PC PV SC
	SM
Marketing and Sales	GC GW MC PC PV SC
Motor Vehicle: Customer Service	RS
<b>Organizational Leadership</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Organizational Management</b>	CG EM GC GW MC PC
	PV RS SC SM
Personal Loans: Customer Service	RS
Prescription Prior Authorization: Customer Service	RS
Project Management	MC
Property Insurance: Customer Service	RS
Public Administration	RS
Public Relations	MC
Quality Customer Service	RS
<b>Real Estate: Prelicense</b>	GC MC PV RS SC SM
Residential Appraisal Trainee	MC
<b>Retail Management</b>	CG EM GC GW MC PC
	RS SC SM
Retail Pharmacy: Customer Service	RS
Risk Management and Insurance	CG MC RS SC

## FIELDS OF INTEREST MATRIX

### Securities Industry Essentials

Security Industry Essentials: Pre-licensure  
**Small Business Management Level I**

### Small Business Management Level II

Small Business Start-Up  
**Social Media Marketing**

State Service Leadership: ADOT Leads  
 Telecommunications Collections: Customer Service  
 Utilities: Customer Service  
 Water Services: Customer Service  
 Web Hosting: Customer Service

### Computer and Information Technology

**Adobe Foundations: Animation and Graphics Production**

**Adobe Foundations: Audio and Video Production**

**Amazon Web Services Cloud Associate**

**Amazon Web Services Cloud Practitioner**

**Amazon Web Services Cloud Specialist**

**Android App Development**

**Associate in Science, Emphasis in Computer Science**

**Cisco Certified Network Professional: Enterprise**

**Cisco Certified Network Professional: Enterprise Advanced Routing and Services**

**Cisco Certified Network Professional: Enterprise Core**

**Cisco Network Administration and Security**

**Cisco Network Administration: CCNA**

**Cisco Network Administration: CCNP**

CompTIA A+ Certification Prep  
 CompTIA Security+ Certification Prep  
 Computer Information Systems  
 Computer Support Specialist (Day)  
 Computer Support Specialist (Night)

**Computer System Configuration and Support**

**Computer System Configuration and Support, Linux**

CG GC GW MC PC PV  
 SC SM  
 CG GC GW PC SC  
 CG EM GC GW MC PC  
 RS SM  
 CG GC GW MC PC RS  
 SM  
 CG PV  
 CG EM GC MC PC PV  
 SC SM  
 GW  
 RS  
 RS  
 RS  
 RS

CG GC MC PV SM  
 MC SM  
 CG GC GW MC PC PV  
 SC SM  
 CG GC GW MC PC PV  
 SC SM  
 CG GC GW MC PC PV  
 SC SM  
 CG GW MC PC RS SM  
 CG EM GC GW MC PC  
 PV RS SC SM  
 CG GC GW MC PV SC  
 SM  
 CG GC GW MC PV SC  
 SM  
 CG EM GC GW MC PV  
 SC SM  
 CG EM GC GW MC PC  
 PV SC SM  
 CG EM GC MC SC SM  
 PC  
 GW  
 GW  
 GW  
 GW  
 GW  
 CG EM GC GW MC PC  
 PV RS SC SM  
 CG EM GC GW MC PC  
 PV SC SM



## FIELDS OF INTEREST MATRIX

**Computer System Configuration and Support, Network**

CG EM GC GW MC PC  
PV RS SC SM

**Computer System Configuration and Support, Security**

CG EM GC GW MC PC  
PV RS SC SM

Critical Infrastructure

EM GC

Cross Functional Design and Web Essentials (HCL/DOE FA Hold)

MC SC

**Cross-Platform App Development**

GW MC PC RS SM

**Cyber Engineering**

CG EM GC MC PC PV  
RS SC SM

**Cyber Operations**

CG GC GW MC PV SM

**Cybersecurity**

CG EM GC GW MC PC

**Cybersecurity Fundamentals**

PV RS SC SM

Data Analytics

CG EM GC GW MC PC

Database Development

PV RS SC SM

**Desktop Support**

CG EM GW MC PV RS  
SC

**Foundations of Mobile App Development**

EM MC SC

Information Security

CG EM GC GW MC PC

Information Security Technology

PV RS SC SM

**Information Technology**

MC PC RS SM

**iOS App Development**

GC

IT Security Associate

GC

Kubernetes Administration

CG EM GC GW MC PC

Kubernetes Application Development

PV RS SC SM

Kubernetes Security

CG GC GW MC PC PV

**Linux Associate**

RS SC SM

**Linux System Administration**

EM

**Microsoft Desktop Associate**

CG GC MC

**Microsoft Office Professional**

CG GC MC

**Microsoft Office Specialist**

CG GC MC

Microsoft System Administration

CG EM GC GW MC PC

**Mobile App Development**

PV SC SM

**Native Mobile App Development**

CG EM GC GW MC PC

Network and Cyber Fundamentals

PV SC SM

**Network and Systems Administration**

CG EM GC GW MC PC

Network Specialist (Day)

PV SC SM

Network Specialist (Night)

CG EM GC GW MC PC

Network Support Specialist

PV RS SC SM

CG EM GC GW MC PV

RS SC SM

CG EM GC MC PC PV

MC PC PV RS SC SM

MC PC PV RS SM

GW

CG EM GC GW MC PC

PV SC SM

GW

GW

GW

## FIELDS OF INTEREST MATRIX

Network Support Technician	GW
Oracle Database Operations	CG
<b>Programming</b>	EM RS SM
Programming and Systems Analysis	CG EM GC MC PC PV
	RS SC
Programming and Systems Analysis Level I	CG EM GC MC PC PV
	RS SC
Programming and Systems Analysis Level II	CG EM GC MC PC PV
	RS SC
	CG MC SM
<b>Python Applications</b>	CG EM GC GW MC PC
<b>Red Hat Linux Administrator</b>	PV SC SM
	CG EM GC GW MC PC
<b>Red Hat Linux Engineer</b>	PV SC SM
	GW
Security Specialist	GC MC PV
Video Game Production	GC MC PV
Video Game Production: Audio and Sound	GC MC PV
Video Game Production: Coding and Scripting	GC MC PV
Video Game Production: Game Art	GC MC PV
Video Game Production: Game Narrative	GC MC PV
VMware Foundations	EM GC GW MC PC SC
VMware Network Administrator	CG EM GC MC
VMware Systems Administrator	EM GC GW MC PC SC
<b>Web App Development</b>	CG GC GW MC PC PV
	RS SM SC
<b>Web Design</b>	CG EM GC MC PV RS
	SC SM
<b>Web Design/Development</b>	CG EM GC MC PC PV
	RS SC SM
<b>Web Development</b>	CG EM GC GW MC PC
	PV SC SM
<b>Web Foundations</b>	CG EM GC MC PC PV
	RS SC SM
<b>Windows App Development</b>	GW MC PC RS SM
<b>Culture and Society</b>	
African-American Studies	MC
American Indian Studies	MC PC SC
<b>Applied Bilingual Spanish Language Skills</b>	SM
<b>Applied Storytelling</b>	EM SM
<b>Associate in Arts, Emphasis in American Indian Studies</b>	CG EM GC GW MC PC
	PV SC SM
<b>Associate in Arts, Emphasis in Anthropology</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Arts, Emphasis in Communication</b>	CG EM GC GW MC PC
	PV RS SC SM
<b>Associate in Arts, Emphasis in Economics</b>	CG EM GC GW MC PC
	PV RS SC SM

## FIELDS OF INTEREST MATRIX

<b>Associate in Arts, Emphasis in English (Creative Writing)</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in English (Literature)</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in History</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Humanities</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Information Studies and eSociety</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Japanese</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Philosophy</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Religious Studies</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Sociology</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Spanish</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Women and Gender Studies</b>	CG EM GC GW MC PC PV RS SC SM
Chicana and Chicano Studies	CG GC PC
Communication Competence in the Workplace	GC MC
Communication Skills for Non-Native English Speakers	GC MC
Creative Writing	CG EM GC MC PC PV RS
Deaf Studies	PC
<b>Foundations of Storytelling</b>	EM SM
Global Citizenship	MC
International Studies	PC
Interpreter Preparation	PC
Journalism and New Media Studies	MC
Language and Literary Culture of the USA	RS
Language Studies	CG GC MC RS
Oral Communication Fluency for Non-Native English Speakers	GC MC
Southwest Studies	PC
Spanish Language and Culture	CG MC RS
<b>Sustainability and Ecological Literacy</b>	EM RS SM
Sustaining and Advancing Indigenous Nations	SC
<b>Traditional and Fact-Based Storytelling</b>	EM SM
Women and Gender Studies	CG MC
<b>Education</b>	
<b>Associate in Arts, Elementary Education (AAEE)</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Early Childhood Education</b>	CG EM GC GW MC PC PV RS SC SM

## FIELDS OF INTEREST MATRIX

<b>Associate in Arts, Emphasis in Educational Studies Early Childhood</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Secondary Education</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Science, Emphasis in Secondary Education</b>	CG EM GC GW MC PC PV RS SC SM
<b>Early Childhood Education</b>	CG EM GC MC PC PV RS SM
<b>Foundations of Early Childhood Education</b>	CG EM GC MC PC PV RS SM
Gifted Education	EM
<b>Instructional Assistance</b>	MC SM
K-12 eLearning Design	RS
K-12 Online Teaching	RS
<b>Health Sciences</b>	
Aesthetics Instructor	GW
Aesthetics Instructor	GW
Aesthetics Instructor	GW
<b>Associate in Arts, Emphasis in Community Health</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Exercise Science</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Nutritional Science</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Speech and Hearing Science</b>	CG EM GC GW MC PC PV RS SC SM
Clinical Medical Assisting	PC
Community Health Paramedicine	GC MC PC PV
Computed Tomography	GW
Cosmetologist (20 Hours Per Week)	GW
Cosmetologist (32 Hours Per Week)	GW
Cosmetology Instructor	GW
Critical Care Paramedicine	GC MC PC PV
Dental Assisting	PC
Dental Hygiene	MC PC RS
Diagnostic Medical Sonography	GW
Electrocardiogram (ECG) Technician	GW
Electroneurodiagnostic (END) Technology	GW
Emergency Medical Services and Fire Preparatory Academy	GW
Emergency Medical Technology	CG GC MC PC PV RS
Emergency Medical Technology (EMT)	GW
Emergency Medical Technology (EMT) (High School)	GW
Emergency Medical Technology Comprehensive	CG GC MC PC PV
Endoscopy	GW
<b>Exercise Science: Health, Fitness, and Sports Performance</b>	CG GC MC PV SC SM
Fast Track Practical Nursing	GW GC MC
Foundations of Recreation Management	SC
Foundations of Sports Medicine	RS

## FIELDS OF INTEREST MATRIX

Hair Stylist (20 Hours Per Week)	GW
Hair Stylist (32 Hours Per Week)	GW
Health and Wellness Coaching	GC
Health Information Technology	PC
Health Information: Long Term Care Settings	PC
Health Services Management	GW
Healthcare Regulatory Compliance	GW
Healthcare Technology Systems	PV
Histologic Technology	PC
Hospital Central Service Technology	GW
Integrated Public Health: Community Health Work	PV, SC
Laboratory Assisting	PC
Law Enforcement Phlebotomy	GW
Law Enforcement Phlebotomy Refresher Course	GW
Magnetic Resonance Imaging	GW
Massage Therapy	PC
Massage Therapy (20 Hours Per Week)	GW
Massage Therapy (24 Hours Per Week)	GW
Medical Administrative Assisting	PC
Medical Assisting	GW PC
Medical Billing and Coding: Physician Based (Day)	GW
Medical Billing and Coding: Physician-Based	PC
Medical Coding: Hospital-Based	PC
Medical Interpreter - Spanish (12 Hours Per Week)	GW
Medical Interpreter - Spanish (6 Hours Per Week)	GW
Medical Laboratory Science	PC
Musculoskeletal Sonography	GW
Nail Technician	GW
Nail Technician Instructor	GW
Nuclear Medicine Technology	GW
Nurse Assisting	GC GW MC PV SC
Nursing	CG EM GC GW MC PC PV SC
Nursing Refresher	GW MC
Nutrition and Dietetic Technology	PV
Nutrition for Personal Trainers and Coaches	SC
Occupational Therapy Assistant	GW
Operating Room Nursing	GW
Ophthalmic Medical Administrative Assistant Apprenticeship	GW
Ophthalmic Medical Assistant	GW
Ophthalmic Medical Assistant Apprenticeship	GW
Paramedicine	GC MC PC PV
<b>Personal Training</b>	CG GC MC PV SC SM
<b>Personal Training: Advanced</b>	CG GC MC PV SC SM
Pharmacy Technician	GW
Pharmacy Technician Apprenticeship	GW
Pharmacy Technology	GW PV SC
Phlebotomy	PC
Phlebotomy (Day)	GW

## FIELDS OF INTEREST MATRIX

Phlebotomy (Night)	GW
Physical Therapist Assisting	GW
Polysomnographic Technology	GW
Practical Nursing	CG EM GC GW MC PC
PV SC	
Radiologic Technology	GW
Recreation Management	SC
Respiratory Care	GW
Spanish Interpreting for Healthcare Professionals	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Sustainable Food Systems	RS
Sustainable Food Systems: Food Entrepreneur	RS
Sustainable Food Systems: Food Service	RS
Tactical Emergency Casualty Care	GC MC PC PV
Yoga Instruction	SC
<b>Science, Technology, Engineering and Mathematics</b>	
Artificial Intelligence and Machine Learning	CG EM
<b>Associate in Arts, Emphasis in Food Science and Technology</b>	CG EM GC GW MC PC PV SC SM
<b>Associate in Arts, Emphasis in Geography</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Mathematics</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Arts, Emphasis in Sustainability and Environmental Studies</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Science, Emphasis in Astronomy</b>	CG EM GC GW MC PC PV SC SM
<b>Associate in Science, Emphasis in Biochemistry</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Science, Emphasis in Biological Sciences</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Science, Emphasis in Chemistry</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Science, Emphasis in Engineering</b>	CG EM GC GW MC PC PV SC SM
<b>Associate in Science, Emphasis in Geography - Meteorology</b>	CG EM GC GW MC PC PV SC SM
<b>Associate in Science, Emphasis in Geology</b>	CG EM GC GW MC PC PV RS SC SM
<b>Associate in Science, Emphasis in Physics</b>	CG EM GC GW MC PC PV RS SC SM
Biomedical Equipment Technology	GC MC
Biotechnology and Molecular Biosciences	GC
Electronics Engineering Technology	MC
Electronics Technology	MC
<b>Engineering Technology</b>	CG EM GC PV SM
Environmental and Natural Resource Conservation	PC

## FIELDS OF INTEREST MATRIX

Environmental and Natural Resource Stewardship	PC
Equine Science	SC
<b>Food Science and Technology I</b>	SM
<b>Food Science and Technology II</b>	SM
Geospatial Technologies	MC
Landscape Aide	MC
Landscape Horticulture	MC
Landscape Specialist	MC
Mortuary Science	CG
<b>Sustainability</b>	CG GC MC PV RS SC
Sustainable Agriculture	SM
Veterinary Assisting	MC
Veterinary Technology	MC
Workforce Development: Introduction to Sustainable Food Systems	RS
<b>Visual and Performing Arts</b>	
Alteration Specialist	MC PC
Animation	GC MC PC
Animation and Time-Based Media	GC MC PC
Apparel Construction	MC PC
<b>Associate in Arts, Fine Arts</b>	CG EM GC GW MC PC
	PV SC SM
<b>Associate in Arts, Fine Arts, Emphasis in Art</b>	CG EM GC GW MC PC
	PV SC SM
<b>Associate in Arts, Fine Arts, Emphasis in Dance</b>	CG EM GC GW MC PC
	PV SC SM
<b>Associate in Arts, Fine Arts, Emphasis in Music</b>	CG EM GC GW MC PC
	PV SC SM
<b>Associate in Arts, Fine Arts, Emphasis in Musical Theatre</b>	CG EM GC GW MC PC
	PV SC SM
<b>Associate in Arts, Fine Arts, Emphasis in Theatre</b>	CG EM GC GW MC PC
	PV SC SM
Audio Production Technologies	GC MC PC PV
Beginning Piano Pedagogy	MC
Ceramics	MC
Commercial and Freelance Photography	GC PC
Costume Design and Production, Level I	MC PC
Costume Design and Production, Level II	PC
Dance Performance and Technology	SC
Digital Arts: Digital Photography	MC
Digital Media Arts	GC PC
Disc Jockey Techniques	MC
Disc Jockey Techniques I	MC
Disc Jockey Techniques II	MC
Documentary Film Production	GC
Drawing and Painting	MC
Editing	SC
Fashion Design	MC PC

## FIELDS OF INTEREST MATRIX

Fashion Design: Entrepreneur	PC
Fashion Design: Level I	MC PC
Fashion Design: Level II	PC
Fashion Illustration	PC
Film and Media Production	GC
Graphic Design	MC PC
Illustration	CG MC PC
Illustration and Sequential Art	CG MC PC
Image Consultant	MC
Industrial Sewing	PC
Interior Design	PC SC
Interior Design Kitchen and Bath	PC SC
Interior Design Professional	SC
Interior Design Technology	PC SC
Interior Design Upholstery and Soft Goods Production	PC
Interior Merchandising and Home Staging	EM PC SC
Intermediate Piano Pedagogy	MC
Motion Picture Production	SC
Motion Picture, Television, and New Media Production	SC
<b>Music Business I</b>	GC MC PC PV SM
<b>Music Business II</b>	GC MC PC PV SM
<b>Music Industries: Music Business</b>	GC MC PC PV SM
Pattern Design, Level I	PC
Pattern Design, Level II	PC
Photography	CG GC MC PC
Retail Sales Manager	MC
Screenwriting	SC
Sequential Art	CG MC PC
Stage Combat	PV
Technical Theatre	MC PC SC
Technical Theatre: Audio Technician	GC MC PC PV
Technical Theatre: Cosplay I	MC
Technical Theatre: Cosplay II	MC
Technical Theatre: Costuming	GC MC PC PV
Technical Theatre: Hair and Makeup	MC
Technical Theatre: Lighting	MC PC PV
Technical Theatre: Properties	MC PC PV SC
Technical Theatre: Puppetry	MC PC PV
Technical Theatre: Set/Scenic Construction	MC PC
Technical Theatre: Stage Crew Technician	GC MC PC PV SC
Textile and Apparel: Fashion Stylist	MC
Time-Based Media	MC PC
Visual Communication	SC
Visual Communication: Creative Branding	SC
Visual Communication: Design	SC
Visual Communication: Digital Process Management	SC





## ADMINISTRATION

## ADMINISTRATION

### SMCC LEADERSHIP AND ADMINISTRATION

**JANET L. ORTEGA**  
*Interim College President*

A.A., Chandler-Gilbert Community College, B.S.,  
M.B.A., Arizona State University

**OSARO O. IGHODARO**  
*Vice President, Student Development*

B.S., M.A., Ph.D., Northern Arizona University

**TIM BUDWORTH**  
*Interim Vice President of Administrative Services*

**BERNICE PORTERVINT**  
*Interim Vice President, Learning*

BA, English/Education, Long Island University, MS,  
Educational Administration, Pace University, J.D.,  
New College of California

### GOVERNING BOARD MEMBERS

**MARIE SULLIVAN**  
*President*  
District 3

**JAQUELINE SMITH, J.D.**  
*Member*  
District 1

**Jean McGrath**  
*Member*  
District 4

**DR. TOM NERINI**  
*Secretary*  
District 5

**SUSAN BITTER SMITH**  
*Member*  
District 2

**DR. LINDA THOR**  
*Member*  
At-large

**KATHLEEN WINN**  
*Member*  
At-large

**LYNN BURNETT**  
*Student Member*

### DISTRICT LEADERSHIP

**DR. STEVEN GONZALES**  
*Interim Chancellor*

**DR. CATHLEEN HERNANDEZ**  
*Interim Chief of Staff*

**DR. ERIC LESHINSKIE**  
*Interim Executive Vice Chancellor and Provost*

**KIMBERLY GRANIO**  
*Interim Chief Financial Officer*

**DARCY RENFRO**  
*Vice Chancellor, Community, Government Relations,  
& Economic Development*

**BETTINA CELIS**  
*Acting Vice Chancellor & Provost of Academic &  
Student Affairs*

**DR. GEORGETTA KELLY**  
*Chief Human Resources Officer*

**DR. MARK KOAN**  
*Chief Information Officer*

**JANICE FALKENBERG, ESQ.**  
*General Counsel*

**BRIAN SPICKER**  
*President and Chief Executive Officer, Maricopa  
Community Colleges Foundation*

## ADMINISTRATION

### SMCC FACULTY

#### STEPHANIE ALLEN

##### *Librarian*

M.L.S., University of Texas at Austin

#### BECHIR AMDOUNI

##### *Mathematics*

B.S. University of the Center, Tunisia; M.Ed., Lewis University. M.S. Northeastern Illinois University

#### JENNIFER AVILA

##### *Reading*

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

#### JOSHUA BENNET

##### *Music/Performance*

B.M., University of Kansas City Missouri; M.M./D.M.A., Arizona State University

#### MARIA BAILEY BENSON

##### *General Business*

M.S., Georgia Institute of Technology

#### SUDIPTA BISWAS

##### *Biology*

B.S., M.S.; University of Delhi, Delhi, India; Ph.D. School of Life Sciences, Jawaharlal Nehru University, New Delhi, India

#### MICHAEL BLANTON

##### *Plumbing*

B.S., Northern State University; NCCER Certified Plumbing Instructor and Program Evaluator, OSHA 500 Training Certificate

#### PAUL BOSCH

##### *Biology*

B.A., Hope College; M.S., Ohio University M. Ed., Arizona State University; EdD; 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

#### MATTHEW COOPER

##### *Religion/Philosophy*

B.A., Bryan College, M.A., Andover Newton Theological School, M.A., Arizona State University; Ph.D., Arizona 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

#### CHARLENE ESTRADA

##### *Geology*

B.S., University of Arizona; M.A., Ph.D., Johns Hopkins University

#### PETER FACCIOLA

##### *Communication*

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

#### STEVEN FOUNTAINE

##### *English as a Second Language (ESL)*

B.A., Shepherd College, M. Ed., Temple University Ph.D., Arizona State University

## ADMINISTRATION

### IRENE GAITHER

#### *Mathematics*

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

### TYLER GILLUM

#### *Physical Education*

A.A., Seminole State College; B.S., M.Ed., East Central University

### NOAH GUTTELL

#### *Music (Business)*

B.A., Berkley College of Music; M.A., Arizona State University

### STEPHEN HUSTEDDE

#### *Computer Information Systems*

B.A., M.Ed., Arizona State University; Additional work: Dallas Theological Seminary

### LYDIA JOHNSON

#### *Librarian*

M.L.S., University of Arizona

### 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

### CRISTIAN LOPEZ VILLEGAS

#### *English*

PhD, Arizona State University

### AZRA MAHMOOD

#### *Communication*

B.A., M.A., Western Kentucky University

### KIMBERLY MAULDIN

#### *English Composition*

EdD, Argosy 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; EdD. Northern Arizona 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

### CHELSEA MCINTOSH

#### *Chemistry*

B.S., University of Oklahoma; Ph.D., Arizona State University

### MARIO MENDOZA

#### *Theater Production*

M.F.A., San Francisco State University, MF.A., University of Iowa

### LAURITA MOORE

#### *Computer Information Systems*

B. A., University of Arizona; M.L.S., University of Arizona. Additional work: Massachusetts Institute of Technology

### RICHARD MORALES

#### *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

## ADMINISTRATION

### **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

### **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

### **ANDREA RIVERS**

#### ***English***

B.A., University of California at Davis; M.A., St. Mary's College; M.A., Northern Arizona University

### **LAUREN ROBERTS**

#### ***Biology***

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

### **ANN SCARBROUGH**

#### ***Chemistry***

B.S., University of Texas at El Paso; M.S., M.Ed., EdD., 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- Coastal Caroline College; M.S., Shenandoah University; Ph.D., George Mason University

### **BRIAN SMITH**

#### ***Accounting***

MBA, Western International University; M.S., Keller Graduate School of Management

### **MARIANNE SMITH**

#### ***Mathematics***

B.S., Brooklyn College, CUNY; M.S. New York University; M.A., Pennsylvania State University

### **CAROL SMITH**

#### ***English***

B.A., M.Ed., Ph.D., 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

### **CHRISTOPHER STEVENS**

#### ***Office Applications and Technology Support***

B.S., Georgia Institute of Technology

### **SHALMEKA SWEET**

#### ***Counseling***

B.S., M.S., Grand Canyon 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

### **MIKE THEULEN**

#### ***Electrician***

B.A., Simpson College

## ADMINISTRATION

### MARILYN TORRES

#### *Storytelling*

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

### DOLORES URBIETA

#### *Mathematics*

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### WILEY WALLACE

#### *Art*

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California Santa Barbara

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#### *English and Storytelling*

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### CARL WHITESEL III

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Ph.D., Arizona State University

## EMERITUS STATUS – ADMINISTRATION AND FACULTY

### JOSE ANTHONY BRACAMONTE

#### *Dean Emeritus*

B.A., University of Arizona; M.S.W., Arizona State  
University

### DUANE BRICKNER

#### *Business – Faculty Emeritus*

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#### *Counseling – Faculty Emeritus*

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University of Hawaii, Arizona State University

### LARA COLLINS

#### *Communication - Faculty Emeritus*

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### JOHN A. CORDOVA

#### *President Emeritus*

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M.A., Ph.D., Arizona State University

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State University; M.S., University of Arizona; Ph.D.,  
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### OSCAR HARDIN JR.

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State University

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#### ***Vice President Student Affairs Emeritus***

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### **HELEN SMITH**

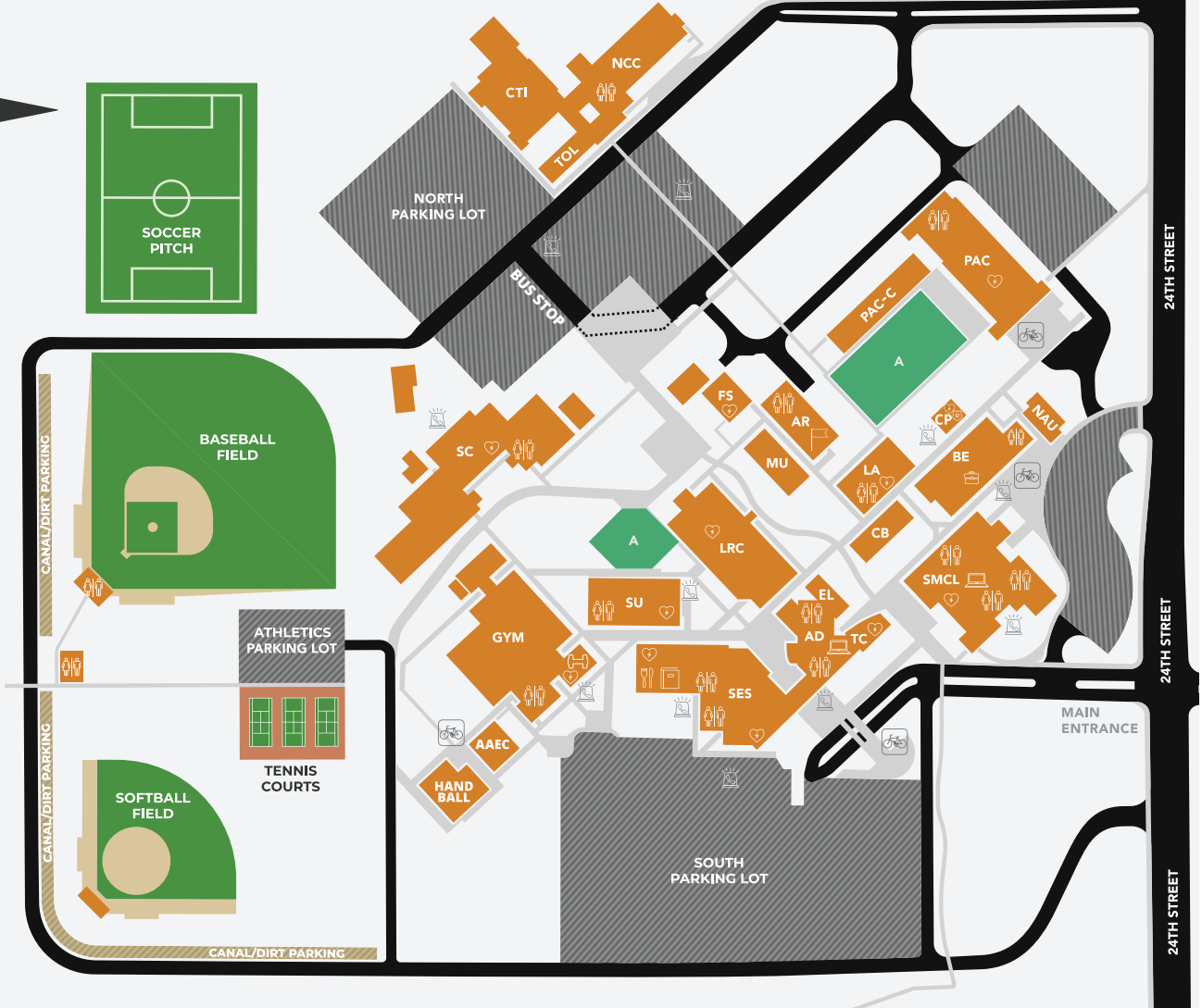
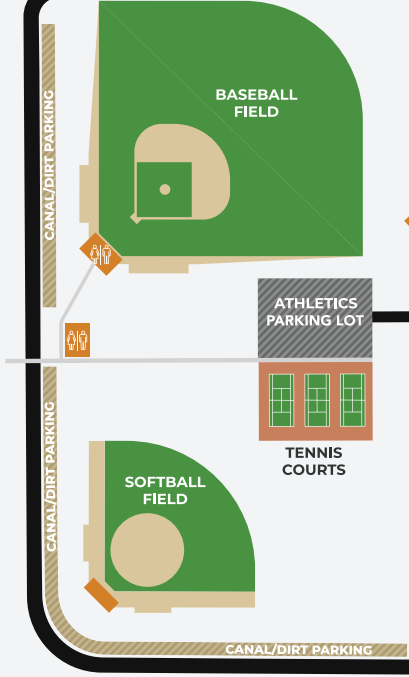
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### **LYNNANN WOJCIECHOWICZ**

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7050 S. 24th Street Phoenix, AZ 85042

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|--|--|--|---|
| <b>A</b>   Amphitheatre                                | <b>FS</b>   Facilities Services          | <b>NAU</b>   Northern Arizona University                           | <b>SES</b>   Student Enrollment Services          |
| <b>AD</b>   Administration                             | <b>GYM</b>   Gymnasium<br>Fitness Center | <b>NCC</b>   North Campus Complex<br>Construction Trades Institute | <b>SMCL</b>   South Mountain<br>Community Library |
| <b>AAEC</b>   AZ Agribusiness &<br>Equine Center Annex | <b>EL</b>   Engineering Lab              | <b>CP</b>   College Police   | <b>SU</b>   Student Union                         |
| <b>AR</b>   Art  | <b>LA</b>   Liberal Arts                 | <b>PAC</b>   Performing Arts Center                                | <b>TC</b>   Technology Center                     |
| <b>BE</b>   Business Education                         | <b>LRC</b>   Learning Resource Center    | <b>PAC-C</b>   PAC-Classrooms                                      |   |
| <b>CB</b>   Classroom Building                         | <b>MU</b>   Music                        | <b>SC</b>   Science Complex  |   |

AED (Automated, External, Defibrillator)

Community Entrepreneurship Center

International Ed. Services

Streets

Parking

Walking Paths

Buildings

ATM

Computer Lab

Police **602-243-8100**

Bookstore

Emergency Phone

Restrooms

Cafeteria

Fitness Center









**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**

A **MARICOPA** COMMUNITY COLLEGE



**MARICOPA**  
COMMUNITY COLLEGES

**SMCC Main Campus**

7050 S. 24th Street  
Phoenix, AZ 85042

**Guadalupe Center**

9233 S. Avenida del Yaqui  
Guadalupe, AZ 85283

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