SOUTH MOUNTAIN COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

COURSE CATALOG
2020 - 2021

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

southmountaincc.edu

MARICOPA COMMUNITY COLLEGES

DR. SHARI OLSON, PRESIDENT

Welcome to the 2020-2021 South Mountain Community College!
It is with great pleasure that I welcome you to South Mountain Community College (SMCC). As the South Mountain Community College mission statement suggests, we promote student success through academic programs and students support initiatives.

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.

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

Sincerely,

Shari Olson, EdD
President

VISION, MISSION AND VALUES

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

MISSION
South Mountain Community College provides quality higher education for our diverse community. We create a caring teaching and learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society.

Our purpose is to meet these needs by offering:
• General education courses
• Transfer programs
• Occupational education and career development
• Continuing education
• Developmental studies and English as a second language
• Cultural, civic, and social events
• Academic support and student services

VALUES
We are inspired and guided by our core values:
Collaboration: We are inclusive in our relationships with colleagues, departments and community and respectful of their ideas.

Community: We serve our community by recognizing our inter-dependence, celebrating our history, honoring our diverse cultures, and building our future.

Excellence: We model exemplary teaching, learning, service and leadership through continuous improvement, creativity and innovation.

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)
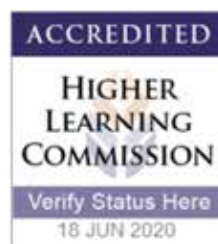
The Higher Learning Commission
230 South La Salle Street, Suite 7-500
Chicago, Illinois 60604

Email: info@hlcommission.org Telephone (800) 621.7440 Website: www.ncahic.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.

South Mountain Community College is an active participant in the HLC Open Pathways process for Reaffirmation of Accreditation in 2019-20, having received full reaffirmation by the Higher Learning Commission in 2009. The Open Pathways model is focused on two processes:

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. In 2019-20, we will provide a comprehensive report that references this evidence. The evaluation process concludes with a visit from a panel of peer reviewers.

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

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 designed to promote continuous improvement.

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.

Now celebrating its 40th anniversary, 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!"

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2020-2021 ACADEMIC CALENDAR

SUMMER SEMESTER – 2020

Summer Semester Begins	Tues	May 26
Observance of Independence Day (Campus Closed)	Thurs	July 2
Summer Semester Ends (SMCC)	Thurs	July 16
Summer Semester Ends (MCCCD)	Thurs	July 30

FALL SEMESTER – 2020

First Day of Faculty Accountability	Fri	Aug 14
Classes Begin	Sat	Aug 22
Find a Class Opens for Spring	Mon	Sept 21
Observance of Labor Day		
Spring 2021 Priority Registration for	Mon	Sept 7
Currently Enrolled Students	Mon	Sept 30
Spring 2021 Open Registration Begins	Mon	Oct 5
Observance of Veterans Day	Fri	Nov 11
Thanksgiving Holiday (Campus Closed)	Thu-Sun	Nov 26-29
++Last Day Student Initiated Withdrawal Accepted		
Last Day of Classes	Sun	Dec 13
Final Exams**	Mon-Thurs	Dec 14-17
Mid-Year Recess Begins for Students	Fri	Dec 18
Fall Semester Ends [Last day of Faculty Accountability}	Fri	Dec 18
Mid-Year Recess (campus closed)	Fri-Sun	Dec 25 through Jan 3, 2021

SPRING SEMESTER - 2021

Observance of New Year's Day	Fri	Jan 1
First day of Faculty Accountability	Mon	Jan 11
Classes Begin	Sat	Jan 16
Observance of Martin Luther King, Jr. Day	Mon	Jan 18
Observance of Presidents' Day		
Summer/Fall 2021 Priority Registration for Currently	Mon	Feb 15
Enrolled Students	Mon	Mar 1
Last Day to File Application for May 2021 Graduation	*	
Last Day for Withdrawal without Instructor's Signature	Sat	Mar 6
Spring Break (Campus Closed)	Mon-Sun	Mar 15-21
Summer/Fall 2021 Open Registration Begins	Mon	Mar 15
Last Day Student Initiated Withdrawal Accepted		+ (see below)
Last Day of Regular Classes	Sun	May 9
Final Exams*	Mon-Thur	May 10-13
Commencement	Thurs or Fri	May 13 or 14
Spring Semester Ends	Fri	May 14

Observance of Memorial Day   Mon   May 31

* 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.

+ 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 – 2021

Classes Begin	Tues	June 1
Observance of Independence Day (campus closed)	Mon	July 5
SMCC Summer Classes End	Thurs	July 8
Summer Semester Ends	Thurs	July 22

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, 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.prestosports.com** and click on the "JOIN" link at the top of the page.

BOOKSTORE/FOLLETT
602.243.8159 smountain@bkstr.com
The South Mountain Community College Bookstore is proudly managed by Follett Higher Education Group, bringing new products, savings and support for our campus store customers.
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/home.**

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 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
Suzanne Hipps 602.243.8153 | Main campus
suzanne.hipps@southmountaincc.edu
Student Services Director | Career and Educational Planning Advising, Career Services and University Transfer

Beth Whiteman, M.Ed. 602.243.8314 | Main campus
beth.whiteman@southmountaincc.edu
Fields of Interest (FOI)
• Health Sciences
• Visual and Performing Arts

Josh Schwalbach, M.Ed. 602.305.5787 | Main campus
joshua.schwalbach@southmountaincc.edu
Fields of Interest (FOI)
• Behavioral Science and Human Services
• Culture and Society
• Education

Karla Perez 602.243.8128| Main Campus
karla.perez@southmountaincc.edu

Lindsay Miller 602.243.8156 I Main Campus
lindsay.miller@southmountaincc.edu
Fields of Interest (FOI)
• Applied Technology
• Computer and Information Technology

Sheena Mata 602.872.7922 | Main Campus
sheena.mata@southmountaincc.edu
Field of Interest (FOI)
• Business, Entrepreneurialism and Management

Rene Rosales, 602.243.8330 | Main campus
rene.rosales@southmountaincc.edu

STUDENT SERVICES AND SUPPORT

Shelly Slightom, 602.243.8330 | Main campus
shelly.slightom@southmountaincc.edu

Tashmin Sadia, MBA 602.872.7574| Main Campus
tashmin.sadia@southmountaincc.edu
Field of Interest (FOI)
 • 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

Career Services:
 • On and off campus employment listings
 • College work study information
 • Resume review
 • Career resources and interview preparation information

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

CELSA (COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT)
A 45-minute test designed to place ESL adult students in the appropriate ESL classes. To complete the ACCUPLACER or CELSA:
 • Students, including those under the age of 18, need to present a valid, original picture ID or an original temporary ID provided by the Department of Motor Vehicles (DMV).
 • The MCCCD Student ID number received once a student has applied to the college.
 • Please visit my.maricopa.edu/services/admissions-records-registration/proof-identityid-authentication for information on the accepted types of photo identification.

COUNSELING SERVICES
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

DEPARTMENT OF RECRUITMENT AND OUTREACH, WELCOME CENTER, CONTACT CENTER

Department Contact Information:
RecruitmentStaff@southmountaincc.edu
Main Line: 602-243-8212

CHRISTOPHER ERRAN, M.Ed.
Manager of Student Recruitment & Outreach
602.243.8346 Office 602.243.8263 Fax christopher.
erran@southmountaincc.edu

OPEN POSITION 602.305.5644
CRM Specialist/Student Services Specialist, Senior

Marlon Liddell 602.305.5607 | Main Campus
Recruiter/Student Services Specialist
Student Success
marlon.liddell@southmountaincc.edu

OPEN POSITION
602.243.8142 | Main Campus
Recruiter/Student Services Specialist Student Success

College Advisor @ Academies at South Mountain
Glen Ellis, Student Services Analyst
Glen.Ellis@southmountaincc.edu
602.602.6440151

College Advisor @ Betty H. Fairfax HS
Courtney Johnson, Student Services Analyst
Courtney.Johnson@southmountaincc.edu
602.602.918.9810

College Advisor @ Cesar Chavez HS
Jacklyn Gueyger, Student Services Analyst
Jacklyn.Gueyger@southmountancc.edu
602.644.0185

Male Empowerment Network
Program Advisor 602-872-7991
SMMENAdvisory@southmountaincc.edu

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?
Now that SMCC has embedded College Advisors in 3 of the Phoenix Union High School District within SMCC's service area (The Academies at South Mountain, Betty H. Fairfax HS and Cesar Chavez HS), these students can meet with their SMCC representative on site and they will assist the students and parents throughout their steps of enrollment. Other prospective students and community members can visit our website at southmountaincc.edu/recruitment/.

To receive more information or for a representative to contact you, please complete **the Student Contact Form** at southmountaincc.edu, **select REQUEST INFORMATION** (top of screen).

What type of programming and services do Recruitment Specialists offer?
Recruitment Specialists facilitate College Previews, Introduction to College Workshops, Admission Workshops (Wednesdays) and Campus Tours (Monday/Wednesday) to prospective students and community members to introduce them to College and MCCCD programs and services. Recruitment Specialists establish, foster, and maintain campus and community partnerships and collaborations to create experiences support student's transitions to successful college careers.

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

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

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

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

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

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
• Prepare for the Accuplacer test by reviewing the sample questions at: maricopa.edu/testing.
• Placement test will ensure appropriate level of
• The Placement Test is not a pass/fail exam.
• The Placement Test is untimed and FREE.
• Bring your government issued photo ID on the day of testing

Step Three – Seek Academic Advisement and attend New Student Orientation
• Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.

- An advisor will review your placement test scores, your educational pathway, and will map out your first semester at SMCC.
- An academic advisor will sign you up for New Student Orientation; during your New Student Orientation session, you will register for classes.

Step Four – Pay Tuition and Fees
- During New Student Orientation, you will register for classes, learn your tuition balance, your tuition due dates, and your tuition refund deadlines.
- Tuition is due about prior to the first day of the class.
- Monitor your Student Center for current balance and pay on or before the due date.
- Explore paying for college at: maricopa.edu/ paying for college.
- 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: my.maricopa.edu/how-pay/payment-plan

DEPARTMENT OF FIRST YEAR EXPERIENCE
602.243.8337 orientation@southmountaincc.edu

https://www.southmountaincc.edu/future-students/new-student-orientation

Department Staff
Callan Fay, EdD.
Student Services Manager 602.243.8257
callan.fay@southmountaincc.edu

Ashley AhlersStudent Services Specialist
602.243.8176 ashley.ahlers@southmountaincc.edu

Program Advisor, Women Rising

Monique Reveles, M.Ed.
Student Services Specialist
monique.reveles@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 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
https://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

What is the Student Success Initiative (SSI)?
The Maricopa County Community College District's (MCCCD) Student Success Initiative (SSI) originated as a pilot project (known as the Student Success Pilot or iStart Smart) in 2008. The guiding principles for this initiative were to develop, implement, and sustain systemic student success strategies

across Maricopa Colleges to impact student retention, persistence, and degree completion. The project incorporated a selection of recognized best practices for community colleges.

The Maricopa experiences for the SSI cohort include the following activities prior to (or during) the first semester of enrollment: placement testing in reading comprehension, English composition, and mathematics; academic advising prior to the first semester of enrollment; New Student Orientation (NSO) prior to the first semester of enrollment; and additional measures for developmental students, including beginning developmental course sequences during the first year, and enrollment and successful completion in a college success course (AAA115 (1-credit)/CPD150 (3-credit). SMCC has required the college success course for all students who meet the SSI cohort criteria, regardless of placement. Effective in the 2013-2014 academic year, the experiences outlined in the SSI were made mandatory in District policy in the common catalog pages.

In 2013 SMCC adopted an integrated NSO format that incorporates orientation, group advising elements, and first semester registration. These sessions are facilitated throughout the academic year and coincide with open enrollment periods for new students.

Who falls into the SSI Cohort?
The current (AY 2020-2021) MCCCD SSI cohort is made up of all students who are new to higher education and who have a degree (not a certificate except AGEC) or transfer intent. Students are considered new to higher education if they are recent high school graduates or are new to the Maricopa Community Colleges, and have no previous higher education experience.

What is New Student Orientation?
New Student Orientation is an in-person experience designed to connect new students to the campus community by equipping them with awareness of support services, programs, and expectations in college. During New Student Orientation at South Mountain Community College (SMCC), students will:
• Learn tips on navigating the campus, succeeding academically, and getting involved in campus life
• Recognize departments and services that can assist them in achieving success
• Meet other new students

• Explain the importance of setting and monitoring educational, personal, and career goals
• Gather information about campus support services and other on-campus events
• Get to know Student Success Ambassadors and learn about life as a SMCC Cougar
• Receive helpful information on Financial Aid, important dates and deadlines, and campus policies
• Utilize technology applications and resources essential to student success, including the Student Center, Official Student Email, and "Find a Class," the online course catalog
• Enroll in courses for the upcoming term
• Obtain their official student identification cards

DISABILITY RESOURCES AND SERVICES
Catherine Pettet
Student Enrollment Services Building
Main Campus, SS 127 (Current Location),
SS 129 (Future Location)
Phone: 602.243.8027
Fax: 602.243.8226

The Disability Resources & 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

Contact DRS office to obtain a copy of available resources and services, a minimum timeline for notification, and/ or for more information. You may also visit the DRS website at: southmountaincc.edu/disability-resources/The Disability Resources & Services office is located in the Student Enrollment Services (SS) Building, Room 129 Office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m. (Fall/Spring) Monday – Thursday, 7:30 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 website at: southmountaincc.edu/disabilityresources

ENROLLMENT SERVICES
Student Enrollment Services Building
Main Campus
Phone: 602.243.8123
Fax: 602.243.8199
Email: admissions@southmountaincc.edu
Website: southmountaincc.edu/admissionsregistration-records/

Enrollment Services 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
• Issue Student ID cards
• Process tuition and fee payments
• Process refunds (when appropriate)
• Pay for print services
• Provide information on student tuition payment plans
• Process fines

FINANCIAL AID OFFICE
General Information
The Financial Aid Office at South Mountain Community College is designed to provide financial assistance to eligible students from federal, state, institutional and private sources of funding. Awards are made on the basis of financial need. Need is the difference between the cost of attending SMCC and the resources an applicant has available. Those resources include, but are not limited to, the following: expected parental contribution, student contribution (through savings and employment), 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 form (FAFSA). Students are encouraged to file this application through www.FAFSA.gov. The Financial Aid Office uses this information to determine need and eligibility after verifying the information.
Financial assistance may be provided in the form of grants, scholarship, loans, and employment offered singularly or in some combination, depending upon the level of financial need, and various eligibility criteria.

ATTENTION: Only those with a lawful presence in the U.S. may qualify for federal financial aid. For details regarding Residency and Citizenship Information requirement please visit **https://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 fulltime? The direct cost of attendance annually is approximately $1,047 for tuition for full-time students and $600-$800 for books. The total cost for the 2019-20 academic year may vary from $ 6,229 to $20,350, depending on residency and tuition status, books, and supplies, room and board, travel and personal expenses.

Priority Deadline
The FAFSA application opens in October for the following 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, 2018, for the upcoming 2019-20 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 items in their Student Center (my.maricopa.edu/) by June 1 to avoid any delays, such as receiving a Book Advance fund 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 progress each semester, which requires successful completion of 2/3 of attempted credits with appropriate catalogue GPA ; (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 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 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 off of enrollment and eligibility.

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

BOOK ADVANCE PROGRAM
The Book Advance Program provides cash advance refunds to qualified students who have been awarded and have accepted their financial aid awards. Eligible students are able to receive 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

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.
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:
https://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
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/currentstudents/learning-resources/learning-center

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

Computing Commons Hours
Fall/Spring Semester
8:00AM – 8:00PM, Monday-Thursday
8:00AM- 3:00PM, Friday 10AM-3PM, Saturday
Summer Semester
8AM-7PM, Monday-Thursday

COLLEGE POLICE
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, Securitas; a private Security firm, and other office-support personnel. To decrease the chances of crimes occurring within the campus community, everyone's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to College Police.

General information about College Police Office or online at **publicsafety.southmountaincc. edu.** Statistics available on the SMCC Public Safety website are gathered in accordance with guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C.1092(f). The crime definitions outlined in the Federal Bureau

of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, are utilized in compiling the numbers.

Location: OA Building (located on east side of campus, close to PAC Building)
Office Hours: 6:00 a.m. - 10:00 p.m.,
Monday - Friday 8:00 a.m. - 3:00 p.m., Saturday
Phone: 480.784.0900 for calls for service or to report a crime 602.243.8100 for information and questions
Email: publicsafety@southmountaincc.edu
Contact: Kyran "Joe" Brennan, Police Commander

SOUTH MOUNTAIN COMMUNITY LIBRARY
SMCL website: http://smclibrary.org SMCC college resources: libguides. southmountaincc.edu/home 602.243.8194

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

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

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

SMCL Hours
7:30am to 9:00pm, Monday - Thursday
7:30am to 5:00pm, Friday and Saturday
1:00-5:00pm, Sunday

SOUTH MOUNTAIN COMMUNITY WRITING CENTER
Email: writing.center@southmountaincc.edu
southmountaincc.edu/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:
8:00 am – 7:00 pm Monday-Thursday
8:00 am - 5:00 pm, Friday

Summer Hours:
8:00 am - 2:00 pm, Monday & Wednesday
10:30 am - 2:00 pm, 3:30 pm - 6:30 pm, Tuesday & Thursday
Closed on Friday

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 MCCCD Administrative Regulations document can be found at 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.

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

Here are some ideas that will help you succeed in college:

Have clear goals
College success requires commitment and a lot of hard work. You must be 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 Gabe's Pantry 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 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
maricopa.edu/placement
https://www.southmountaincc.edu/academics/testing

Department Staff
Dr. Callan Fay, Ed.D.
Student Services Manager 602.243.8257
callan.fay@southmountaincc.edu

Angelina Valencia 602-872-7685
angelina.valencia1@southmountaincc.edu

Debbe Asher-Kelly 602-872-7785
debbe.asher@southmountaincc.edu

Emily Ollarsaba 602-243-8186
emily.ollarsaba@southmountaincc.edu

Lynn Clement 602-243-8188
lynn.clement@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.

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 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.

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.

TRIO STEP (STUDENTS TRANSFER WITH EDUCATIONAL PREPARATION)

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

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

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

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

Why choose STEP?
The program provides qualifying students with:
• Priority Registration
• Free English & Math Tutoring
• College Orientations
• Financial Aid Assistance

• One-on-One Academic Advising
• Cultural Enrichment
• University Tours
• Workshops (Career, Transfer, and Personal Development)
• Application Fee Waivers
• Calculators, Tape Recorders, and Laptops (Available for student borrowing)

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

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

TRIO UPWARD BOUND

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.

STUDENT SERVICES AND SUPPORT

VETERANS SERVICES
Karla Kovalin 602.872.7730 | Main Campus
Manager of Veterans Services / Enrollment Services
Veteran's Office
http://www.southmountaincc.edu/veterans-services/
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:
Student Services Building - Room 115
Phone: 602.872.7730
Email: veterans@southmountaincc.edu
Hours:
Fall/Spring Semesters:
8:00 am - 5:00 pm, Monday - Friday
Summer Semester:
7:30 am - 6:00 pm, Monday - Thursday;
Closed on Friday

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

ALLIED HEALTH BILINGUAL NURSING FELLOWSHIP PROGRAM (BNFP)

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

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

Allied Health Program Advisor
Phone: 602.243.8269, Fax: 602.243.8263

AMERICAN INDIAN STUDENT CENTER (AISC)
Student Union Building, SU 120
Office: 602.305-5643
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.

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.

EARLY OUTREACH PROGRAMS

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/
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 a cumulative GPA of 3.5 or higher, and complete all of their required co-curricular events. Honors Program Graduates are provided with a medallion to wear at commencement and receive a special designation in the commencement program.

Eligibility
The Honors Program is open to all recent high school graduates and continuing students that meet the eligibility criteria. Students entering directly from high school (within two semesters of graduating) can apply for the 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.

EARLY OUTREACH PROGRAMS

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.

HOOP OF LEARNING (HOOPS)
602.243.8340
southmountaincc.edu/early- college/ hoop-oflearning/

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 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

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

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

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

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

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.

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.

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

TRIO STEP (STUDENTS TRANSFER WITH EDUCATIONAL PREPARATION)

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

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

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

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

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

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

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

EARLY OUTREACH PROGRAMS

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

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 (5108N)
CCL in Construction Trades: Carpentry, Commercial and Residential (5118N)
CCL in Construction Trades: Electrical (5112N)
CCL in Construction Trades: Electrical, Commercial and Residential (5120N)
CCL in Construction Trades: Plumbing (5116N)
CCL in Construction Trades: Plumbing, Commercial and Residential (5122N)

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)
AAS in Administration of Justice Studies (3181)
CCL in Corrections (5776N)
CCL in Crime Scene Investigation (5962N)
CCL in Fingerprint Identification and Photography (5010N)
AAS in Forensic Science (3183)
CCL in Homeland Security (5322N)
CCL in Law Enforcement (5987N)
CCL in Legal Studies (5966N)
CCL in Victimology (5392N)
AAS in Behavioral Sciences (3067)
CCL in Basic Behavioral Health Sciences (5522)
CCL in Advanced Behavioral Health Sciences (5521)

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 (5677N)
AAS in Administrative Professional (3680)
AAS in Business Management (3054)
CCL in General Business (5683)
CCL in Entrepreneurial Studies: Level I (5819N)
CCL in Entrepreneurial Studies: Level II (5829)
CCL in Human Resources Management (5580N)
CCL in Management (5729)
AAS in Management (3070)
CCL in Marketing (5094)
CCL in Organizational Leadership (5731)
AAS in Organizational Management (3727)
CCL in Retail Management (5286)
AAS in Retail Management (3048)
CCL in Small Business Management: Level I (5153N)
CCL in Small Business Management: Level II (5978N)
CCL in Social Media Marketing (5830)
CCL in Real Estate: Prelicense (5139N)

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.

AAS in Information Technologies (3196)
CCL in Adobe Foundations: Animation and Graphics Production (5167N)
CCL in Adobe Foundations: Audio and Video Production (5166N)
CCL in Amazon Web Services Practitioner (5141N)
CCL in Android App Development (5834N)
AAS in Network and Systems Administration (3189)
CCL in CISCO Certified Network Professional: Enterprise Core (5189N)
CCL in CISCO Certified Network Professional: Enterprise (5190N)
CCL in CISCO Certified Network Professional: Enterprise Advanced Routing and Services (5187N)
CCL in CISCO Network Administration and Security (5036N)
CCL in CISCO Network Administration: CCNP (5037)

CCL in Computer System Configuration and Support (5038N)
CCL in Computer System Configuration and Support: Linux (5039N)
CCL in Cloud Computing (5141N)
CCL in Computer System Configuration and Support: Security (5040N)
CCL in Cross-Platform App Development (5067N)
CCL in Cyber Engineering (5149N)
AAS in Cybersecurity (3197)
CCL in Cyber Operations (5165)
CCL in Cybersecurity Fundamentals (5154N)
AAS in Network and Systems Administration (3189)
CCL in Desktop Support (5043N)
CCL in iOS App Development (5914N)
CCL in Linux Associate (5046N)
CCL in Linux System Administration (5052N)
CCL in Microsoft Desktop Associate (5030N)
CCL in Microsoft Office Professional (5132N)
CCL in Microsoft Office Specialist (5132N)
CCL in Microsoft Office Specialist (5137N)
CCL in Mobile App Development (5193)
CCL in Native Mobile App Development (5063N)
CCL in Red Hat Linux Administration (5049N)
CCL in Red Hat Linux Engineer (5050N)
CCL in Foundations of Mobile App Development (5793)
CCL in CISCO Network Administration: CCNA (5969N)
CCL in Programming (5047)
CCL in Web App Development (5835N)
AAS in Web Design/Development (3185)
CCL in Web Development (5988N)
CCL in Web Foundations (5984N)
CCL in Windows App Development (5833N)

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.

AC in Applied Storytelling (6263)
AC in Foundations of Storytelling (6252N)

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)

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 (5421N)

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 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 (5972N)
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.

AAS in Music Industries: Music Business (3017)
CCL in Music Business I (5106N)
CCL in Music Business II (5258)

PROGRAM DISCLOSURES

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

APPLIED TECHNOLOGY

CONSTRUCTION TECHNOLOGY
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & LEARNING (MCLCTL)

ASSOCIATE IN APPLIED SCIENCES IN CONSTRUCTION TECHNOLOGY (3193) CREDITS: 60
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

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: 5
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

RESTRICTED ELECTIVES: CREDITS: 21-23
Subplan 1: Carpentry
Credits: 22
CON110 Carpentry: Floor Systems 3
CON111 Carpentry: Wall Systems 3.5
CON112 Carpentry Ceiling Joist and Roof Framing 4.5
CON213 Carpentry: Steel Framing 1
CON214 Carpentry: Roof Systems and Building Envelopes 3
CON215 Carpentry: Interior Finishes 4
CON216 Carpentry: Concrete Forms 3

Subplan 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

Subplan 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

FREE 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.

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

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 (5108N) CREDITS: 15
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Construction Trades: Carpentry is currently not Title IV Federal Financial Aid eligible.

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

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
CON111 Carpentry: Wall Systems 3.5
CON112 Carpentry Ceiling Joist and Roof Framing 4.5

CERTIFICATE OF COMPLETION IN CONSTRUCTION TRADES: CARPENTRY, COMMERCIAL AND RESIDENTIAL (5118N) CREDITS: 27
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Construction Trades: Carpentry, Commercial and Residential is currently not Title IV Federal Financial Aid eligible.

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

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
CON111 Carpentry: Wall Systems 3.5
CON112 Carpentry Ceiling Joist and Roof Framing 4.5
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 (5112N) CREDITS: 16
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Construction Trades: Electrical is currently not Title IV Federal Financial Aid eligible.

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

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 (5120N) CREDITS: 26
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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:
The Certificate of Completion in Construction Trades: Electrical, Commercial and Residential is currently not Title IV Federal Financial Aid eligible.

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

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 (5116N) CREDITS: 16
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Construction Trades: Plumbing is currently not Title IV Federal Financial Aid eligible.

+ 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 (5122N) CREDITS: 28
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & LEARNING (MCLCTL)

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:
The Certificate of Completion in Construction Trades: Plumbing, Commercial and Residential is currently not Title IV Federal Financial Aid eligible.

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 & LEARNING (MCLCTL)

CERTIFICATE OF COMPLETION IN ADMINISTRATION OF JUSTICE (5007N) CREDITS: 15
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
Students must earn a grade of C or better for all courses required within the program.

++ indicates any suffixed courses.

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

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: 62-68
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
++ indicates any suffixed courses.

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

REQUIRED COURSES: CREDITS – 30
AJS101 Introduction to Criminal Justice 3
AJS109 Substantive Criminal Law 3
AJS123 Ethics and the Administration of Justice 3
AJS212 Juvenile Justice Procedures 3
AJS225 Criminology 3
AJS230 The Police Function 3
AJS240 The Corrections Function 3

AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3) or
AJS200 Current Issues in Criminal Justice (3) 3
AJS260 Procedural Criminal Law 3

CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) OR
AJS+++++ Students may choose course in the Administration of Justice Studies area not listed under Required Courses area (3) 3

RESTRICTED ELECTIVES: CREDITS - 9-10
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
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 Welfare 3
(Fulfills ASU transfer requirement)

FREE ELECTIVES: CREDITS – 7
Recommend the following for transfer:
FOR105 Forensic Science: Physical Evidence (4) OR
FOR106 Forensic Science: Biological Evidence (4) OR
any course with the [SQ] general education designation (4) 4

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

GENERAL EDUCATION REQUIREMENTS: CREDITS - 16-21

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)
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 - 3-5
+ 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 – 4

HUMANITIES, ARTS AND DESIGN: CREDITS – 0
Met by AJS123 in the Required Courses area

SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 0
Met by AJS/EMT/FSC/SWU258 or AJS200 in Required Courses area

NATURAL SCIENCES: CREDITS – 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 & 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 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 (5964N) CREDITS: 16- 18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Crime Scene Investigation is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.

This program replaces:
CCL/5490 Crime Scene Investigation

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

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 & 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 is not eligible for Title IV Federal Financial Aid.
+ indicates course has prerequisites and/or corequisites.

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

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: 60-65
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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

PREREQUISITES: NONE
REQUIRED COURSES: CREDITS - 31-41
AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

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

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

Students should select courses from one of the following emphases based on career goals.
Crime Scene (15 credits)
AJS109 Substantive Criminal Law 3
AJS210 Constitutional Law 3
AJS213 Evidence Technology/ Fingerprints 3
AJS214 Evidence Technology/Photography 3
AJS260 Procedural Criminal Law 3

Lab Science (23 credits)
ASM/FOR275 Forensic Anthropology 4
+ CHM151 General Chemistry I 3
+ CHM151LL General Chemistry I Laboratory 1
+ CHM152 General Chemistry II 3
+ CHM152LL General Chemistry II Laboratory 1
+ PHY111 General Physics I 4
+ PHY112 General Physics II 4
Any course with the HU, C and G general education designations (3) OR
Any course with the HU, C and H general education designations (3) 3

RESTRICTED ELECTIVES: CREDITS – 3
Students must complete 3 credits of restricted electives.

Students interested in the Crime Scene Emphasis
CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) OR
AJS+++++ Any AJS Administration of Justice Studies course not listed in the required courses area. (3) 3

Students interested in the Lab Science Emphasis
CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications (3) 3

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

GENERAL EDUCATION REQUIREMENT: CREDITS - 12-24

GENERAL EDUCATION CORE: CREDITS - 12-20

FIRST-YEAR COMPOSITION: CREDITS – 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

ORAL COMMUNICATION: CREDITS – 3
+ COM225 Public Speaking 3

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

MATHEMATICS: CREDITS - 3-8
For Crime Scene Emphasis
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3)
OR higher course with an [MA] general education designation 3-5

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

GENERAL EDUCATION DISTRIBUTION: CREDITS - 0-4

HUMANITIES, ARTS AND DESIGN: CREDITS – 0
Met by AJS123 in Required Courses area

SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 0
Met by AJS101 in Required Courses area

NATURAL SCIENCES: CREDITS - 0-4

Recommended Course for Crime Scene Emphasis:
+ CHM130 Fundamental Chemistry (3) AND
+ CHM130LL Fundamental Chemistry Laboratory (1) OR
+ CHM151 General Chemistry I (3) AND
+ CHM151LL General Chemistry I Laboratory (1) OR
FOR105 Forensic Science: Physical Evidence (4) OR
FOR106 Forensic Science: Biological Evidence (4) 0-4

Lab Science Emphasis met by CHM151 and CHM151LL

CERTIFICATE OF COMPLETION IN HOMELAND SECURITY (5322N) CREDITS: 15
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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

REQUIRED COURSES: CREDITS – 15
AJS/DPR/FSC139 Emergency Response to Terrorism 3
AJS/DPR/FSC147 Emergency Preparedness 3
AJS/DPR/FSC148 Fundamentals of Emergency Management 3
AJS/DPR/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 & 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.

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

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 & 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

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 & 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.

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

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.
+ Indicates course has prerequisites and/or corequisites.
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 Against Traumatic Stress, Burnout and Compassion Fatigue Prevention 1
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
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
BHS272 Child and Adolescent Mental Health and Interventions 3
CFS177 Parent-Child Interaction 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
BHS235 Emergency Mental Health Crisis Response and Recovery 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
+ PSY266 Abnormal Psychology 3

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

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 Against Traumatic Stress, Burnout and Compassion Fatigue Prevention 1
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: 38-41
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 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
Certificate of Completion (CCL) in Behavioral Health Sciences (5522) 16
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 of the following areas of Emphasis:

Emphasis in Trauma and Crisis Stabilization
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
BHS272 Child and Adolescent Mental Health and Interventions 3
CFS177 Parent-Child Interaction 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
BHS235 Emergency Mental Health Crisis Response and Recovery 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
+ PSY266 Abnormal Psychology 3

FREE 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: 61-70
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
++ indicates any suffixed courses.
Consultation with an Academic Advisor is recommended for course selection.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 33-36
ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

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

+ ACC115 Computerized Accounting 3

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

+ ACC219 Intermediate Accounting I 3

CIS114DE Excel Spreadsheet 3
CIS105 Survey of Computer Information Systems 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

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

RESTRICTED ELECTIVES: CREDITS – 6
Students must select six (6) credits from the list below:

ACC+++++ Any ACC Accounting course(s) except courses used to satisfy Required Courses area 0-6
GBS131 Business Calculations 3
+ GBS220 Quantitative Methods in Business 3
+ GBS221 Business Statistics 3
GBS261 Investments I 3

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

GENERAL EDUCATION 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) 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 & 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.

This program replaces:
CCL/5156 Accounting Specialized Para-Professional
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 (5677N) CREDITS: 18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Administrative Professional is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisites.

This program replaces:
CCL/5234 Administrative Professional
CCL/5238 Business Office Assistant

PROGRAM PREREQUISITES: NONE

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 & 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.
++ indicates any suffixed courses.

This program replaces:
AAS/3237 Administrative Technology
AAS/3238 Administrative Specialist

PROGRAM PREREQUISITES: NONE

REQUIRED - COURSES: 24
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

+ ACC115 Computerized Accounting 3
CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
GBS120 Workplace Communication Skills 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3

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

RESTRICTED ELECTIVES: 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.

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 GENERAL BUSINESS (5683) CREDITS: 21
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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
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)

ASSOCIATE IN APPLIED SCIENCES IN GENERAL BUSINESS (3148) CREDITS: 61-66
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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: 21
ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3

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

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

MGT175 Business Organization and Management (3) OR
MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

RESTRICTED ELECTIVES: CREDITS – 18
Students should select eighteen (18) credits from the following courses.
Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++ Any ACC Accounting course(s)
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
EPS+++ Any EPS Entrepreneurial Studies course(s)
GBS+++ Any GBS General Business course(s)
IBS+++ Any IBS International Business course(s)
MGT+++ Any MGT Management course(s)
MKT+++ Any MKT Marketing course(s)
REA+++ Any REA Real Estate course(s)
SBS+++ Any SBS Small Business Management course(s)

GENERAL EDUCATION REQUIREMENT: CREDITS - 22-27

GENERAL EDUCATION CORE: CREDITS - 12-17

FIRST-YEAR COMPOSITION: CREDITS – 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

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

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

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

GENERAL EDUCATION DISTRIBUTION: CREDITS - 10

HUMANITIES, ARTS AND DESIGN: CREDITS: 3
Any approved general education course in the Humanities, Arts and Design area.

SOCIAL-BEHAVIORAL SCIENCES CREDITS: 3

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

NATURAL SCIENCES: CREDITS - 4
Any approved general education course in the Natural Sciences area.

BUSINESS, ENTREPRENEURIALISM AND MANAGEMENT
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 & 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

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 & 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 (5580N) CREDITS: 24
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
+ indicates course has prerequisites and/or corequisites.

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 & 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

ASSOCIATE IN APPLIED SCIENCES IN MANAGEMENT (3070) CREDITS: 61-66
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 – 21
ACC111 Accounting Principles I 3

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

GBS120 Workplace Communication Skills 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3

RESTRICTED ELECTIVES: 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
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 - 4-5
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 & 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 sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 18
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3

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

RESTRICTED ELECTIVES: CREDITS: 3
Students should select from the following courses in consultation with Department Advisor.

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

CERTIFICATE OF COMPLETION IN ORGANIZATIONAL LEADERSHIP (5731) CREDITS: 18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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

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: 60-65
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 – 18

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

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

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

GBS120 Workplace Communication Skills 3
GBS151 Introduction to Business 3

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

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

RESTRICTED ELECTIVES: CREDITS – 20
Students must choose 20 industry/job related course credits from any MCCCD occupational program and/or Academic Certificate.

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

GENERAL EDUCATION REQUIREMENT: CREDITS - 22-27

GENERAL EDUCATION CORE: CREDITS - 12-17
FIRST-YEAR COMPOSITION: CREDITS – 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

ORAL COMMUNICATION: CREDITS – 3
Any approved general education course from the Oral Communication area.

CRITICAL READING: CREDITS - 0-3
+ 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: 10
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 RETAIL MANAGEMENT (5286) CREDITS: 24
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & LEARNING (MCLCTL)

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:
+ indicates course has prerequisites and/or corequisites.
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

MGT251 Human Relations in Business 3

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

MGT180 Retail Management (3) OR
MKT268 Merchandising (3)

MGT276 Personnel/Human Resources Management 3

MKT271 Principles of Marketing 3

ASSOCIATE IN APPLIED SCIENCES IN RETAIL MANAGEMENT (3048) CREDITS: 61-63
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & LEARNING (MCLCTL)

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.
++ indicates any suffixed courses

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: COURSES - 27-30
Choose one of the following three accounting sequences:
ACC111 Accounting Principles I (3) AND
+ ACC230 Uses of Accounting Information I (3) AND
+ ACC240 Uses of Accounting Information II (3)
OR
ACC111 Accounting Principles I (3) AND
+ ACC112 Accounting Principles II (3) AND
+ ACC212 Managerial Accounting (3)
OR
ACC211 Financial Accounting (3) AND
+ ACC212 Managerial Accounting (3) 6-9

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

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

MGT180 Retail Management (3) OR
MKT268 Merchandising (3) 3

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

RESTRICTED ELECTIVES: 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)

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

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

MATHEMATICS: CREDITS - 3-5
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 – 3
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 & 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

SBS213 Hiring and Managing Employees 1
SBS214 Small Business Customer Relations 1

CERTIFICATE OF COMPLETION IN SMALL BUSINESS MANAGEMENT: LEVEL II (5978N) CREDITS: 16-18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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
SBS218 Establishing an Import/Export Business 1
SBS220 Internet Marketing for Small Business 2
SBS221 Social Media Marketing for Small Business 2
SBS230 Financial and Tax Management for Small Business 2

CERTIFICATE OF COMPLETION IN SOCIAL MEDIA MARKETING (5830) CREDITS: 17-18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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

CERTIFICATE OF COMPLETION IN REAL ESTATE: PRELICENSE (5139N) CREDITS: 6.5
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

PROGRAM NOTES:
This program is note eligible for Title IV Federal Financial Aid.
Students must earn a grade of C or better for each course listed in the program.
+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS - 6.5
REA179 Real Estate Principles I (3) AND
+ REA180 Real Estate Principles II (3) OR
REA201 Real Estate Principles I and II (6) 6

REA290AH Real Estate Seminar: Contract Writing 0.5

COMPUTER AND INFORMATION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCES IN INFORMATION TECHNOLOGIES (3196) CREDITS: 60-65
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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
CCL/5793 Foundations of Mobile App Development
CCL/5132 Microsoft Office Professional
CCL/5031 Microsoft System Administration
CCL/5048 Programming and Systems Analysis Level I
CCL/5183N Oracle Database Operations
CCL/5050N Red Hat Linux Engineer
CCL/5984 Web Foundations

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

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 32-38

Specialization 1: Cybersecurity Fundamentals 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

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

+ 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
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development Credits: 33-38
Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

+BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3
+ CIS162++ Any C Programming: Level I course 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Foundations of Mobile App Development Credits: 12
CIS120DF Introduction to Adobe Photoshop 3
+ CIS165 Introduction to IOS Application Development 3
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Related Area Credits: 0-5
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in
Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional Credits: 31-38
Information Technology Core Credits: 18-19
CIS105 Survey of Computer Information Systems 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

MST150++ Microsoft Windows (3) OR
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) 3

Microsoft Office Professional Credits: 11-13
BPC/OAS111AA Computer Keyboarding (1) OR
Permission of Program Director (0) 0-1

CIS113DE Microsoft Word: Word Processing 3
CIS114DE Excel Spreadsheet 3
CIS118DB Desktop Presentation: PowerPoint 3

CIS124AA Project Management Software: Level I (1) AND
CIS124BA Project Management Software: Level II (1) OR
CIS224 Project Management Microsoft Project for Windows (3) 2-3

Related Area Credits: 0-8
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in
Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 6: Microsoft Server 36-38
Information Technology Core: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

MST150++ Microsoft Windows 3

Microsoft Server 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
+ 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
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

CIS117DM Microsoft Access: Database Management (3) OR
+CIS119DO Introduction to Oracle: SQL (3) OR
+CIS276DA MySQL Database (3) OR
+CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
+ CIS250 Management of Information Systems (3) 3

Web Foundation Credits: 15
CIS120DF Introduction to Adobe Photoshop 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

Related Area Credits: 0-2
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:
BPC+++++ Any BPC Business-Personal Computers courses
CIS+++++ Any CIS Computer Information Systems courses
CLD+++++ Any CLD Cloud Computing courses
CNT+++++ Any CNT Cisco Network Technology courses
ITS+++++ Any ITS Information Technology Security courses
MST+++++ Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core Credits: 21-22
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) OR
MST150++ Microsoft Windows (3) 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR
+ CIS156 Python Programming: Level I (3) OR
+ CIS162++ Any C Programming: Level I course (3) OR
+ CIS163AA Java Programming: Level I (3) 3

CIS190 Introduction to Networking (3) OR
CNT140AA Introduction to Networks (4) 3-4

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 - 3-8
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

GENERAL EDUCATION DISTRIBUTION: CREDITS - 10

HUMANITIES, ARTS AND DESIGN: CREDITS – 3
Any approved general education course from the Humanities, Arts and Design [HU] area. 3

SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3
Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

NATURAL SCIENCES: CREDITS – 4
Any approved general education course from the Natural Science [SG] or [SQ] area. 4

CERTIFICATE OF COMPLETION IN ADOBE FOUNDATIONS: ANIMATION AND GRAPHICS PRODUCTION (5167N) CREDITS: 9
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 & 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.

PROGRAM PREREQUISITES: NONE

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 CLOUD COMPUTING (5141N) CREDITS: 2
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 for the AWS Cloud Practitioner certification, which is the first level of the AWS certifications.

PROGRAM NOTES:
This program is not eligible for Title IV Federal Financial Aid.
This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

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

PROGRAM PREREQUISITES: CREDITS – None

REQUIRED COURSES: CREDITS – 2
CLD110 Amazon Web Services Academy Cloud Foundations 2

CERTIFICATE OF COMPLETION IN ANDROID APP DEVELOPMENT (5834N) CREDITS: 9-12
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

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

+ 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: 60-65
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

For students considering university transfer consult with an Academic, Program, or Faculty Advisor at the college and/or university transfer partner.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Students may receive credit for courses within the program based on current industry certifications. Consult with an Academic Advisor or Program Director.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 30-37
+ 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: 16
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4
+ CNT200 CCNP ROUTE: Implementing Cisco IP Routing 4
+ CNT220 CCNP SWITCH: Implementing Cisco IP Switching 4

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

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

Emphasis 5: Microsoft System Administration - Credits: 18
CIS121AH Microsoft PowerShell/Command Line Operations 3
MST150++ Any Microsoft Windows Operating System course 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DC Identity Management with Windows Server 2016 4

Emphasis 6: VMware Network Administrator - Credits: 12
CIS189 Virtualization and IT Solutions for Digital Businesses 3
+ CIS197 VMware ESXI Server Enterprise 3
+ CIS198 VMware vSphere: Optimize and Scale 3
+ CIS200 VMware NSX: Install, Configure, Manage 3

GENERAL EDUCATION REQUIREMENT: CREDITS – 22-28

GENERAL EDUCATION CORE: CREDITS - 12-17

FIRST-YEAR COMPOSITION: CREDITS – 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6
(ENG111 does not count as an ENG Transfer option)

ORAL COMMUNICATION: CREDITS – 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

COM225 is recommended for students transferring to Northern Arizona University.

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

MATHEMATICS: CREDITS - 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

GENERAL EDUCATION DISTRIBUTION: CREDITS – 10

HUMANITIES, ARTS AND DESIGN: CREDITS – 3
Any approved general education course from the Humanities, Arts and Design [HU] area. 3

SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3
Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

NATURAL SCIENCES: CREDITS – 4
Any approved general education course from the Natural Sciences [SG] or [SQ] area. 4

CERTIFICATE OF COMPLETION IN CISCO CERTIFIED NETWORK PROFESSIONAL: ENTERPRISE CORE (5189N) CREDITS: 8
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.

All courses within the Required and Restricted elective areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

ADMISSION CRITERIA 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: CREDITS - 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 (5190N) CREDITS: 16
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

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

All courses within the Required and Restricted elective areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

ADMISSION CRITERIA 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: CREDITS – NONE

REQUIRED COURSES: CREDITS – 16
+ 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 & 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 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.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.

All courses within the Required and Restricted elective areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

ADMISSION CRITERIA 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: CREDITS – 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 (5036N) CREDITS: 16-19
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Cisco Network Administration and Security 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.
++ indicates any suffixed course.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required and Restricted elective 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 – 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: CCNP (5037N) CREDITS: 20-23
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
++ indicates any suffixed course.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required and Restricted elective areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

This program replaces:
CCL/5328 Network Administration: Cisco Network Professional
CCL/5526 Information Technology: Cisco Networking

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 20-23
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4
+ CNT200 CCNP ROUTE: Implementing Cisco IP Routing 4
+ CNT220 CCNP SWITCH: Implementing Cisco IP Switching 4

CERTIFICATE OF COMPLETION IN CLOUD COMPUTING (5141N) CREDITS: 2
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 for the AWS Cloud Practitioner certification, which is the first level of the AWS certifications.

PROGRAM NOTES:
This Program is not eligible for Title IV Federal Financial Aid.
This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 2
CLD110 Amazon Web Services Academy Cloud Foundations 2

CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT (5038N) CREDITS: 6-9
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
+ indicates course has prerequisites and/or corequisites.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 6-9
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT: LINUX (5039N) CREDITS: 9-12
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 9-12
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT: NETWORK (5044N) CREDITS: 9-13
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 9-13
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

CERTIFICATE OF COMPLETION IN COMPUTER SYSTEM CONFIGURATION AND SUPPORT: SECURITY (5040N) CREDITS: 9-18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

This program replaces:
CCL/5841 Microsoft Technical Specialist

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 9-18
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

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
CNT140AB Introduction to Networks (3) OR
CIS190 Introduction to Networking (3) 3

CIS250 Management of Information Systems 3
+ CIS271DB Information Security Essentials 3

CERTIFICATE OF COMPLETION IN CROSS-PLATFORM APP DEVELOPMENT (5067N) CREDITS: 18-21
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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:
The Certificate of Completion in Cross-Platform App Development is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.

Program requirements for CCL 5833N Windows Application Development and CCL 5835N Android App Development may be taken in the CCL 5067 Cross-Platform App Development.

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 (5149N) CREDITS: 42-46
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Cyber Engineering 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.
++ indicates any suffixed course.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 42-46
The following courses are required and included in the CCL in Cybersecurity Fundamentals

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AA Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3)
OR
+ CIS271DB Information Security Essentials (3) AND
+ CIS272DB Information Security Principles (3)
OR
+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in the CCL in Cyber Engineering

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3

CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3
+ CIS262++ Any C Programming: Level II course 3

ASSOCIATE IN APPLIED SCIENCES IN CYBERSECURITY (3197) CREDITS: 61-77
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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 for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.
Only required courses and restricted electives taken within eight (8) years of completion of the program may be applied towards this degree. Consult with your faculty mentor or academic advisor.

This program replaces:
AAS/3097 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
(MST150++ required for Microsoft emphasis)

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4
(CNT140AB required for Networking emphasis and Power Systems emphasis)

+ CIS250 Management of Information Systems (3) AND
+ CIS271DB Information Security Essentials (3) AND
+ CIS272DB Information Security Principles (3) OR
+ CIS270 Essentials of Network and Information Security (3) OR
+ ITS110 Information Security Fundamentals (3) 3-9
(ITS110 required for Cyber Operations emphasis; CIS271DB and CIS272DB required for Power Systems emphasis)

+ ITS240 Ethical Hacking and Network Defense 3

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

Specialization I: Cyber Operations
Credits: 17
+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR
+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4
+ ITS292 Advanced Computer Forensics 4

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
+ CIS271DL Linux Security 3
+ CIS275DL Linux Capstone 3

Specialization III: Microsoft System Administration
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

Specialization IV: Cisco Network Administration and Security
Credits: 16
CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4

Specialization V: Power Systems
Credits: 18
+ CIS274DA Introduction to Power Systems Security 3
+ CIS275DA Generation and Transmission Systems Security 3
+ CIS275DB Smart Grid and Distribution System Security 3
+ CIS275DC Embedded Systems Security 3
CPD104 Career and Personal Development 3
PPT120 Energy Industry Fundamentals 3

Specialization VI: 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

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).

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 CYBER OPERATIONS (5165) CREDITS: 41-42
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

PROGRAM NOTES:
The Certificate of Completion in Cyber Operations 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.
++ indicates any suffixed course.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 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

CERTIFICATE OF COMPLETION IN CYBERSECURITY FUNDAMENTALS (5154N) CREDITS: 24-31
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Cybersecurity Fundamentals 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.
++ indicates any suffixed course.

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

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 24-31
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR
CNT140AB Introduction to Networks (4) 3-4

+ CIS250 Management of Information Systems (3) 0-3
Only students taking CIS271DB would be required to take CIS250.

+ CIS270 Essentials of Network and Information Security (3)
OR
+ CIS271DB Information Security Essentials (3) 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: 60-65
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

For students considering university transfer consult with an Academic, Program, or Faculty Advisor at the college and/or university transfer partner.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Students may receive credit for courses within the program based on current industry certifications. Consult with an Academic Advisor or Program Director.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 30-37
+ 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: 16
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4
+ CNT200 CCNP ROUTE: Implementing Cisco IP Routing 4
+ CNT220 CCNP SWITCH: Implementing Cisco IP Switching 4

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

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

Emphasis 5: Microsoft System Administration - Credits: 18
CIS121AH Microsoft PowerShell/Command Line Operations 3
MST150++ Any Microsoft Windows Operating System course 3
+ MST155DC Installation, Storage, and Compute with Windows Server 4
+ MST157DC Networking with Windows Server 4
+ MST158DC Identity Management with Windows Server 2016 4

Emphasis 6: VMware Network Administrator - Credits: 12
CIS189 Virtualization and IT Solutions for Digital Businesses 3
+ CIS197 VMware ESXI Server Enterprise 3
+ CIS198 VMware vSphere: Optimize and Scale 3
+ CIS200 VMware NSX: Install, Configure, Manage 3

RESTRICTED ELECTIVES: CREDITS – 0-8
Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected area of emphasis within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

Cisco Electives
CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4
+ CNT171 CCNA Exam Prep 1
+ CNT200 CCNP ROUTE: Implementing Cisco IP Routing 4
+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
+ CNT205 Cisco Certified Network Associate Security (4) 4
+ CNT206 Cisco Certified Network Associate Wireless 4
+ CNT220 CCNP SWITCH: Implementing Cisco IP Switching 4

Linux Electives
+ CIS238DL Linux System Administration (3) OR
+ CIS238RH Red Hat System Administration II (3) 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240DL Linux Network Administration (3) OR
+ CIS240RH Red Hat Systems Administration III (3) 3
+ CIS275DL Linux Capstone 3

Microsoft Electives
MST+++++ Any MST Microsoft Technology course
CIS121AB Microsoft Command Line Operations 1
CIS121AH Microsoft PowerShell/Command Line Operations 3

Security 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
+ ITS120 Legal, Ethical, and Regulatory Issues 3
+ 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

GENERAL EDUCATION REQUIREMENT: CREDITS - 22-28

GENERAL EDUCATION CORE: CREDITS - 12-17

FIRST-YEAR COMPOSITION: CREDITS – 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) OR
+ ENG111 Technical and Professional Writing (3) 6
(ENG111 does not count as an ENG Transfer option)

ORAL COMMUNICATION: CREDITS – 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

COM225 is recommended for students transferring to Northern Arizona University.

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

MATHEMATICS: CREDITS - 3-6
+ MAT140 College Mathematics (5) OR
+ MAT141 College Mathematics (4) OR
+ MAT142 College Mathematics (3) OR
MAT145 College Mathematics with Review (5) OR
MAT146 College Mathematics with Review (6) OR
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

GENERAL EDUCATION DISTRIBUTION: CREDITS - 10

HUMANITIES, ARTS AND DESIGN: CREDITS – 3
Any approved general education course from the Humanities, Arts and Design [HU] area. 3

SOCIAL-BEHAVIORAL SCIENCES: CREDITS – 3
Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

NATURAL SCIENCES: CREDITS – 4
Any approved general education course from the Natural Sciences [SG] or [SQ] area. 4

CERTIFICATE OF COMPLETION IN DESKTOP SUPPORT (5043N) CREDITS: 19-22
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Desktop Support is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

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

PROGRAM PREREQUISITES: NONE

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 & 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 prerequisite and/or corequisites.
Students must earn a grade of C or better for all courses required within the program.

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 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 & 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 for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

This program replaces:
CCL/5219 Linux Associate

PROGRAM PREREQUISITES: CREDITS – NONE

REQUIRED COURSES: CREDITS – 6-9
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

CIS126DL Linux Operating System 3
+ CIS238DL Linux System Administration 3

CERTIFICATE OF COMPLETION IN LINUX SYSTEM ADMINISTRATION (5052N) CREDITS: 15-18
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed course.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

This program replaces:
CCL/5225 Linux Networking Administration

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 15-18
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

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

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

Red Hat Enterprise Linux Track
CIS126RH Red Hat System Administration I 3
+ CIS238RH Red Hat System Administration II 3
+ CIS239DL Linux Shell Scripting 3
+ CIS240RH Red Hat System Administration III 3
+ CIS275DL Linux Capstone 3

CERTIFICATE OF COMPLETION IN MICROSOFT DESKTOP ASSOCIATE (5030N) CREDITS: 3
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 (5132N) CREDITS: 16-22
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

PROGRAM NOTES:
The Certificate of Completion in Microsoft Office Professional is currently not Title IV Federal Financial
Aid eligible.
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisite and/or corequisite.
++ indicates any suffixed courses.

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

This program replaces:
CCL/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

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 (5137N) CREDITS: 25-31

CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

PROGRAM NOTES:
The Certificate of Completion in Microsoft Office Specialist is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisite and/or corequisite.
++ indicates any suffixed courses.

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

This program replaces:
CCL/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 & 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 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.

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
+ 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 (5063N) CREDITS: 18-21
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion in Native Mobile Application Development is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.

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.

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
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS –
CIS105 Survey of Computer Information Systems (3) OR
Permission of program director (0) 0-3

CIS126RH Red Hat System Administration I 3
+ CIS238RH Red Hat System Administration II 3

CERTIFICATE OF COMPLETION IN RED HAT LINUX ENGINEER (5050N) CREDITS: 9-12
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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.

All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

This program replaces:
CCL/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 & 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.

Students should consult with a Department Advisor in arranging their schedules.

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

CERTIFICATE OF COMPLETION IN CISCO NETWORK ADMINISTRATION: CCNA (5969N) CREDITS: 12-15
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed course.

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

This program replaces:
CCL/5967 Networking Technology: Cisco

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 12-15
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director (0) 0-3

CNT140AB Introduction to Networks 4
+ CNT150AB Switching, Routing, and Wireless Essentials 4
+ CNT160AB Enterprise Networking, Security, and Automation 4

CERTIFICATE OF COMPLETION IN PROGRAMMING (5047) CREDITS: 21-26
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Computer Information System (CIS) or the Computer Science (CSC) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the certificate program. Consult with an Academic Advisor for complete information.
Students must earn a grade of "C" or better for all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any suffixed courses.

PROGRAM PREREQUISITES: CREDITS - 0-5
Students selecting CSC110 in the Required Courses area must complete MAT120/MAT121/MAT122.

+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
Permission of Instructor 0-5

REQUIRED COURSES: CREDITS – 21
CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276DA MySQL Database (3) OR
+ CIS276DB SQL Server Database (3) 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 WEB APP DEVELOPMENT (5835N) CREDITS: 9-12
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.

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
+ CIS166AA Introduction to JavaScript 3
+ CIS233DA Internet/Web Development Level II 3

CERTIFICATE OF COMPLETION IN WEB DESIGN (5986N) CREDITS: 38-43
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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

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

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 – 2-3
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: 60-67
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 21
In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105 Survey of Computer Information Systems 3
CIS120DF Adobe Photoshop Level I: Digital Imaging 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

RESTRICTED ELECTIVES: CREDITS – 17-22

Specialization I: Web Design
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.

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 - 3-5
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 (5988N) CREDITS: 39
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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 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:
The Certificate of Completion is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites
++ indicates any suffixed courses

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS: 36
The following courses are required and included CCL Web Foundations

CIS105 Survey of Computer Information Systems 3
CIS120DF Adobe Photoshop Level I: Digital Imaging 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

The following courses are required for CCL Web Development

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

+ CIS119DO Introduction to Oracle: SQL (3) OR
+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3) 3

Programming Language: Select two courses for a total of 6 credits
+ CIS150AB Object-Oriented Programming Fundamentals 3
+ CIS156 Python Programming: Level I 3
+ CIS159 Visual Basic Programming I 3
+ CIS162++ Any C Programming course 3

+ CIS163AA Java Programming: Level I 3
+ CIS165++ Any Mobile Application Development course 3
+ CIS262AD C# Level II 3
+ CIS263AA Java Programming: Level II 3
+ CIS265++ Advanced iOS Application Development 3

RESTRICTED ELECTIVES: 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. 3

CERTIFICATE OF COMPLETION IN WEB FOUNDATIONS (5984N) CREDITS: 21
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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:
The Certificate of Completion is currently not Title IV Federal Financial Aid eligible.
Students must earn a grade of C or better in each course in the program.
+ indicates course has prerequisites and/or corequisites

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS: 21
CIS105 Survey of Computer Information Systems 3
CIS120DF Adobe Photoshop Level I: Digital Imaging 3
CIS133DA Internet/Web Development Level I 3
CIS136 Content Management Systems: WordPress 3
+ CIS166AA Introduction to Javascript 3
+ CIS233DA Internet/Web Development Level II 3
+ CIS235 e-Commerce 3

CERTIFICATE OF COMPLETION IN WINDOWS APP DEVELOPMENT (5833N) CREDITS: 12-15
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER
FOR TEACHING & 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.
Students should consult with a Department Advisor in arranging their schedules.
+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: NONE

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
STO288 Telling Sacred Stories from Around the World 3
STO290 The Irish Storytelling Tradition 3

CULTURE AND SOCIETY

ACADEMIC CERTIFICATE IN APPLIED STORYTELLING (6253) CREDITS: 30
CHAIRPERSON: DR. JEROME GARRISON
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

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
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. JEROME GARRISON
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

EDUCATION

ASSOCIATE IN APPLIED SCIENCES IN EARLY CHILDHOOD EDUCATION (3186) CREDITS: 60-71
CHAIRPERSON: DR. JEROME GARRISON
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
AAS/3124 Early Learning and Development
AAS/3356 Early Childhood Education and Administration: Birth through Age Five
AAS/3836 Early Childhood Education

PROGRAM PREREQUISITES: NONE
REQUIRED COURSES: CREDITS – 29-34
CFS/ECH176 Child Development (3) OR
CFS235 Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED225 Language and Literacy in the Context of Culture and Relationships 3

CFS101AH Art Activities for the Young Child (1) AND
ECH281 Movement/Music for the Young Child (1) OR
+ EED210 Creative and Cognitive Play (3) OR
ECH128 Early Learning: Play and the Arts (3) 2-3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
ECH282 Discipline/Guidance of Child Groups (1) OR
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND
CFS125 Safety in Early Childhood Settings (1) AND
ECH280 Food Experiences With Young Children (1) OR
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

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

CFS/ECH269 Child Care Seminar (1) AND
CFS/ECH287 Professional Development in Early Childhood Education (1) OR
EED255 Portfolio Development and Writing for the Profession (3) 2-3

+ CFS/ECH284AB Early Childhood Teaching Internship (3) OR
+ EED260 Early Childhood Infant/Toddler Internship (1) AND
+ EED261 Early Childhood Preschool Internship (1) 2-3

ECH272 Science for the Young Child (1) AND
CFS/ECH273 Math for the Young Child (1) AND
CFS/ECH275 Literacy Development and the Young Child (1) AND
ECH279 Early Childhood Curriculum Development (1) OR
+ EED278 Early Learning: Curriculum and Instruction - Birth/Preschool (3) 3-4

ECH140 Learning Made Visible Through Documentation (1) AND
ECH270 Observing Young Children (1) OR
+ EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3

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

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. JEROME GARRISON
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:
The Certificate of Completion is currently not Title IV Federal Financial Aid eligible.
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of C or better for all courses 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 - Age 8 (3) OR
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
ECH282 Discipline/Guidance of Child Groups (1) OR
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND
CFS125 Safety in Early Childhood Settings (1) AND
ECH280 Food Experiences With Young Children (1) OR
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

CFS101AH Art Activities for the Young Child (1) AND
ECH281 Movement/Music for the Young Child (1) OR
ECH128 Early Learning: Play and the Arts (3) OR
+ EED210 Creative and Cognitive Play (3) 2-3
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
EDU222 Introduction to the Exceptional Learner (3) 3

ECH272 Science for the Young Child (1) AND
ECH273 Math for the Young Child (1) AND
ECH275 Literacy Development and the Young Child (1) AND
ECH279 Early Childhood Curriculum Development (1) OR
+ EED278 Early Learning: Curriculum and Instruction - Birth/Preschool (3) 3-4

EED225 Language and Literacy in the Context of Culture and Relationships (3) 3

ECH140 Learning Made Visible Through Documentation (1) AND
ECH270 Observing Young Children (1) OR
+ EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3

ECH269 Child Care Seminar (1) AND
ECH287 Professional Development in Early Childhood Education (1) OR
EED255 Portfolio Development and Writing for the Profession (3) 2-3

+ CFS/ECH284AB Early Childhood Teaching Internship (3) OR
+ EED260 Early Childhood Infant/Toddler Internship (1) AND
+ EED261 Early Childhood Preschool Internship (1) 2-3

RESTRICTED ELECTIVES: 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. JEROME GARRISON
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 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:
The Certificate of Completion is currently not Title IV Federal Financial Aid eligible.
+ indicates course has prerequisites and/or corequisites.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 18-19
CFS/ECH176 Child Development (3) OR
CFS235 Developing Child: Theory into Practice, Prenatal - Age 8 (3) OR
EED205 The Developing Child: Prenatal to Age Eight (3) 3

EED200 Foundations of Early Childhood Education 3

CFS/ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
ECH282 Discipline/Guidance of Child Groups (1) OR
EED212 Guidance, Management and the Environment (3) 3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND
CFS125 Safety in Early Childhood Settings (1) AND
ECH280 Food Experiences With Young Children (1) OR
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3

CFS101AH Art Activities for the Young Child (1) AND
ECH281 Movement/Music for the Young Child (1) OR
ECH128 Early Learning: Play and the Arts (3) OR
+ EED210 Creative and Cognitive Play (3) 2-3

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

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

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 & 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.

Students can achieve the AGEC-A by completing the following:
An additional course with the Humanities, Arts and Design general studies designation 3
An additional course with the Natural Science general studies designation 4
Recommend BIO202 Human Anatomy and Physiology II 4
An additional course with the Computer/Statistics/Quantitative Applications general studies designation 3
Recommend MAT206 Elements of Statistics 3 OR PSY230 Introduction to Statistics 3

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS - 44-48.5
EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS210 Assessment and Program Design: Muscular Fitness 2
+ EXS211 Assessment and Program Design: Flexibility and Balance 2
+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2

+ EXS213 Assessment and Program Design: Weight Management and Motivation 2
+ EXS214 Instructional Competency: Flexibility and Mind Body Exercises 2
+ EXS216 Instructional Competency: Muscular Strength and Conditioning 2
+ EXS218 Instructional Competency: Cardiorespiratory Exercises and Activities 2
+ EXS290 Introduction to Evidence Based Practice 3

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

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

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

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

PSY101 Introduction to Psychology 3

+ BIO181 General Biology (Majors) I (4) OR
1 year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

PED101ST Strength Training 1

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

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

GENERAL EDUCATION REQUIREMENT: CREDITS - 15-20

GENERAL EDUCATION CORE: CREDITS - 12-17

FIRST-YEAR COMPOSITION: CREDITS – 6
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3) 6

ORAL COMMUNICATION: CREDITS – 3
COM100 Introduction to Human Communication (3) OR
COM110 Interpersonal Communication (3) OR
+ COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

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

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

GENERAL EDUCATION DISTRIBUTION: CREDITS - 3

HUMANITIES, ARTS AND DESIGN: CREDITS – 3
Any approved general education course from the Humanities, Arts and Design area.

SOCIAL-BEHAVIORAL SCIENCES: CREDITS - 0
Met by HES100 in Required Courses.
NATURAL SCIENCES: CREDITS - 0
Met by BIO201 in Required Courses.

CERTIFICATE OF COMPLETION IN PERSONAL TRAINER (5421N) CREDITS: 18-18.5
CHAIRPERSON: STEPHEN HUSTEDDE
DIVISION OF MYCAREER, LIBRARY AND CENTER FOR TEACHING & 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:
The Certificate of Completion is currently not Title IV Federal Financial Aid eligible.
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of C or better for all courses required within the program.

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS: 18-18.5
EXS101 Introduction to Exercise Science 3
+ EXS125 Introduction to Exercise Physiology 3
+ EXS210 Assessment and Program Design: Muscular Fitness 2
+ EXS211 Assessment and Program Design: Flexibility and Balance 2
+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness 2
+ EXS213 Assessment and Program Design: Weight Management and Motivation 2
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship 1
FON241 Principles of Human Nutrition 3

HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR
Current CPR/AED certification 0-0.5

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

ASSOCIATE IN APPLIED SCIENCES IN ENGNEERING TECHNOLOGY (3187) CREDITS: 60-68
CHAIRPERSON: JACQUELINE (JACKY) LEVY
DIVISION OF MATH, SCIENCE & 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 – 26-33
+ 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

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

+ 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 – 11-15
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
+ 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

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

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 – 0
+ 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.

CERTIFICATE OF COMPLETION IN FOOD SCIENCE AND TECHNOLOGY I (5972N) CREDITS: 16-17
CHAIRPERSON: 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
FST263 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: 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.

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: JACQUELINE (JACKY) LEVY
DIVISION OF MATH, SCIENCE AND ENGINEERING (MSE)

DESCRIPTION: The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong 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: 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.

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

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 2 different courses from the following list:
+ ECN263 The Economics of Natural Resources, Population and the Environment (3)
ENH206 Nature and Environmental Literature (3)
ENH260 Literature of the Southwest (3)
HUM201 Humanities: Universal Themes (3)
REC150AB Outdoor Adventure Skills (3)
SBU200 Society and Business (3) 6

Students will choose 1 course from the following list:
HIS110 World History to 1500 (3)
HIS111 World History 1500 to the Present (3)
HUM250 Ideas and Values in the Humanities (3)
PHI104 World Philosophy (3)
POS120 World Politics (3)
PSY132 Psychology and Culture (3)
SOC101 Introduction to Sociology (3) 3

VISUAL AND PERFORMING ARTS

ASSOCIATE IN APPLIED SCIENCES IN MUSIC INDUSTRIES: MUSIC BUSINESS (3017) CREDITS: 60-66
CHAIRPERSON: DR. JEROME GARRISON
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 choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

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

PROGRAM PREREQUISITES: NONE

REQUIRED COURSES: CREDITS – 25-26
MGT253 Owning and Operating a Small Business 3
MKT110 Marketing and Social Networking 3
MKT271 Principles of Marketing 3
MUC109 Music Business: Content Creation and Copyright 3
MUC110 Music Business: Marketing and Monetization 3

+ MTC180 Computer Literacy for Musicians (3) OR
MUC180 Computer Literacy for the Music Business (3) 3
Note: Students who have not already completed MTC180 must take MUC180

+ MUC209 Music Industry Entrepreneurship 3
MUC293 Self Promotion for Music 1

Music Industry Capstone Experience
+ MUC290AA Music Business Internship (1) OR
+ MUC296WA Cooperative Education (1) OR
MUC298AA Special Projects (1) 1

Overview of Music Genres
MUC242 Music Genres and Styles (2) OR
MHL155 Survey of American Music (3) 2-3

RESTRICTED ELECTIVES: CREDITS – 12-13
Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from required courses area may not be used.

Business and Marketing
GBS+++ Any GBS General Business course
MKT+++ Any MKT Marketing course
MUC+++ Any MUC Music: Commercial/Business course

Music Production
MTC+++ Any MTC Music: Theory/Composition course
MUC+++ Any MUC Music: Commercial/Business course

Commercial Performance
MTC+++ Any MTC Music: Theory/Composition course
MUP+++ Any MUP Music: Performance course

FREE 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

NATURAL SCIENCES: CREDITS – 4
Any approved general education course from the Natural Sciences area

CERTIFICATE OF COMPLETION IN MUSIC BUSINESS I (5106N) CREDITS: 16
CHAIRPERSON: DR. JEROME GARRISON
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:
The Certificate of Completion 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 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. JEROME GARRISON
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.

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

CURRICULUM (AGEC+)

AGEC-A, B, S
Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35* credit hours, and the AGEC-S requires a minimum of 36* credit hours.

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

There are three types of AGECs in MCCCD: AGEC-A, AGEC-B, and AGEC-S. As described below, these AGECs are also a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECs require designated Core courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: The AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness.

Purpose of the AGECs

AGECs were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

1. The **AGEC-A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.

2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

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

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

• Requires completion of at least 35 credit hours* (AGEC-A, AGEC-B) and 36 credit hours* (AGEC-S) in courses
  numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of
  the MCCCD colleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer
  for credit minimum exceptions.*
• All courses applied to the AGEC must be completed with a grade of "C" or better.
• A single course can simultaneously count toward a Core Area and one or more Awareness Areas. For
  example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple
  requirements can be met with a single course, the credits for that course are only counted one time toward
  the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot
  be used to satisfy more than one AGEC Core Area.
• The AGEC-A and AGEC-B require a minimum of 35* credits and the AGEC-S requires a minimum of 36*
  credits, however, the AGEC credit count within the total credits for a degree may be lower than these
  minimums if courses are also applied toward Required Courses or Restricted Electives and the credits
  are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared
  with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and
  universities limit transferable credits at 64.

Transfer Credit from Institutions Outside of MCCCD

• Credits transferred from outside of MCCCD must be a grade of "C" (2.0 on a 4.0 scale) or better.
• External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied
  toward the minimum credits for degree completion.
• Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if
  documentation collected by the community college indicates that this was the only grading option available
  and that the Pass grade ("P") is equivalent to a "C" or better.
• The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public
  colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the
  semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD
  direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or
  associate degree requirements will be based on the source institution's AGEC designation for the semester
  in which the course was completed.
• Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System
  comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward
  AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If
  courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed
  appropriate, may have a general education designation applied to the course.
• Credit awarded at a Maricopa Community College for prior learning in non-traditional setting is transferable
  to the other colleges in the MCCC district but is not necessarily transferable to other colleges and
  universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer

• Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona
  residents and 2.50 for non-residents meets Arizona public university general admission requirements.
  It does not ensure admission to specific university majors or programs with selective admission processes
  and/or limited enrollment.

• Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements
Descriptions and definitions of the requirements for each of the three AGECs follow. The following website identifies the courses that apply to the different General Education Core and Awareness Areas within each AGEC:

AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History, Associate in Arts, Fine Arts, Emphasis in Theatre, Associate in Science, Emphasis in Physics), the AGEC course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at curriculum.maricopa.edu for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.

Arizona General Education Curriculum--Arts (AGEC-A)

Credits
35 (min.)*

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

A. Core Areas:
Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

	Credits
1. First-Year Composition [FYC]	6*
ENG101 OR ENG107	(3)*
AND ENG102 OR ENG108	(3)*

2. Literacy and Critical Inquiry [L] 3

3. Mathematical Applications [MA] 3-6
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.

4. Computer/Statistics/Quantitative Applications [CS] 3

5. Humanities, Arts and Design [HU] 6
Students are encouraged to choose course work from more than one discipline.

6. Social-Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than one discipline.

7. Natural Sciences [SQ/SG] 8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

B. Awareness
Areas 0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C] (0-3)

2. Global Awareness [G] OR Historical Awareness [H]. (0-3)

Credits
35 (min.)*

Arizona General Education Curriculum - Business (AGEC-B)

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

A. Core Areas:

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC] 6*
    ENG101 OR ENG107 AND (3)*
    ENG102 OR ENG108 (3)*

2. Literacy and Critical Inquiry [L] 3

3. Mathematical Applications [MA] 3-6
    MAT212 Brief Calculus OR (3)
    MAT213 Brief Calculus OR (4)
    Higher [MA] designated course (3-5)

4. Computer/Statistics/Quantitative Applications [CS] 3
    CIS105 Survey of Computer Information Systems

5. Humanities, Arts and Design [HU] 6
    Students are encouraged to choose course work from more than one discipline.

6. Social-Behavioral Sciences [SB] 6
    ECN211 Macroeconomics AND ECN212 Microeconomics

	Credits
7. Natural Sciences [SQ/SG]	8

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

B. Awareness
Areas   0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C]   (0-3)

2. Global Awareness [G] OR Historical Awareness [H].   (0-3)

	Credits
Arizona General Education Curriculum Science (AGEC-S)	35 (min.)*

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* within an associate degree provided that all requirements listed below are completed.

A.Core Areas:

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

	Credits

1. First-Year Composition [FYC] — 6*
ENG101 OR ENG107 — (3)*
AND ENG102 OR ENG108 — (3)*

2. Literacy and Critical Inquiry [L] — 0-3 (0 only if shared with HU or SB)
Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

3. Mathematical Applications [MA] — 4-5
Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.

4. Humanities, Arts and Design [HU] — 6
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

5. Social-Behavioral Sciences [SB] — 6
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

6. Natural Sciences [SQ/SG] — 8
Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

	Credits

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I

AND

[CHM152 & CHM152LL] or CHM152AA General
Chemistry II

OR

PHY115 or PHY121 University Physics I

AND

PHY116 or PHY131 University Physics II
OR

BIO181 or BIO181XT General Biology (Majors) I

AND

BIO182 or BIO182XT General Biology (Majors) II

7. Subject Options - Math/Science 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)

B. Awareness
Areas 0-6
Some courses may be used to satisfy both a Core Area
and one or more Awareness Area(s). (See AGEC matrix for
current course values.)

1. Cultural Diversity in the United States [C] (0-3)

2. Global Awareness [G] OR Historical Awareness [H]. (0-3)

CORE AREAS

First-Year Composition (FYC)
First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]
In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

Mathematical Applications [MA]
The Mathematical Studies requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]
AGEC-A and AGEC-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

Humanities, Arts and Design [HU]
The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

Social-Behavioral Sciences [SB]
The Social-Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

Natural Sciences [SQ/SG]
In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences Core area are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena   At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

Cultural Diversity in the United States [C]

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

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

Global Awareness [G]

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

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

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

Historical Awareness [H]

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

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

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 https://curriculum. maricopa.edu/ for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AA degree is governed by the MCCCD General Academic Policies for Associate Degrees Designed for University Transfer.

The Associate in Arts degree includes the following components:
I. Program Prerequisites (if applicable, for versions with an emphasis only)
II. Required Courses (for versions with an emphasis only)
III. Restricted Electives (for versions with an emphasis only)
IV. Arizona General Education Curriculum for Arts (AGEC-A)
V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Arts (AA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.
In most cases, courses used to satisfy the MCCCD Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: **www.aztransfer.com**

Degree Requirements
The requirements for the Associate in Arts (AA) follow. No versions of the Associate in Arts require fewer than a minimum of 60 credits; however, minimum credits for the AA vary by specific emphasis. Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on **http://www.maricopa.edu/** and on each MCCCD college's website.

Requirements	Credits

I. Program Prerequisites   Number varies
Program prerequisites for the Associate in Arts degree vary
by specific emphasis, and are not required for the version
of the degree without a specific emphasis. Refer to the
Program (Degree) Search at https://curriculum.maricopa.
edu/ for specific courses and credit minimums
by emphasis.

II. Required Courses   Number varies
Required (major-specific) courses for the Associate in Arts
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 https://curriculum.
maricopa.edu/ for specific courses and credit minimums
by emphasis.

III. Restricted Electives   Number varies
Restricted electives for the Associate in Arts degree vary by
specific emphasis, and are not required for version of the
degree without a specific emphasis. Refer to the Program
(Degree) Search at https://curriculum.maricopa.edu/ for
specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum--Arts (AGEC-A)   up to 44
The AGEC-A requires a minimum of 35 credits (32 if FYC
is met by single transfer course)*, however, prerequisite/
required/restricted elective courses may also meet AGEC-A
requirements and credits count once toward the total for
the degree. Therefore, the AGEC-A may be met with fewer
than 35 credits (fewer than 32 if FYC is met by single transfer
course)* as long as all requirements listed in this section (IV)
are completed.

C. Core Areas
Some courses may be met by Required Courses or
Restricted Electives. Some of these courses also have
Awareness Areas designations and can be used to satisfy
[C], [G] and/or [H] requirement(s) as well as their respective
Core Area, Required Course(s) or Restricted Elective(s). AGEC
designations are subject to change. Courses may meet more
than one requirement but are only counted once toward
the total credits for the degree. See AGEC matrix for each
course's value(s) in the semester it is taken.

8. First-Year Composition [FYC]	6*
   ENG101 OR ENG107	(3)*
   AND ENG102 OR ENG108	(3)*

9. Literacy and Critical Inquiry [L]	3

10. 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.

11. Computer/Statistics/Quantitative Applications [CS].	3

12. Humanities, Arts and Design [HU]	6
   Students are encouraged to choose course work from more than one discipline.

13. Social-Behavioral Sciences [SB]	6
   Students are encouraged to choose course work from more than one discipline.

14. 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.

D. Awareness Areas	0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)

3. Cultural Diversity in the United States [C]	(0-3)
4. Global Awareness [G] OR Historical Awareness [H]	(0-3)

Requirements	Credits
V. MCCCD Additional Requirements	0-6

As noted below, courses in this area may also be
applied toward AGEC-A Core Area requirements.

A. Oral Communication	(0-3)

COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading	(0-3)

Students may demonstrate proficiency through assessment.
CRE101 [L] 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: https://aztransfer.com/,
https://www.maricopa.edu/degrees-certificates/transfer/
pathways-partners, as well as those of individual universities.
For appropriate course selection, students should consult with
an academic advisor.

TOTAL	**60-64***

*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 - 68

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:
VII. Required Courses
VIII. Restricted Electives
IX. Arizona General Education Curriculum for Arts (AGEC-A)
X. MCCCD Additional Requirements (Oral Communication and Critical Reading)found using the
   "Find a Class" tool on **http://www.maricopa.edu/** and on each MCCCD college's website.

Purpose of the Degree
The Associate in Arts, Elementary Education (AAEE) degree is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

Degree Requirements
The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	Credits
I. Required Courses	17
EDU221 Introduction to Education	(3)
EDU222 Introduction to the Exceptional Learner	(3)
EDU230 Cultural Diversity in Education	(3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems	(4)
MAT257 Investigating Geometry, Probability, and Statistics	(4)

Requirements	Credits
II. Restricted Electives	8

A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives, as outlined below.

Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250)   (3)

Recommended:
EDU110 Education in Film
EDU220 Introduction to Serving English Language Learners (ELL)
EDU236 Classroom Relationships
EDU/HUM/STO292 The Art of Storytelling

Choose any combination from the following list of courses   (5)
and prefixes to total 5 credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A or to fulfill an Education Foundations requirement.

Content Area Electives: Select 5 credits from the following: (5)
AAA/CPD115 Creating College Success
ARH+++ Any ARH Art Humanities course(s)
ART+++ Any ART Art course(s)
CFS/ECH176 Child Development
CFS205 Human Development
CIS+++ Any CIS Computer Information Systems course(s)
ECN+++ Any ECN Economics course(s)
BPC+++ Any BPC Business-Personal Computers course(s)
EED215 Early Learning: Health, Safety, Nutrition and Fitness
EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)
ENG+++ Any ENG English course(s)
ENH+++ Any ENH English Humanities course(s)
GCU+++ Any GCU Cultural Geography course(s)

Requirements	Credits

GPH+++ Any GPH Physical Geography course(s)
HIS+++ Any HIS History course(s)
MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
MHL+++ Any MHL Music: History/Literature course(s)
MTC+++ Any MTC Music: Theory/Composition course(s)
POS+++ Any POS Political Science course(s)
THE+++ Any THE Theatre course(s)
THF+++ Any THF Theatre and Film course(s)
THP+++ Any THP Theatre Performance/Production course(s)
Any Foreign Language course(s)
Any Natural Science course(s)

III. Arizona General Education Curriculum--Arts (AGEC-A)   32-44*
The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (III) are completed.

E. Core Areas:
Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

15. First-Year Composition [FYC]   6*
    ENG101 OR ENG107   (3)*
    AND ENG102 OR ENG108   (3)*

16. Literacy and Critical Inquiry [L]- COM225 Public Speaking   3

17. 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 any other [MA] designated course for which college algebra is a pre-requisite.

(Note that MAT256, MAT257, MAT182, and MAT206 are excluded)

Requirements	Credits

18. Computer/Statistics/Quantitative Applications [CS]   3
BPC110 Computer Usage and Applications OR
CIS105 Survey of Computer Information Systems

19. Humanities, Arts and Design [HU]   6
Note that some of these courses also have Awareness
Areas designations (see section 2 below) and can be used
to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC
designations are subject to change. See AGEC matrix for
each course's value(s) in the semester it is taken.)

    1) Select one of the following ARH, DAH, MHL or   (3)
    THE courses:
    ARH100 Introduction to Art OR
    ARH101 Prehistoric through Gothic Art OR
    ARH102 Renaissance through Contemporary Art OR
    DAH100 Introduction to Dance OR
    DAH201 World Dance Studies OR
    DAH250 Dance in Popular Culture OR
    MHL140 Survey of Music History OR
    MHL145 American Jazz and Popular Music OR
    MHL146 Survey of Broadway Musicals OR
    MHL153 Rock Music and Culture OR
    THE111 Introduction to Theatre OR
    THE220 Modern Drama
    AND

    2) Select one of the following EDU, ENH or HUM courses: (3)
    EDU/ENH291 Children's Literature (Recommended) OR
    ENH110 Introduction to Literature OR
    ENH241 American Literature Before 1860 OR
    ENH242 American Literature After 1860 OR
    HUM250 Ideas and Values in the Humanities OR
    HUM251 Ideas and Values in the Humanities

20. Social-Behavioral Sciences [SB}   6
Note that some of these courses also have Awareness Areas
designations (see section 2 below) and can be used to satisfy [G]
and/or [H] requirement as well as [SB]. (AGEC designations are
subject to change. See AGEC matrix for each course's value(s)
the semester it is taken.)

    1) Select one of the following US History/   (3)
    Government courses
    These courses satisfy the United States Constitution
    requirement for state teacher certification.
    HIS103 United States History to 1865 OR
    POS110 American National Government OR
    GCU/POS113 United States and Arizona Social Studies

Requirements	Credits

AND

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

21. Natural Sciences [SQ/SG]   8
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

   (4)

 1) Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO)

   AND

 2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes: AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY   (4)

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

F. Awareness Areas   (0-3)

 1. Cultural Diversity in the United States [C]   (0)
 Met by EDU222 and EDU230 in Required Courses.

 2. Global Awareness [G] OR Historical Awareness [H]   (0-3)
 May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

IV. MCCCD Additional Requirements   0-3
As noted below, courses in this area may also be applied toward AGEC-A Core Area requirements.

C. Oral Communication   (0)
Met by COM225 in Required Courses.

D. Critical Reading   (0-3)
CRE101 [L] Critical Reading OR equivalent as indicated by
assessment

TOTAL   **60-68****

*NOTE: State certification requirements include courses on the constitutions of US and Arizona. Taking
GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110
for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both
constitutions. POS220 meets state certification requirements for both constitutions but does not
meet [SB].

****64 semester credits is the maximum accepted toward most degree programs at Arizona's public
universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

FINE ARTS (AAFA) DEGREE – ART

Description
The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a
minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA
vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree)
Search at https://curriculum.maricopa.edu/ for credit minimums for individual degree programs by
emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the
degree. The AA-FA degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Arts, Fine Arts degree includes the following components:
XI. Program Prerequisites (if applicable)
XII. Required Courses
XIII. Restricted Electives
XIV. Arizona General Education Curriculum for Arts (AGEC-A)
XV. MCCCD Additional Requirements (Oral Communication and Critical Reading)
XVI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year
colleges and universities. In general, the components of the degree meet requirements for majors in the
Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs
such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

Degree Requirements
The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on maricopa.edu and on each MCCCD college's website.

Requirements	Credits
I. Program Prerequisites. Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for specific courses and credit minimums by emphasis.	Number varies
II. Required Courses Required (major-specific) courses for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for specific courses and credit minimums by emphasis.	Number varies
III. Restricted Electives Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for specific courses and credit minimums by emphasis.	Number varies

IV. Arizona General Education Curriculum--Arts (AGEC-A)   up to 44
The AGEC-A requires a minimum of 35 credits (32 if FYC
is met by single transfer course)*, however, prerequisite/
required/restricted elective courses may also meet AGEC-A
requirements and credits count once toward the total for
the degree. Therefore, the AGEC-A may be met with fewer
than 35 credits (fewer than 32 if FYC is met by single transfer
course)* as long as all requirements listed in this section (IV)
are completed

G. Core Areas
Courses required to meet Core Areas vary by emphasis
(Art, Dance, Music, Musical Theatre, Theatre). Refer to the
Program (Degree) Search at https://curriculum.maricopa.
edu/ for specific course requirements.

Some courses may be met by Required Courses or
Restricted Electives. Some of these courses also have
Awareness Area designations and can be used to satisfy
[C], [G] and/or [H] requirement(s) as well as their respective
Core Area, Required Course(s) or Restricted Elective(s). AGEC
designations are subject to change. Courses may meet more
than one requirement but are only counted once toward
the total credits for the degree.See AGEC matrix for each
course's value(s) in the semester it is taken.

22. First-Year Composition [FYC]   6*
ENG101 OR ENG107   (3)*
AND ENG102 OR ENG108   (3)*

23. Literacy and Critical Inquiry [L]   3

24. 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.

25. Computer/Statistics/Quantitative Applications [CS]   3

26. Humanities, Arts and Design [HU]   6

27. Social-Behavioral Sciences [SB]   6
Students are encouraged to choose course work from more
than one discipline.

28. Natural Sciences [SQ/SG}   8
The lecture courses selected for Natural Sciences must
include or be accompanied by the corresponding laboratory
courses for a total of four credits each. Credits for lecture
and lab components may be combined or each may carry
separate credit. At least four credits must be designated as
SQ-Science Quantitative. Eight credits of SG-Science General
will not satisfy this requirement.

B. Awareness Areas   0-6
Some courses may be used to satisfy both a Core Area and
one or more Awareness Area(s). (See AGEC matrix for current
course values.)

   5. Cultural Diversity in the United States [C]   (0-3)

   6. Global Awareness [G] OR Historical Awareness [H]   (0-3)

V. MCCCD Additional Requirements   0-6
As noted below, courses in this area may also be applied
toward AGEC-A Core Area requirements.

E. Oral Communication   (0-3)
Refer to emphasis area (Art, Dance, Music, Musical Theatre,
Theatre) for specific COM course required from the following:
COM100 [SB] Introduction to Human Communication OR
COM110 [SB] Interpersonal Communication OR
COM225 [L] Public Speaking OR
COM230 [SB] Small Group Communication (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits)

F. 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: https://aztransfer.com/, https://www.maricopa.edu/degrees-certificates/transfer/pathways-partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

MINIMUM TOTAL CREDITS REQUIRED*

AAFA, Emphasis in Art	60
AAFA, Emphasis in Dance	62
AAFA, Emphasis in Music	64
AAFA, Emphasis in Musical Theatre	65
AAFA, Emphasis in Theatre	60

*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 pathwa

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 for vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 is required to earn the degree. The AS degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

The Associate in Science degree includes the following components:
XVII. Program Prerequisites (if applicable, for versions with an emphasis only)
XVIII. Required Courses (for versions with an emphasis only)
XIX. Restricted Electives (for versions with an emphasis only)
XX. Arizona General Education Curriculum for Science (AGEC-S)
XXI.MCCCD Additional Requirements (Oral Communication and Critical Reading)
XXII.General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Science (AS) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of his/her Associate in Science degree.

Special Academic Policies that Govern the Associate in Science Degree
• The AGEC-S does not require a course with [CS] Computer/Statistics designation.
• Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

Degree Requirements
The requirements for the Associate in Science follow. All versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-S and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on each MCCCD college's website.

Requirements	Credits
I. Program Prerequisites Program prerequisites for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for specific courses and credit minimums by emphasis.	Number varies
II. Required Courses Required (major-specific) courses for the Associate in Science degree vary by specific emphasis, and are not required for theversion of the degree without a specific emphasis. Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/for specific courses and credit minimums by emphasis.	Number varies

III. Restricted Electives   Number varies

Restricted electives for the Associate in Science degree vary
by specific emphasis, and are not required for version of the
degree without a specific emphasis. Refer to the Program
(Degree) Search at https://curriculum.maricopa.edu/ for
specific courses and credit minimums by emphasis.

IV. Arizona General Education Curriculum—Science   up to 56
(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.

H. Core Areas

Some courses may be met by Required Courses or
Restricted Electives. Some of these courses also have
Awareness Areas designations and can be used to satisfy
[C], [G] and/or [H] requirement(s) as well as their respective
Core Area, Required Course(s) or Restricted Elective(s). AGEC
designations are subject to change. Courses may meet more
than one requirement but are only counted once toward
the total credits for the degree.See AGEC matrix for each
course's value(s) in the semester it is taken

29. First-Year Composition [FYC]   6*
ENG101 OR ENG107   (3)*
AND ENG102 OR ENG108   (3)*

30. Literacy and Critical Inquiry [L]   0-3 (0 only if shared with
Students are strongly encouraged to choose an [L] course   HU os SB)
that also has [HU] or [SB] designation or to use CRE101   3-6
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.)

31. Mathematical Applications [MA]   4-5
Requires the first semester of calculus courses designed for
scientists and engineers (MAT220 or MAT221) or any other
[MA] designated course for which Calculus I is
a pre-requisite.

32. Humanities, Arts and Design [HU]   6
For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

33. Social-Behavioral Sciences [SB]   6
For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.)

34. Natural Sciences [SQ/SG]   8
Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or
CHM150AA or CHM151AA General Chemistry I
AND
[CHM152 & CHM152LL] or CHM152AA General Chemistry II
OR
PHY115 or PHY121 University Physics I
AND
PHY116 or PHY131 University Physics II
OR
BIO181 or BIO181XT General Biology (Majors) I
AND
BIO182 or BIO182XT General Biology (Majors) II

35. 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)

I. Awareness Areas   0-6
Some courses may be used to satisfy both a Core Area and
one or more Awareness Area(s). (See AGEC matrix for current
course values.)

7. Cultural Diversity in the United States [C]   (0-3)

8. Global Awareness [G] OR Historical Awareness [H].   (0-3)

V. MCCCD Additional Requirements   0-6
As noted below, courses in this area may be used to satisfy
both an MCCCD requirement and an AGEC-S Core Area
requirement.

G.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)

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

VI. General Electives   0-28
Select courses 100-level or higher if needed to complete a
minimum of 60 semester credits but no more than a total of
64 semester credits, which is the maximum number of credits
accepted toward most degree programs at Arizona's public
universities. Ideally, students should select courses that meet
requirements for their major/area of interest and transfer
institution. See General Associate Degree Academic Policies
for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as
Maricopa equivalents, departmental electives (e.g., HISELC
for a history elective), or general electives (GENELC) that
are numbered 100 level or higher, and completed with a
grade of "C" or higher, may be applied in the elective area,
regardless of potential transferability to other institutions. It
is recommended, however, that students planning to transfer
to a baccalaureate-granting institution meet these general
elective requirements with courses that are transferable and
applicable to their intended university degree.

Transfer and major guides are accessible on the following websites: https://aztransfer.com/, maricopa.edu/transfer/partners, as well as those of individual universities.
For appropriate course selection, students should consult with an academic advisor.

TOTAL   **60-64***

* 64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

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:
XXIII. Required Courses
XXIV. Restricted Electives
XXV. Arizona General Education Curriculum for Business (AGEC-B)
XXVI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree
The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-GR Degree
• The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)

• A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-72 semester credits required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

Requirements	Credits
I. Required Courses	21-25
Accounting	(6-9)

ACC111 Accounting Principles AND
ACC230 Uses of Accounting Information I AND
ACC240 Uses of Accounting Information II
OR
ACC211 Financial Accounting AND
ACC212 Managerial Accounting
OR
ACC111 Accounting Principles I AND
ACC112 Accounting Principles II AND
ACC212 Managerial Accounting

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

ECN211 [SB] Macroeconomic Principles	(3)
ECN212 [SB] Microeconomic Principles	(3)
GBS205 Legal, Ethical, and Regulatory Issues in Business	(3)
GBS221 Business Statistics	(3)
Quantitative Methods	(3-4)

   GBS220 Quantitative Methods in Business OR
   MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218

II. Restricted Electives	0-6

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

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

III. Arizona General Education Curriculum- Business (AGEC-B)   up 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.

J. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

	6*
36. First-Year Composition [FYC]	(3)*
ENG101 OR ENG107 AND	(3)*
ENG102 OR ENG108	
	3
37. Literacy and Critical Inquiry [L]	
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)	
	(3-5)
38. Mathematical Applications [MA]	(3)
MAT212 Brief Calculus OR	(4)
MAT213 Brief Calculus OR	(3-5)
Higher [MA] designated course	

39. Computer/Statistics/Quantitative Applications [CS]   3
CIS105 Survey of Computer Information Systems

40. Humanities, Arts and Design [HU]   6
Students are encouraged to choose course work from more than one discipline.

41. Social-Behavioral Sciences [SB]   0
Met by Required Courses ECN211 AND ECN212

42 .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.

K. Awareness Areas   0-6
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)

9. Cultural Diversity in the United States [C]   (0-3)

10. Global Awareness [G] OR Historical Awareness [H]   (0-3)

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

IV. General Electives   0-12
Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. 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, https://curriculum.maricopa.edu/, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL   **62-72***

*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

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:
XXVII. Required Courses
XXVIII. Arizona General Education Curriculum for Business (AGEC-B)
XXIX. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business' Computer Information Systems majors at Arizona's public universities.. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-SR Degree

• The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
• A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

Degree Requirements

The 62-71 semester credits required for the Associate in Business Special Requirements follow.
The following websites identify the courses that apply to the different General Education Core and Awareness Areas:

AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

Requirements	Credits
I. Required Courses	27-31
Accounting	(6-9)
ACC111 Accounting Principles AND	
ACC230 Uses of Accounting Information I AND	
ACC240 Uses of Accounting Information II	
OR	
ACC211 Financial Accounting AND	
ACC212 Managerial Accounting	
OR	
ACC111 Accounting Principles I AND	
ACC112 Accounting Principles II AND	
ACC212 Managerial Accounting	

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

ECN211 [SB] Macroeconomic Principles	(3)
ECN212 [SB] Microeconomic Principles	(3)
GBS205 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)

BS220 Quantitative Methods in Business OR
MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to attend ASU W. P. Carey School of Business will be required to take MAT217 or MAT218

II. Arizona General Education Curriculum- Business (AGEC-B)   29-37*

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (II) are completed.

L. Core Areas

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

1. First-Year Composition [FYC]   6*
| ENG101 OR ENG107 AND | (3)* |
| ENG102 OR ENG108 | (3)* |

2 . Literacy and Critical Inquiry [L]   3
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)

3. Mathematical Applications [MA]   (3-5)
MAT212 Brief Calculus OR	(3)
MAT213 Brief Calculus OR	(4)
Higher [MA] designated course	(3-5)

4. Computer/Statistics/Quantitative Applications [CS]   3
CIS105 Survey of Computer Information Systems

5. Humanities, Arts and Design [HU]   6
Students are encouraged to choose course work from more
than one discipline.

6. Social-Behavioral Sciences [SB]   0
Met by Required Courses ECN211 AND ECN212

7. Natural Sciences [SQ/SG]   8
The lecture courses selected for Natural Sciences must
include or be accompanied by the corresponding laboratory
courses for a total of four credits each. Credits for lecture
and lab components may be combined or each may carry
separate credit. At least four credits must be designated as
SQ-Science Quantitative. Eight credits of SG-Science General
will not satisfy this requirement.

B. Awareness Areas   0-6
Some courses may be used to satisfy both a Core Area and
one or more Awareness Area(s). (See AGEC matrix for current
course values.)

1. Cultural Diversity in the United States [C]   (0-3)

2. Global Awareness [G] OR Historical Awareness [H]   (0-3)

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

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: https://aztransfer.com/, https://curriculum.maricopa.edu/, as well as those of individual universities.

Transfer and major guides are accessible on the following websites: https://aztransfer.com/, maricopa.edu/transfer/partners, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

TOTAL   **62-71***

*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

TOTAL CREDITS: 60-64

Description
The Maricopa County Community College District Associate in General Studies degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:
I. General Education (minimum of 38 credits)
   Core curriculum (requires a grade of "C" or better)
   Distribution courses (requires a grade of "D" or better)
II. General Electives (enough additional courses numbered 100 or above, passed with a grade of "D" or better, to bring total credits to at least 60)

Purpose of the Degree
The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to apply any course numbered 100 or above, including some that are not transferable to a state university, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor's degree, this degree may be less appropriate than other Associate degrees offered (Associate in Arts, Associate in Business, Associate in Science, and all major-specific pathway map versions of these degrees) by the Maricopa Community Colleges.

Academic Policies that Govern the Associate in General Studies Degree:
• The graduation policies within the general catalog must be satisfied.

• A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are bold print and underscored in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.

• Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.

• Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelor's degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

Summary of Degree Requirements:
Details on how to identify courses approved for each of the different categories is described following the outline.

I. MCCCD General Education	34-47*
Core Areas	12-18

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.

1. First-Year Composition	6*
ENG101 OR ENG107 AND	1
ENG102 OR ENG108	3
2. Mathematics	3-6
3. Computer Usage	1
4. Oral Communication	3

    COM100 Introduction to Human Communication OR
    COM110 Interpersonal Communication OR
    COM225 Public Speaking OR
    COM230 Small Group Communication (3 credits) OR
    COM100AA & COM100AB & COM100AC (3 credits) OR
    COM110AA & COM110AB & COM110AC (3 credits)

5. Critical Reading 0-3
   Students may demonstrate proficiency through assessment.
   CRE101 Critical Reading OR
   equivalent as indicated by assessment

Distribution Areas 22-29

1. Humanities, Arts and Design
   Students are encouraged to choose course work from more
   than one discipline.

2. Social-Behavioral Sciences 6-9
   Students are encouraged to choose course work from more
   than one discipline. Social-Behavioral Sciences requirements
   may be met with 6 credits only if COM100, COM110, or
   COM230 is shared between Core and Distribution (see
   Academic Policies section on prior page). The credits
   are only counted once, but may be applied to meet Oral
   Communication and Social-Behavioral
    Science requirements.

3. Natural Sciences 7-8
   Two lecture courses and one corresponding laboratory
   course are to be selected. Credits for lecture and lab
   components may be combined or each may carry separate
   credit. For appropriate course selection students should
   consult with an academic advisor.

4. Literacy and Critical Inquiry 0-3
   Literacy requirement may be met with 0 credits only if
   CRE101 or COM225 is shared between Core and Distribution
   (see Academic Policies section on prior page). The credits
   are only counted once, but may be applied to meet [Oral
   Communication and Literacy] or [Critical Reading and
   Literacy and Critical Inquiry] requirements.

II. General Electives 13-26
Select additional courses 100-level or higher to complete a
minimum of 60 semester credits but no more than a total of 64
semester credits.

Associate in General Studies Total Credits: 60-64
All courses listed meet AGS requirements as specified. Courses
in Purple Italic Underline also meet Arizona General Education
Curriculum AGEC requirements.

Courses in bold print and underscored simultaneously count
towards a Core Area and a Distribution requirement.

Degree Requirements

GENERAL EDUCATION CORE
(16 credits - grade of "C" or better)*

First-Year Composition (6 credits)*
ENG   English [101, 107] & [102, 108] Oral Communication (3 credits)
COM   Communication 100, 100AA & 100AB & 100AC, 110, 110AA &110AB & 110AC, 225, 230

Critical Reading (3 credits)
CRE   Critical Reading 101 or Equivalent as indicated by assessment

Mathematics (3 credits)
MAT   Mathematics 112, 114, 115, 120, 121, 122, 126, 140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187, 206, 212, 213, 217, 218, 220, 221, 225, 227, 230, 231, 240, 241, 256, 257, 261, 262, 276, 277, Equivalent course/ Satisfactory completion of a higher level Mathematics course.

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

ACC   Accounting 115
ADA   Advertising Arts 169, 175, 177, 183, 283, 283AA, 289
AJS   Administration of Justice Studies 205
AMS   Automated Manufacturing System 150
ARC   Architecture 243, 244, 245
ART   Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289
BIO   Biology 283
BPC   Business-Personal Computers Any BPC Course(s), including 110
CIS   Computer Information Systems Any CIS Course(s), including 105, 162AB, 162AD, 163AA (and except 159, 162AC, 217AM, 259,)
CSC   Computer Science Any CSC Course(s), including 100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283 (and except 200, 200AA, 200AB, 210, 210AA, 210AB)

CTR   Court Reporting 101, 102
DFT   Drafting Technology 105AA**, 251, 254AA, 256AA
           **Must be taken with CSC100AA or AB to meet AGEC value

ECH   Early Childhood Education 238
EEE   Electrical Engineering 120
ELE   Electronic 131, 181, 241, 243, 245
ELT   Electronic Technology 131, 241, 243

ENG	English 100AE
FON	Food & Nutrition 100
GBS	General Business 221
GIS	Geographic Information Science 205, 211
GPH	Physical Geography 220
HRM	Hotel Restaurant Management 126
JRN	Journalism 133
LAS	Paralegal Studies 229
MAT	Mathematics 206
MET	Manufacturing Technology 264
MTC	Music Theory/Composition 180 , 191
NET	Networking Technology 181
OAS	Office Automation Systems 111AA/111AB/113/119/130DK
PSY	Psychology 230
SBS	Small Business 211
SWU	Social Work 225
TVL	Travel Agent Technology 203
VPT	Video Production Technology 106

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

Humanities, Arts and Design (9 credits)
Students are encouraged to choose courses from more than one discipline.

AHU	Arabic Humanities 245
AIS	American Indian Studies 213
AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s), including 100, 101, 102,109, 110, 112, 115, 118, 145, 201, 203, 204, 217, 216, 240, 250
ART	Art 131
ASB	Anthropology 211, 214, 220, 222, 223, 253
CCS	Chicana and Chicano Studies 101
COM	Communication 241
CON	Construction 101(formerly CNS101)
DAH	Dance Humanities 100, 101, 201, 250, 255
EDU	Education 291, 292, 294
ENG	English 200, 213, 218
ENH	English Humanities Any ENH Course(s), including 110, 111, 112, 113, 114, 117, 130, 140AA, 190, 201,202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251, 252, 253, 254, 255, 256, 259, 260, 275, 277, 277AA-AK, 280, 284, 285, 291, 294, 295 (and except 250)
FRE	French 265
GST	Game Studies 202
HCR	Health Care Related 210
HIS	History 101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252, 253, 254, 252, 275
HON	Honors 190

HUM   Humanities Any HUM course(s), including 100, 101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292, 295 (and except 120, 225)
INT   Interior Design 115, 120
LAT   Latin 201, 202
MHL   Music: History/Literature 140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295
PHI   Philosophy Any PHI Course(s), including 101, 102, 103, 104, 105, 106, 113, 201, 212, 213, 214, 215, 233AC, 216, 218, 224, 233AA, 233AB, 234AC, 244, 245, 250, 251, 282AA-AC
REL   Religious Studies Any REL Course(s), 100, 101, 151, 200, 202, 203, 205, 206, 207, 210, 211, 212, 213, 214, 218, 223, 225, 230, 240, 244, 245, 248, 250, 251, 270, 271, 277, 292, 294, 295, 282AA-AC, 290, 291
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
TCM   Telecommunications 107
TEC   Textiles and Clothing 105
THE   Theater 111, 220
THF   Theatre and Film 205, 206, 210
THP   Theater/Performance/Production 241
WST   Women's Studies 209, 284, 285, 290

Social-Behavioral Sciences (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 meet Oral Communication and Social-Behavioral Science requirements.

AFR   African American Studies 202, 203, 204
AIS   American Indian Studies 101, 140, 141,160
AJS   Administration of Justice Studies 101, 119, 200, 225, 258, 259, 270
ASB   Anthropology 100, 102, 202, 211, 222, 223, 226, 230, 235, 252
ASM   Anthropology 104/275
BHS   Behavioral Health Services Technology 150
CCS   Chicana and Chicano Studies 202
CFS   Child/Family Studies 112, 157, 159, 176, 205, 235, 259
COM   Communication 100, 100AA&100AB&100AC, 110, 110AA&110AB&110AC, 163, 230, 250, 263
ECH   Early Childhood Education 176
ECN   Economics 160, 211, 212, 213, 250
EDU   Education 221, 222
EED   Early Education 200, 205, 222
EMT   Emergency Medical Technology 258
ENG   English 213
FOR   Forensic Science 275
FSC   Fire Science Technology 258
GCU   Cultural Geography 102, 113, 121, 122, 141, 221
HES   Health Science 100

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

Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164, 260
ASB	Anthropology 231
ASM	Anthropology 104, 265, 275
AST	Astronomy 101, 106, 111, 112
BIO	Biology 100, 101, 102, 105, 107, 108, 109, 111, 145, 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, 156, 156XT, 160, 181, 181XT, 182, 182XT, 201, 201XT, 202, 205, 241, 245
CHM	Chemistry 107&107LL, 130&130LL, 130AA, 150&151LL,150AA, 151&151LL, 151AA, 152&152LL, 152AA, 154&154LL, 230&230LL
CON	Construction 106 (formerly CNS106)
ENV	Environmental Sciences 101
FON	Food and Nutrition 241&241LL
FOR	Forensic Science 105, 106, 275
GLG	Geology 101&103, 101IN, 102&104, 102IN, 105, 106, 110&111, 110IN, 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH	Physical Geography 111&112, 113, 211, 212&214, 213&215
PHS	Physical Science 110, 120
PHY	Physics 101, 101AA, 111, 111AA, 112, 115, 116, 121, 131
PSY	Psychology 275, 290AB, 290AC

Literacy and Critical Inquiry (0-3 credits)
Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS   American Indian Studies 203, 213
CO   MCommunication 222, 225, 241
CPD   Counseling and Personal Development 160
CRE   Critical Reading 101, 201
CUL   Culinary Arts 223
DAH   Dance Humanities 255
EDU   Education 282AC
ENG   English 111, 200, 215, 216, 217, 218
ENH   English Humanities 241, 254, 255
EXS   Exercise Science 290
GBS   General Business 233
GPH   Physical Geography 267
HUM   Humanities 225, 250, 251
IFS   Information Studies 201
JRN   Journalism 201, 215, 234
MCO   Mass Communications 220
MHL   Music: History/Literature 204
PHI   Philosophy 103, 106, 218, 224, 244
POS   Political Science 115
PSY   Psychology 290AB, 290AC
REL   Religious Studies 203, 205, 207, 244
SLC   Studies in Language & Culture 202
THE   Theatre 220
THP   Theatre Performance/Production 241

Elective Courses (15-22 credits) May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE 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.

Purpose of the Degree
The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can be searched alphabetically or by field of interest. Requirements for each degree can be found on the linked webpages and in the corresponding college(s)'s catalog.

Academic Policies that Govern the AAS degree:

• Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

• All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;

• Follows the graduation policies within the general catalog;

• Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.

• Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree (The exception is the Nursing program. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing).
The minimum of six credit hours in the degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

• Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;

• Accepts one of the courses that is cross-referenced with other courses

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/
240/241/256/257/261/262/276/277/equivalent course/
Satisfactory completion of a higher level mathematics course

GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

Humanities, Arts and Design (2-3 credits)
AHU   Arabic Humanities 245
AIS   American Indian Studies 213
AJS   Administration of Justice Studies 123
ARH   Art Humanities Any ARH Course(s)
ART   Art 131
ASB   Anthropology 211/214/220/222/223/253
CCS   Chicana and Chicano Studies 101
COM   Communication 241
CON   Construction 101 (formerly CNS 101)
DAH   Dance Humanities 100/101/201/250/255
EDU   Education 291/292/294
ENG   English 200/213/218
ENH   English Humanities Any ENH Course(s) (except 250)
FRE   French 265
GST   Game Studies 202
HCR   Health Care Related 210
HIS   History 101/102/103/108/110/111/113/114/203/212/251/252/275
HON   Honors 190
HUM   Humanities Any HUM course(s) (except 120, 225)
INT   Interior Design 115/120
LAT   Latin 201/202
MHL   Music: History/Literature 140/143/145/146/153/155/194/204/241/242/295
PHI   Philosophy Any PHI Course(s)
REL   Religious Studies Any REL Course(s)
SLC   Studies in Language & Culture 201/202
SPA   Spanish 241/242/265/266
SPH   Spanish Humanities 241, 245
SSH   Sustainability/Social Sciences and Humanities 111
STO   Storytelling 292/294
SWU   Social Work 183
TCM   Telecommunications 107
TEC   Textiles and Clothing 105
THE   Theatre 111/220
THF   Theatre and Film 205/206/210
THP   Theatre Performance/Production 241
WST   Women's Studies 209/284/285/290

Social-Behavioral Sciences (3 credits)

AFR   African American Studies 202/203/204
AIS   American Indian Studies 101/140/141/160
AJS   Administration of Justice Studies 101/200/225/258/259/270
ASB   Anthropology 100/102/202/211/222/223/226/230/235/252
ASM   Anthropology 104/275
BHS   Behavioral Health Services Technology 150
CCS   Chicana and Chicano Studies 202
CFS   Child/Family Studies 112/157/159/176/205/235/259
COM   Communications 100/100AA&100AB&100AC/110/110AA&110AB & 110AC/ 163/230/250/263
ECH   Early Childhood Education 176
ECN   Economics Any ECN course(s)
EDU   Education 221/222
EED   Early Education 200/205/222
EMT   Emergency Medical Technology 258
ENG   English 213
FOR   Forensic Science 275
FSC   Fire Science 258
GCU   Cultural Geography 102/113/121/122/141/221
HES   Health Science 100
HIS   History Any HIS course(s) (except 111,170, 251, 252, 253, 254)
HON   Honors 201
IBS   International Business 109
IFS   Information Studies 201, 210
MCO   Mass Communications 120
MGT   Management 229/230
PAD   Public Administration 200
POS   Political Science Any POS course(s)
PSY   Psychology 101/123/132/156/157/215/218/225/235/240/241/243/250/260/266/277/280/292
REC   Recreation 120
SBU   Society and Business 200
SLC   Studies in Language & Culture 201
SOC   Sociology Any SOC course(s) (except 143, 245, 253, 265)
SSH   Sustainability/Social Sciences and Humanities 111
SUS   Sustainability/Natural Sciences 110
SWU   Social Work 171/182/250/258/295
TEC   Textiles and Clothing 105
WED   Wellness Education 110
WST   Women's Studies 100/161
YAQ   Yaqui Indian History and Culture 100

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.
AGSAgricultural Science 164, 260

ASB   Anthropology (Soc/Behv. Science) 231
ASM   Anthropology (Science/Math) 104/265/275
AST   Astronomy 101/106/111/112
BIO   Biology 100/101/102/105/107/108/109/111/145/149AN/156/156XT/160/181/181XT/182/182XT/201/
           201XT/202/205/241/245
CHM   Chemistry 107&107LL/130&130LL/130AA/150AA/150&151LL/151AA/151&151LL/152AA/152&152LL/1
           54&154LL/230&230LL
CON   Construction 106 (formerly CNS106)
ENV   Environmental Sciences 101
FON   Food and Nutrition 241&241LL
FOR   Forensic Science 105/106/275
GLG   Geology Any GLG course(s)
GPH   Physical Geography 111&112/113/211/212&214/213&215
PHS   Physical Science 110/120
PHY   Physics 101/101AA/111/111AA/112/115/116/ 121/131
PSY   Psychology 275/290AB/290AC

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 specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See AGEC matrix for current course values.)

Academic Policies that Govern the Academic Certificate:

• Although, the program of study for an Academic Certificate (AC) does not have a mandated minimum
  number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100
  and above;
• Requires a cumulative GPA of 2.0 or better in required courses for completion;
• Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;
• Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's
  Literature) covers identical content and its credits can only be counted once toward certificate requirements;
• Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC
  is not to align with any specific university major. There is no presumption of block transfer to another college
  or university;
• May have admission criteria established by the college if and when appropriate;
• Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their
  affiliated college(s) see the CCTA web site (https://curriculum.maricopa.edu/).

Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program
Allied Health or Nursing Assumption of Risk/Release of Liability
Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

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

MCCCD Required Background Checks
Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners. The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students. Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification
3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases Catalog Common Pages 2020-2021 Updated 7/6/20 104
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:
1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
   A. Violent crimes
   B. Sex crime of any kind including non-consensual sexual crimes and sexual assault
   C. Murder, attempted murder
   D. Abduction
   E. Assault
   F. Robbery
   G. Arson
   H. Extortion
   I. Burglary
   J. Pandering
   K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
   L. Any abuse or neglect
   M. Any fraud
   N. Illegal drugs
   O. Aggravated DUI
7. Any misdemeanor controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years

EXCEPTIONS: Any misdemeanor traffic (DUI is not considered traffic).
The information that MCCCD uses for the "pass/fail" background check is subject to change at any time without notice.

MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

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

Additional Clinical Agency Background Check
Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check.

A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCD supplemental background check. Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

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

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

No Guarantee of Receipt of Licensure/Certificate
Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.
AMENDED by Direct Chancellor Approval, June 1, 2017

CATALOG UNDER WHICH A STUDENT GRADUATES

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

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

EXAMPLE A:
Admitted & Earned Course Credit at a Public Community
College or University   Fall 2018   (Active)
Continued at a Public Community College   Spring 2019, Fall 2019   (Active)
Transferred to a University   Spring 2020   (2018 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University	Fall 2018	(Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring 2019	(Inactive)
Enrolled in Audit Courses Only	Fall 2019	(Inactive)
Nonattendance	Spring 2020	(Inactive)
Transferred to a University	Fall 2020	(2020 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:

Admitted & Earned Course Credit at a Public Community College or University	Fall 2018	(Active)
Nonattendance	Spring 2019, Fall 2019, Spring 2020	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall 2020	(Active)
Transferred to a University	Spring 2021	(2020 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University	Fall 2018	(Active)
Nonattendance	Spring 2019	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer 2019	(Active)
Nonattendance	Fall 2019, Spring 2020	(Inactive)
Transferred to a University	Fall 2020	(2018 or Any Subsequent Catalog)

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

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

EXAMPLE:

Admitted & Earned Course Credit at a Public Community College or University	Summer 2018	(Active)
Continued at a Public Community College	Fall 2018, Spring 2019	(Active)
Nonattendance	Fall 2019	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring 2020	(Active)
Transferred to a University	Summer 2020	(2018 or Any Subsequent Catalog)

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

NOTE: Time Limit for Transfer Coursework

Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

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GENERAL GRADUATION REQUIREMENTS

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with no fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts, Associate in Science, Associate in Arts, Elementary Education, and Associate in General Studies degrees, and 62 semester credits for the Associate in Business-General Requirements and Associate in Business-Special Requirements degrees. Minimum semester credits for completion of Associate in Arts, Associate in Science, and Associate in Arts, Fine Arts degrees with emphasis areas vary by emphasis, with none requiring fewer than 60 credits. Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for credit minimums by emphasis. Minimum semester credits for completion of Associate in Applied Science degrees vary by specific career program, with none requiring fewer than 60 credits. For specific certificate programs, be credited with no fewer than the minimum total of credit units required for the certificate program.

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

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula must be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula must be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. (The exception is the Nursing program; Nursing students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.) Courses from the General Education Core and Distribution areas are excluded. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.

4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

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

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

8. Have paid graduation ceremony fee, if participating in ceremony. See fee schedule for charges.
   See Graduation with Honors for information on honors designation.

CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, which are conferred on students who have completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Arts, Elementary Education; (6) Associate in Arts, Fine Arts; (7) Associate in Business-General Requirements; (8) Associate in Business-Special Requirements; (9) Associate in Science; (10) Associate in Applied Science (Career Program Specified); (11) Associate in General Studies.

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

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

LICENSURE DISCLAIMER

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

MCCCD General Education Statement
The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

• Build self-awareness, self-respect, and self-confidence
• Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
• Consider the local, global, and environmental impacts of personal, professional, and social decisions
   and actions
• Access, evaluate, analyze, synthesize, and use information wisely
• Communicate effectively personally, socially, and professionally
• Think critically, make informed decisions, solve problems, and implement decisions
• Consider the ethical implications of their choices
• Value the learning process throughout their lives
• Integrate and connect ideas and events in a historical perspective, and see relationships among the past,
   the present, and the future
• Develop a personal sense of aesthetics
• Use technological resources appropriately and productively
• Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

• Communication
• Arts and Humanities

• Numeracy
• Scientific Inquiry in the Natural and Social Sciences
• Information Literacy
• Problem-Solving and Critical Thinking
• Cultural Diversity

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

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

The following academic policies govern the associate degrees designed for university transfer:
Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). **Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.**

• The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
• Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at https://curriculum.maricopa.edu/ for credit minimums for individual degree programs.
• Credits completed toward these minimums must be in courses numbered 100 or above with a grade of "C" or better.   These credits must include a minimum of 35* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD's Additional Requirements.
• Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at https://curriculum.maricopa.edu/.

General Education Requirements:

• The AGEC requirements include a designated number of courses approved for each of the following areas:

    o Core
    • First Year Composition [FYC],
    • Mathematical Applications [MA], Computer/Statistics/Quantitative Applications [CS] (CS not required for Associate in Science),
    • Literacy and Critical Inquiry [L],
    • Humanities, Arts and Design [HU],
    • Social-Behavioral Sciences [SB], and
    • Natural Sciences (Science Quantitative [SQ], Science General [SG]).

    o Awareness Areas
    • Cultural Diversity in the U.S. [C]
    • Global [G] or Historical [H] Awareness

- Note that there are three different AGECs each aligning with a different subset of associate Degrees--AGEC-A for the AA, AAEE, and AAFA degrees, AGEC-B for the ABUS-GR and ABUS-SR degrees, and AGEC-S for the AS degree. For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward a Core Area, one or more Awareness Areas, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of the AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science (AS) degree, a single course cannot be used to satisfy more than one AGEC Core Area.
- The AGEC-A and AGEC-B require a minimum of 35 credits* and the AGEC-S requires a minimum of 36 credits*, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Coursework beyond General Education:

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCD Additional Requirements required for Associate in Arts and Associate in Science degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- General Electives may need to be selected to meet the minimum total credits required for the degree. All courses numbered 100-or-higher may be applied as General Electives. Students are encouraged to select courses that align with their goals.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: https://aztransfer.com/, https://curriculum.maricopa.edu/, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements..

Transfer Credit from Institutions Outside of MCCCD:

• Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better.
• External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
• Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
• The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
• Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
• Credit awarded at a Maricopa Community College for prior learning is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

Completion and Transfer:

• Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
• While MCCCD's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at https://aztransfer.com/ and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

COMMON PAGES OF CATALOG

Catalog Common Pages 2020-2021
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2.2.2 Admission Information AMENDED through the Administrative Regulation Process, June 30, 2020; 2.2.4 Transfer Credit and Prior Learning Assessment Policy AMENDED through the Administrative Regulation Process, June 30, 2020; 2.3.3 Grading AMENDED through the Administrative Regulation Process, June 30, 2020; S-1 Residency for Tuition Purposes AMENDED through the Administrative Regulation Process, June 30, 2020

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site: **https://district.maricopa.edu/regulations**

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

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

2.4.2 Nondiscrimination (see 5 .1.1 Maricopa EEO Policy)
It is the policy of the Maricopa County Community College District (MCCCD), (consisting of Chandler-Gilbert Community C ollege, the District Office, Estrella Mountain Community College, GateWay Community College, GateWay Community College - Central City, Glendale Community College, Mesa Community College, Paradise Valley Community C ollege, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community C ollege, and all affiliated locations) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.

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

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

4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.

5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

AMENDED by Direct Approval by the Chancellor, April 8, 2020
AMENDED per Administrative Regulation 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 (MCCCD) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.

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

AMENDED by Direct Approval by the Chancellor, April 8, 2020
AMENDED per Administrative Regulation 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 (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified.

MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, MCCCD agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator (see 5 .1.7 Notice of Americans with Disabilities Act (ADA)/Section 5004 of the Rehabilitation Act/Title IX Coordinator)

Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

EMPLOYEES
The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.
College ADA Coordinators (Credentials are needed to enter secure site.)

STUDENTS
The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:
• ADA/504/Title IX Coordinator
• Address
• Phone #
• Email address
Additionally, each college/center must publish electronically or in print the above information in student handbooks and catalogs.

The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Tiitle IX Coordinators A DA/504 Managers
AMENDED per Administrative Regulation 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.

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.

Outcomes Assessment
The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

2.2.1 Admission Policy
Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications
1. Admission of Regular Students
Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.

B. Has a high school certificate of equivalency.
C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
D. Is a transfer student in good standing from another college or university.

Admission of Students Under 18 Years of Age

E. 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.

F. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.

G. Home schooled students are exempt from this sub-section.

H. 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.

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.

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.

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.

I. Admission to Academic Programs
Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records Office/Office of Student Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

J. Admission to an Intensive English Program
Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

i. At least six years of English language instruction as shown by the applicant's school transcript(s);
ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
iii. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

K. 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)
Total	**$20,350 (5)**

L. 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.

M. 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 Chancellor Approval, June 4, 2019
AMENDED through the Administrative Regulation 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.

Student Status
A. Freshman - A student who has completed fewer than 30 credit hours 100-level courses and above.
B. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
C. Unclassified - A student who has an associate degree or higher.

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.

Residency for Tuition Purposes (See A ppendix S-1)
All students are classified for tuition purposes under one of the following residency classifications:
D. Maricopa County resident
E. Out-of-County resident
F. Out-of-State resident (including F-1 non-immigrant students and students on other non-immigrant visas)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

A. Implementation

i.   An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.

ii. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.

iii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.

iv. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

B. Definitions

i.   "Armed forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the armed forces of the United States.

ii.   "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part- time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

iii. "Maricopa County resident" means an individual who lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCD Academic Calendar posted online at ACADEMIC CALENDARS) and who is a United States citizen or in a lawful status. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.

iv.   "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.

v.   "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

vi.   "Full-time student" means one who registers for at least twelve (12) credit hours per semester.

vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.

viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency
i. In-State Student Status
1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
   a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
   b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
   c. The person is an employee of a school District in this state and is under contract to teach on a full- time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in- state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.
   d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the 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 veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H: h. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

Students are required to submit the following
1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits

2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran

3. Students must also provide at least one of the following:
    A. Registration to vote in this state.
    B. An Arizona driver license.
    C. Arizona motor vehicle registration.
    D. Employment history in Arizona.
    E. Transfer of major banking services in Arizona.
    F. Change of permanent address on all pertinent records.
    G. Other materials of whatever kind or source relevant to domicile or residency status.

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

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active Duty or Reserve or National Guard Status, or who has retired from Active Duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
   A. Registered to vote in this state.
   B. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
      1. An Arizona driver license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Transfer of major banking services to Arizona
      5. Change of permanent address on all pertinent records
      6. Other materials of whatever kind or source relevant to domicile or residency status

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

11. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

II. Alien In-State Student Status
1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104- 208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.

3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See Appendix S-1A):

A = Foreign Government Official or Adopted Child of a Permanent Resident
E = Treaty Traders
G = Principal Resident Representative of Recognized Foreign Member Government to International Staff
H = H1B AND H4
K = Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
L =Intracompany Transferee or Spouse or Child
N6 = NATO-6
U, T = Victim of Criminal Activity
V = Spouses and Dependent Children of Lawful Permanent Residents

4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797) confirming application for permanent resident status provided their prior visa status is one that allows the visa holder to establish domicile in the United States. Students must provide required residency documentation in addition to the (I-797) Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.

Exception: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (E.G., The student is under 23 and not emancipated), the student's residence is deemed to the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.

5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying.

III. Proving lawful presence in the United States
All applicants for instate tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS §1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at least one of the following documents:

H. An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit
I. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate and certified Abstract of Birth are not acceptable). .
J. A United States certificate of birth abroad.
K. A United States Passport.
L. A Foreign Passport with a United States Visa.
M. An I-94 Form with a Photograph.

N. 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].
O. A United States Permanent Resident Card
P. A United States Certificate of Naturalization.
Q. A United States Certification of Citizenship.
R. A Tribal Certificate of Indian Blood.
S. A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal Members*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005)**
* A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

** If you think that this may apply, please contact the Legal Services Department for assistance.

IV. Presumptions Relating to Student Status
Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:
1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

V. Proof of Residency
When a student's residency is questioned, the following proof will be required.

1. In-State Residency
a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
b. A combination of the following may be used in determining a student's domicile in Arizona:
    1. Arizona income tax return
    2. Arizona Voter registration
    3. Arizona Motor Vehicle registration
    4. Arizona Driver's license
    5. Employment history in Arizona
    6. Place of graduation from high school
    7. Source of financial support
    8. Dependency as indicated on federal income tax return
    9. Ownership of real property
    10. Notarized statement of landlord and/or employer
    11. Transfer of major banking services to Arizona
    12. Change of permanent address on all pertinent records
    13. Arizona Department of Children Services documents related to foster care placement
    14. Other relevant information

2.County Residency

A combination of the following may be used to determine a student's county residency:
  1. Notarized statements of landlord and/or employer
  2. Source of financial support
  3. Place of graduation from high school
  4. Ownership of real property
  5. Bank accounts
  6. Arizona income tax return
  7. Dependency as indicated on a Federal income tax return
  8. Other relevant information

D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (See A ppendix 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, June 30, 2020
AMENDED through the Administrative Regulation Process, November 5, 2019
MENDED by Direct Chancellor Approval, September 17, 2018
AMENDED by Direct Chancellor Approval, August 30, 2017
AMENDED by Direct Chancellor Approval, August 30, 2015
AMENDED by Direct Chancellor Approval, May 20, 2015

2.2.3 Other Admission Information

1. Veterans
By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably 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)

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.

Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of The Maricopa College you plan to attend to verify which secure websites may be valid.

It is the student's responsibility to ensure that official transcripts have been received and are complete. Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

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)

2. 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 Regulation Process, October 23, 2019
AMENDED through the Administrative Regulation Process, June 5, 2017

2.2.4 Transfer Credit and Prior Learning Assessment Policy

TRANSFER CREDIT

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

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

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

CONDITIONS OF TRANSFER CREDIT:

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

REVERSE TRANSFER OF CREDIT

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

PRIOR LEARNING ASSESSMENT (PLA)

The Maricopa Community Colleges are committed to the idea that people deserve credit for college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior Learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. PLA credit may be awarded if the following standards have been met:

• Student has been admitted to the college.
• Student has declared a pathway (certificate or degree).
• The learning is college level and verifiable.
• PLA credit may be applied toward a degree program, certificate, general education requirements, concentration, and general electives that count toward the student's elected pathway. Some restrictions may apply depending on the specific program of study.
• PLA credit may satisfy prerequisite requirements using the same policy that applies to other course equivalencies.
• All work assessed for PLA credit was earned with a grade of "C" or better.

Students may be awarded no more than 30 credit hours through Prior Learning Assessment, unless required by a specific program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from post-secondary institutions and military credit as indicated on joint service transcripts. Credit awarded for Prior Learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records/Enrollment Services Office.

PRIOR LEARNING ASSESSMENT FEE SCHEDULE

No fees are assessed by the college for the following types of Prior Learning Assessment: Transfer credit from nationally recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as Educational Credential Evaluators), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through ORGANIZATIONS AND companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (Straighterline, NOCTI, Study.Com, etc.), industry recognized credentials, Skill Center and clock hour transcripts.

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

CREDIT BY EXAM (COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS)

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

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

Maricopa recognizes the following examinations:
• Advanced Placement (AP)
• American College Testing Proficiency Examination Program (ACT-PEP)
• Cambridge International Exams (CIE), A and AS LEVEL
• College-Level Examination Program (CLEP)
• Departmental Exams (also known as "Challenge Exams")
• Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
• GED, College Ready + Scores
• International Baccalaureate (IB) Diploma/Certificate
• Pearson VUE Exams

Fees for standardized exams are the responsibility of the student.

Current list of exams and scores.

ADVANCED PLACEMENT (AP) CREDIT
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an advanced placement examination of the CEEB may receive course credit. Scores must be received directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

AMERICAN COLLEGE TESTING PROFICIENCY EXAMINATION PROGRAM
The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned to Admissions and Records/Enrollment Services.

CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL
Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Students who have taken a college level examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded.

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

DEPARTMENTAL EXAMS (ALSO KNOWN AS CHALLENGE EXAMS)

Students may apply for departmental credit by examination in certain courses by obtaining the appropriate form in the Admissions and Records Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:
• To challenge a course a second time;
• To challenge a course while currently enrolled in the course;
• To establish credit in a previously completed course; and
• To establish credit for a lower level of a course in which credit has been received.

ADDITIONALLY:
• Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
• Academic departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
• Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
• When credit is granted as outlined above, a notation of "Credit by Examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

DSST (FORMERLY DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT OR DANTES)

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

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

GED EXAMS

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit.

DISCLAIMER: TEST SCORES ARE CONTINUALLY REVIEWED AND MAY BE UPDATED AT ANY TIME.

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

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

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

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

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE
Students who present an international baccalaureate diploma/certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

CREDIT BY EVALUATION

COLLEGE CREDIT RECOMMENDATION SERVICE
ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide.* If a student has received training that appears in the guide, he or she may receive college credit if:
• Training parallels a discipline area offered through the Maricopa Community Colleges, and
• Credit meets a program requirement or is used as elective credit.

DEPARTMENTAL CREDIT BY EVALUATION
Students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records /Enrollment Services Office. The completed Credit by Evaluation form and the required fees are due to the college when the Credit by Evaluation request is submitted.

Some academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit by Evaluation. When credit is granted a notation of "Credit by Evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by Evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. Students may not request:
• To challenge a course a second time;
• To challenge a course while currently enrolled in the course;
• To establish credit in a previously completed course; and
• To establish credit for a lower level of a course in which credit has been received.

PLA AND TRANSFER DISCLAIMER
If pursuing a transfer degree (AA, ABUS, AS, AAEE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

AMENDED through the Administrative Regulation Process, June 30, 2020
AMENDED through the Administrative Regulation Process, November 5, 2019
AMENDED by Direct Chancellor Approval, August 10, 2018
AMENDED by Direct Approval by the Provost, May 8, 2018
AMENDED by Direct Chancellor Approval, June 28, 2017
AMENDED through the Administrative Regulation Process, June 5, 2017
AMENDED by Direct Chancellor Approval, January 4, 2017

2.2.6 Academic Advising, New Student Orientation, and Student Success Course

1. Academic Advising
Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCD college.

i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2. New Student Orientation
Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a College/university to complete a Bachelor's degree, will be required to attend New Student Orientation prior to the start of their first semester at a MCCCD College.

i. Recent High School students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

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

AMENDED through Direct Approval by the Chancellor, April 16, 2020
AMENDED through the Administrative Regulation Process, June 4, 2019

2.2.7 Student Assessment and Course Placement

1. Course Placement
  A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.

  B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.

  C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.

  D. Course placement will be determined utilizing the district placement options under any one of the following conditions:
    i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
    ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
    iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.

E. Students will be exempt from the course placement process if at least one of the following conditions apply:
  i.   The student has earned an associate or higher degree from a regionally accredited college.
  ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
  iii. The student has currently valid District approved course placement scores on file.
  iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

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.

F. Reading placement test scores that indicate "exempt from CRE101" do not expire.

G. 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.

H. 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.

Implementation of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:
I. All colleges shall accept the same approved course placement methods.
J. All colleges shall adhere to the same approved placement scores.
K. All colleges shall adhere to the approved limited time validity for each course placement method. for more information, go to: P LACEMENT.
L. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

AMENDED through the Administrative Regulation 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. Exceptions
   a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
   b. Exceptions are limited to
      i.   Courses requiring permission of instructor
      ii. Courses requiring auditions or try-outs
      iii. Courses for Special Populations or Cohorts
      iv. Enrollment in an alternative section of a course taught by the same instructor
      v.   Enrollment in an alternative section of a course taught by a different instructor
      vi. Course level changes
      vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
      viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
      ix. Other exceptions may be granted after faculty consultation with the student.

2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

1. Time of Payment*

   All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

2. Tuition and Fees Schedule (Effective July 1, 2018 for fall, spring and summer Sessions)* Current information can be found at https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4

   The following is a tuition and fees schedule for 2018-2019 and is provided for reference. These tuition and fees are subject to change. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See A ppendix S-4.

Amended through Direct Chancellor Approval, November 21, 2018

Appendix S-4: Tuition & Fee Schedule Student Status

2019-2020	Maricopa CountyResident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona taking online courses	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			**OUT-OF-STATE**			
Credit Hours	A	B	C*	D**	E	F***/+	G
1	85.00	110.00	TBD	215.00	205.00	215.00	127.50
2	170.00	220.00	TBD	430.00	410.00	430.00	255.00
3	255.00	330.00	TBD	645.00	615.00	645.00	382.50
4	340.00	440.00	TBD	860.00	820.00	860.00	510.00
5	425.00	550.00	TBD	1,075.00	1,025.00	1,075.00	637.50
6	510.00	660.00	TBD	1,290.00	1,230.00	1,290.00	765.00
7	595.00	770.00	TBD	1,505.00	1,435.00	1,505.00	892.50
8	680.00	880.00	TBD	1,720.00	1,640.00	1,720.00	1,020.00
9	765.00	990.00	TBD	1,935.00	1,845.00	1,935.00	1,147.50
10	850.00	1,100.00	TBD	2,150.00	2,050.00	2,150.00	1,275.00
11	935.00	1,210.00	TBD	2,365.00	2,255.00	2,365.00	1,402.50
12	1,020.00	1,320.00	TBD	2,580.00	2,460.00	2,580.00	1,530.00
13	1,105.00	1,430.00	TBD	2,795.00	2,665.00	2,795.00	1,657.50
14	1,190.00	1,540.00	TBD	3,010.00	2,870.00	3,010.00	1,785.00
15	1,275,.00	1,650.00	TBD	3,225.00	3,090.00	3,225.00	1,912.50
16	1,360.00	1,760.00	TBD	3,440.00	3,280.00	3,440.00	2,040.00
17	1,445.00	1,870.00	TBD	3,655.00	3,485.00	3,655.00	2,167.50
18	1,530.00	1,980.00	TBD	3,870.00	3,690.00	3,870.00	2,295.00

*   *Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties except Apache or Greenlee counties without an Out-of-County Residence Affidavit.*

**   *According to ARS §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.*

*** *According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.*

+   *This rate applies to out-of- state resident students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCCD and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.*

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

B. Use the Chart to Locate Tuition Charges
   Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees
   A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.

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

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

F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

G. Pay Your Fees
   Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

Skill Center Tuition Rates

Regular	$5.00 per clock hour
Nursing Assistant	$6.00 per clock hour
Practical Nursing	$6.00 per clock hour

Amended through the Administrative Regulation Process, May 5, 2017

Credit by Examination & Credit by Evaluation (excludes Allied Health courses)

Regular Rate $85.00 per credit hour
Contract Rate $42.50 per credit hour

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:

H. 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.

I. 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.

J. 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.

K. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:

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

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

Discounted Fees and Waivers

L. 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.

M. 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.

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

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

2.2.10 Refund Policy

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

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

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

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.

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

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

2. 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, January 13, 2020.
AMENDED through the Administrative Regulation 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 A ppendix S-5.

Appendix S-5: Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

• Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
• A transcript or other record received from another institution the student may have attended;
   The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
• The independent professional judgment by any official of the office of student financial aid.

How to Apply for Federal Financial Aid
New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at h ttp://www.fafsa.ed.gov/. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid
Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources. The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at **https://mcccdf.org/** or by calling 480-731-8400.

Distribution of Aid
Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following S tandards 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 A ppendix S-7 for Withdrawal procedures.

Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.

2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.

3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

Repeated Coursework and Financial Aid Enrollment Status
Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

To remain eligible for federal and state aid programs, students must meet ALL of MCCCD's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCD college, including transfer credit hours accepted by the college.

1. Definitions and Terminology Pertaining to this Policy
    A. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
    B. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.
    C. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
    D. CGPA [Cumulative Grade Point Average]: The MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
    E. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace (2/3). Students not meeting maximum timeframe 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.
    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 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 timeframe. 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:
   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 timeframe 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 Timeframe requirements.

SAP Appeal
Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted. The outcome of the appeal will depend upon:
   1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
   2. the quality of the documentation provided, and
   3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period.

Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid. Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

Regaining Eligibility
A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Transfer coursework taken at other colleges will be considered for reinstatement purposes. If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post- withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, OR
2. the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at https://district.maricopa.edu/regulations/admin-

TECHNICAL CHANGE by Legal Counsel, May 6, 2020
AMENDED through DIRECT APPROVAL by the Chancellor, May 5, 2020
AMENDED through the Administrative Regulation 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.

UNIVERSITY TRANSFER

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

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

ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES

Maricopa is a participant in the Arizona statewide transfer system. AZTRANSFER.COM is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on AZTRANSFER.COM is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University Of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. A Z Transfer Course Equivalency Guide

(U.S.) AND INTERNATIONAL INSTITUTIONS

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-Wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: Maricopa University Partner List

TIME LIMIT FOR TRANSFER COURSEWORK

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

SHARED UNIQUE NUMBERING (SUN) SYSTEM COURSE INFORMATION

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the Course Equivalency Guide on A ZTRANSFER.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 Regulation Process, June 4, 2019

2.9 Veterans Services

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

Veteran's benefits available:

• Chapter 30 - Montgomery GI Bill®
• Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
• Chapter 32 - VEAP Program
• Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
• Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
• Chapter 1606 - Montgomery GI Bill®, Selected Reserve
• Chapter 1607 - REAP Reserve Educational Assistance Program

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

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

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

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

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

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

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

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

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – C enter for Curriculum and Transfer Articulation website, located at: h ttps://curriculum.maricopa.edu/transfer- a nd-articulation

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

AMENDED through the Administrative Regulation Process, March 6, 2019
AMENDED through the Administrative Regulation Process, June 5, 2017
AMENDED through the Administrative Regulation Process, May 16, 2016

SCHOLASTIC STANDARDS

2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-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 A ppendix 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 A ppendix S-7 for Withdrawal Procedures.

Official Absences

A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

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

A 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 Regulation 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

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

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

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/ Division Chair.

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.

Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation.

However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended. Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

Credit/No Credit Courses (P/Z)

D. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).

E. 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".

F. 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.

G. 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.

H. 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.

Audit Courses

I. 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.

J. 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."

Important Deadlines for Students (See A ppendix S-12)

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

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

AMENDED through the Administrative Regulation Process, June 30, 2020
AMENDED through the Administrative Regulation Process, June 5, 2017
AMENDED through the Administrative Regulation Process, June 4, 2018

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

Continued Probation

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours.

Academic probation and continued probation are calculated at the conclusion of every term including summer.

2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the pproved 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 A ppendix S-6.

Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

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

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

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

4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

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

2.3.12 Non-Instructional Complaint Resolution Process
A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non- instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See A ppendix 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 A ppendix S-7). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

Appendix S-7: Student and Faculty Withdrawal Procedures Student Withdrawal Procedures

1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.

B. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in A ppendix 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.

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.

Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

Requests for withdrawals should be referred directly to the College of Enrollment.
AMENDED through the Administrative Regulation Process, December 12, 2018
AMENDED through the Administrative Regulation Process, February 23, 2010
AMENDED through the Administrative Regulation Process, August 18, 2008
AMENDED through the Administrative Regulation 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 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 (A R 2.2.5)

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program. Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2 .Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

   A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree.

   The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

   The same degree or certificate can only be awarded once within the Maricopa Community College District.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

6. For the Maricopa Nursing program offered at eight of the MCCCD campuses, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any MCCCD Maricopa Nursing campus and includes pre-requisites, co-requisites, and nursing blocks.

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

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

9. Have paid required degree or certificate application fee.

See fee schedule for charges.

Graduation with Honors
All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:
•3.50 to 3.69 "with distinction"
•3.70 to 3.89 "with high distinction"
•3.90 to 4.0 "with highest distinction"

Certificates/Degrees
The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

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

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

Licensure Disclaimer
Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

MCCCD General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

1. Build self-awareness, self-respect, and self-confidence
2. Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
3. Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
4. Access, evaluate, analyze, synthesize, and use information wisely
5. Communicate effectively personally, socially, and professionally
6. Think critically, make informed decisions, solve problems, and implement decisions
7. Consider the ethical implications of their choices
8. Value the learning process throughout their lives
9. Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
10. Develop a personal sense of aesthetics
11. Use technological resources appropriately and productively
12. Work cooperatively and respectfully with others to serve their communities

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

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

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

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

AMENDED by Direct Approval by the Chancellor, December 6, 2019
AMENDED through the Administrative Regulation Process, June 5, 2017

2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

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

EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '05 (Active)
Continued at a Public Community	Spring '06, Fall '06 (Active)
College Transferred to a University	Spring '07 (2005 or Any Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active) Enrolled But Earned All Ws, Zs, or Fs Spring '03 (Inactive)
Enrolled in Audit Courses Only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a University	Fall '04 (2004 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03, Fall '03, Spring '04 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall '04 (Active)
Transferred to a University	Spring '05 (2004 or Any Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall '03, Spring '04 (Inactive)
Nonattendance	Summer '03 (Active)
Transferred to a University	Fall '04 (2002 or Any Subsequent Catalog)

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

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

EXAMPLE

Admitted & Earned Course Credit at a Public Community College or University	Summer '04 (Active)
Continued at a Public Community College	Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '06 (Active)
Transferred to a University	Summer '06 (2004 or Any Subsequent Catalog)

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

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

2.3.10 Transcripts for Transfer

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

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

AMENDED through the Administrative Regulation Process, June 5, 2017

COLLEGE ENVIRONMENT

2.4.4 Sexual Harassment Policy for Students

I. SEX DISCRIMINATION AND SEXUAL HARASSMENT
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance " 20 USC §1681 / 34 C.F.R. part 106

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law.

Discrimination under this Policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. This Policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this Policy may be directed to the MCCCD EEO/affirmative action office.

A. SEXUAL HARASSMENT
Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a Hostile Environment, or retaliation for allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, Sexual Harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.

2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.

3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.

4. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.

5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.

6. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

B. HOSTILE ENVIRONMENT HARASSMENT

Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities. A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

a. the degree to which the conduct affected one or more students' education;
b. the nature, scope, frequency, duration, and location of incident or incidents;
c. the identity, number, and relationships of persons involved;
d. the nature of higher education.

C. SEXUAL ASSAULT
An act involving forced or coerced sexual penetration or sexual contact.

D. INDUCING INCAPACITATION FOR SEXUAL PURPOSES
Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

E. SEXUAL EXPLOITATION
Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy.

Examples of behavior that could rise to the level of Sexual Exploitation include:
a. Prostituting another person;
b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
e. Engaging in non-consensual voyeurism;
f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
h. Possessing, distributing, viewing or forcing others to view obscenity.

F. DATING VIOLENCE
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

A. the length of the relationship;
B. the type of relationship;
C. the frequency of interaction between the persons involved in the relationship.

G. STALKING
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

H. CONSENTING TO SEXUAL ACTIVITY
Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this Policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person's sexual interaction.

DEFINITIONS

ALLEGED VICTIM
The person who is the victim of any alleged Sexual Harassment or Discrimination in violation of this Policy.

COMPLAINANT
A person who has experienced or witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy and files a Formal Complaint pursuant to this Policy.

RESPONDENT
The person who is alleged to have engaged in Sexual Harassment or Discrimination prohibited under this Policy.

TITLE IX COORDINATOR
The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegations of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators

II. REPORTING DISCRIMINATION

A. BYSTANDER
No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this Policy to promptly report the incident to the Title IX Coordinator. Any student who knows of Discrimination or Sexual Harassment prohibited under this Policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality, direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.
All members of the college community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of Discrimination and Harassment, and to report conduct or behavior they believe to be in violation of this Policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this Policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

B. COLLEGE COMPLAINTS AND REPORTING
Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:

Leave a private voice message for the Title IX Coordinator;
Send a private email to the Title IX Coordinator;
Mail a letter to the Title IX Coordinator's office;
Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
File a Formal Complaint pursuant to this Policy;

Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.

If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

C. RETALIATION PROHIBITED
Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of Discrimination or Harassment. Retaliation may be found even when the underlying charge does not constitute Discrimination or Harassment in violation of this Policy, and all persons who participate in a Discrimination or Harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a Discrimination or Harassment proceeding, or more generally, from pursuing that person's rights.

D. CRIMINAL REPORTING
Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to College Safety or local law enforcement. Some forms of Discrimination and Harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

E. CONFIDENTIALITY OF COMPLAINTS AND REPORTS
Parties in these processes, including the Alleged Victim, Respondent, Complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this Policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the Complaint, report, witness statements, and any other information provided by the Alleged Victim, Respondent, Complainant or witnesses, and will disclose this information only to the Alleged Victim, Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the Alleged Victim, Complainant, Respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline authority is the Vice President for Student Affairs and college officials as necessary to prepare for subsequent proceedings (e.g., college President and MCCCD legal counsel).

F. ANONYMOUS REPORTING

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient

information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

III. RIGHTS OF PARTIES

A. ALLEGED VICTIM: The Alleged Victim has the right to:

1. Has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.

2. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.

3. Seek Reconsideration of the finding of the investigation and any sanction imposed.

4. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.

5. Petition that any member of the investigative process be removed on the basis of demonstrated bias.

6. Have an advocate or advisor present at all phases of the investigation.

7. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.

8. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.

9. Have MCCCD compel the presence of student, faculty, and staff witnesses.

10. Written notice of the investigation, findings and sanctions.

11. Challenge documentary evidence obtained during the investigation.

12. Be informed in advance of any public release of information regarding the investigation.

13. Give consent for the release of any personally identifiable information contained in the investigation.

14. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.

15. Be treated with respect by college officials.

16. Have the same opportunity as the Respondent to have others present (in support or advisory roles) during an investigation.

17. Report Sexual Harassment, Discrimination, and violence to both on-campus and off-campus authorities.

18. Be informed of the investigation findings and imposed sanctions at the same time as the Respondent.

19. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of Sexual Harassment, Discrimination, and violence.

20. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of Sexual Harassment or Discrimination prohibited under this Policy, if so requested by the Alleged Victim and if such changes are reasonably available. No Formal Complaint, or investigation-- campus or criminal-- need occur before this option is available. Accommodations may include:
    - Change of on-campus student's housing to a different on-campus location;
    - Assistance from college support staff in completing relocation;
    - Arranging to dissolve a housing contract and pro-rating a refund;
    - Exam, paper, or assignment rescheduling;
    - Taking an incomplete in a class;
    - Transferring class sections;
    - Temporary withdraw from institution;
    - Alternative course completion options.

21. Not have irrelevant prior sexual history admitted as evidence in an investigation.

22. Make a victim-impact statement available to the investigator and decision-maker.

Access to available protection against another student who

B. IMMEDIATE ACTION AND INTERIM MEASURES
The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the Alleged Victim's consent. Such measures for an Alleged Victim may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

C. RESPONDENT: The Respondent has the right to:
1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.

2. Be treated with respect by college officials.

3. Have the same opportunity as the Alleged Victim to have others present (in support or advisory roles) during an investigation.

4. Be informed of and have access to campus resources for medical, counseling, and advisory services.

5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.

6. Protections of due process required by local, state, or federal law.

7. Not have irrelevant prior sexual history admitted as evidence in an investigation.

8. Make an impact statement available to the investigator and decision-maker.

9. Seek Reconsideration of the finding of the investigation and any sanction imposed.

10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.

11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.

12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.

13. Have MCCCD compel the presence of student, faculty, and staff witnesses.

14. Challenge documentary evidence obtained during the investigation.

15. Have an advocate or advisor present at all phases of the investigation.

16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.

17. Written notice of the investigation, findings, and sanctions.

18. Be informed in advance of any public release of information regarding the investigation.

19. Give consent for the release of any personally identifiable information contained in the investigation.

IV. DUE PROCESS
Due process is afforded any employee, student, or visitor accused of Sexual Harassment or Discrimination prohibited under this Policy. On receipt of a Formal Complaint, or upon receipt of credible evidence that Sexual Harassment or Discrimination prohibited under this Policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this Policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this Policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that Sexual Harassment or Discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that Sexual Harassment or Discrimination prohibited under this Policy occurred, the college will take immediate action to eliminate the Harassment or Discrimination, prevent its recurrence, and address its effects.

Remedies for the victim of Sexual Harassment or Discrimination will also be sought. Violations of this Policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors. This Policy applies to prohibited conduct that impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

A. SEX DISCRIMINATION GRIEVANCE PROCEDURES FOR STUDENTS
The purpose of these procedures is to provide a prompt and equitable resolution for allegations of Discrimination as prohibited under this Policy. Persons believing that they have been subjected to or witnessed, or otherwise know of Discrimination or Harassment on any of these bases may file a Complaint with the college. These procedures address allegations of Discrimination or Sexual Harassment as prohibited under this Policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the Policy, those who have made allegations of Discrimination or Harassment under the Policy, and those who have testified or otherwise participated in enforcement of the Policy.

B. MEDIATION

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An Alleged Victim may choose to ask the Title IX Coordinator to assist in the mediation process.

Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon a variety of resolutions such as modification of work assignment, training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a Request for Reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this Policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

C. FORMAL COMPLAINT PROCESS

A person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator at each respective college or center. A Complainant may file a Formal Complaint either orally or in writing. The Title IX Coordinator will accept Formal Complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The Complainant's documentation in support of a Formal Complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of Discrimination prohibited under this Policy. Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the college President and the Office of General Counsel. The Office of General Counsel will assign a case number to the Formal Complaint.

A copy of the Formal Complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.
The Respondent must provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this Policy has been violated, the Title IX Coordinator will:

• Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees and students. The Title IX Coordinator may serve as investigator;
• Determine the identity and contact information of the Complainant;
• Identify the correct policies allegedly violated;
• Conduct a thorough, reliable, and impartial investigation;
• Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct--more time is necessary to complete the investigation);
• Make findings based on the preponderance of evidence; and
• Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of Discrimination or Sexual Harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

D. MAINTENANCE OF DOCUMENTATION
Documentation resulting from each level in the Formal Complaint Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

E. RIGHT TO ASSISTANCE
A Complainant, Alleged Victim or Respondent may receive the assistance of an attorney or other person at any stage of a Complaint filed under the Formal Complaint Process. Such person may attend any investigative interview and advise the Complainant, Alleged Victim or Respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the Complainant, Alleged Victim and Respondent, and not through such individual's attorney or other person providing assistance.

F. TIME FRAME AND GROUNDS FOR FILING A REQUEST FOR RECONSIDERATION
A Complainant, Alleged Victim or Respondent who is not satisfied with the decision of the President has ten (10) working days to request, in writing, reconsideration of the decision by the Maricopa Community College District's Executive Vice Chancellor and Provost. There are four grounds upon which a Request for Reconsideration may be made: (1) the party has new information, unavailable at the time of the investigation; (2) the party has procedural concerns that may change or affect the outcome of the determination; (3) the party perceives that there was insufficient evidence to support the investigators findings; or (4) the party perceives any action taken by the President to be too severe.

The Executive Vice Chancellor and Provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the Request for Reconsideration within ten (10) working days from its receipt. The Title IX coordinator shall ensure that, prior to acting on any Request for Reconsideration, the Executive Vice Chancellor and Provost has been fully briefed regarding every component of this Policy. If the Executive Vice Chancellor and Provost determines that the investigation was not conducted in a fair manner, or that the determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation.

If the Executive Vice Chancellor and Provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will-in writing- certify that the Executive Vice Chancellor and Provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the Request for Reconsideration. The written certifications and decision by the Executive Vice Chancellor and Provost shall be delivered to the Complainant, Alleged Victim, and Respondent promptly after they are issued. At this point, or if no Request for Reconsideration is made, the investigation into alleged Discrimination under this Policy is concluded.

G. EXTERNAL FILING OF DISCRIMINATION COMPLAINT

MCCCD encourages students to use the due process under this Policy to resolve Discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights
U.S. Department of Education Denver Office
Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: O CR.Denver@ed.gov

ADOPTED by Direct Chancellor Approval: May 20, 2015

5.1.9 Examples of Policy Violations

It shall be a violation of MCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student or campus visitor;

2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
   A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
   B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

4. Engage in verbal or physical conduct of a sexual nature that:
   A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
   B. Creates an intimidating, hostile or offensive work or academic environment;

5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;

6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.

8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

5.1.10 Additional Policy Violations

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

5.1.11 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.
Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

5.1.12 Complaints

1. Employees
Employees who experience sexual harassment at work (by a supervisor, co- employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

Students
Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX Coordinator, who is the vice president of student affairs at each college. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

General - Applicable to Both Employees and Students
A. Complaints will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCD EEO/AA Office.
B. The college/center/MCCCD will investigate all complaints in a prompt, thorough, and impartial manner.
C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

5.1.13 Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of sexual harassment.

5.1.14 Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCD policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

5.1.15 False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

5.1.16 Retaliation Prohibited

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

AMENDED by Direct Chancellor Approval, April 1, 2015

Discrimination Complaint Procedures for Students
This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may submit a complaint under the Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination. Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

Informal Resolution of Discrimination Complaints
Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCCD prohibited discrimination.

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

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

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

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et.seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or the District Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent along with a copy of the investigator's written findings and the vicepresident's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

Interim Measures
If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures. MCCCD Administrative Review Process Request for Reconsideration A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

Complaint Process
Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation
Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.
Right to Assistance

Right to Assistance

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited

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

False Statements Prohibited

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

External Filing of Discrimination Complaint

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR) Denver Office
U.S. Department of Education Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: O CR_Denver@ed.gov

AMENDED by Direct Chancellor Approval, April 1, 2015

2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.

2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in A ppendix S-14.

2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

POLICY
This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions.

However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

Permit Application: Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

Designated Areas: Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance: To offset the costs associated with the use of college grounds, non-MCCCD-affiliated users shall be required to pay a fee of $50 per day or $125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least $1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non- commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

Permits: The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

Priorities and Criteria for Approval of Permits: The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)
1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria
1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

Other Policies: This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

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

2.4.10 Children on Campus
Children (younger than 18) may not attend any class unless they are officially registered for the class. Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act
Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

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

ADOPTED by Direct Chancellor Approval, 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 O ffender 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- 3 821).

   a. Level Two and Level Three Offender's Obligation to Notify the College:

   STUDENTS
   i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.

      1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.

   ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)

      1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCD and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

EMPLOYEES

iii. **Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.

iv. **Potential Employees** who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the MCCCD Police website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

V. COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER

a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCD Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.

b. For Students: MCCCD Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCD college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.

i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/ probation officer, and possible interventions needed at the college/District level.

c. For Employees: MCCCD Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCD or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.

i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/ probation officer, and possible interventions needed at the college/District level.

d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
   i. The College's knowledge of his/her final classification.
   ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
   iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
   iv. If the offender is classified at Level 3, he/she is further informed of:
      1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
      2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
      3. The functional areas of the College which will be provided with the public notification that will be posted.

v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.

VI. FERPA: The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.

VII. ANNUAL AND OFF-CYCLE REVIEWS: Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCD or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.

VIII. FAILURE TO NOTIFY CAMPUS ADMINISTRATION: Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.

IX. CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS: Pursuant to Arizona law, the MCCCD shall make campus notifications of RSO status, as follows:
  a. For level two and level three offenders, the MCCCD Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
  b. The S ex Offender Information and Notification website will host the notification of RSO's employed by or attending a MCCCD college, including employment with the District office.
  c. For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
  d. Any criminal activity involving a registered sex offender should be reported to police.

X. ADMINISTRATIVE OVERSIGHT:
  a. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
  b. Employees: A supervisor, in conjunction with a Human Resources representative, at 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 Chancellor Approval, 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. MCCCD is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCD to report any occurrence of such conduct to MCCCD Public Safety. Every employee, student, contractor, and visitor on MCCCD property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:
• direct threats or physical intimidation
• implications or suggestions of violence
• stalking
• assault of any form
• physical restraint, confinement
• dangerous or threatening horseplay
• loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
• blatant or intentional disregard for the safety or well-being of others
• commission of a violent felony or misdemeanor on MCCCD property
• abuse
• violation of a protective order or restraining order
• any other act that a reasonable person would perceive as constituting a threat of violence This list is illustrative only and not exhaustive.

Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCD, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCD. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

2.4.13 Student Right to Know

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.

4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.

5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.

6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright What is copyright?
Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?
Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages- potentially in excess of $100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

How does copyright law affect information I obtain off the Internet?
Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

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

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

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

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

Why is it important for a student to be aware of copyright law?
Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages. In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

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

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

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

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

3.4 Taping of Faculty Lectures

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

4.4 Technology Resource Standards

Introduction
The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials–employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws–both federal and state–also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 "Electronic Communications."

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCD computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCD Technology

Under Arizona's public records law, MCCCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records–the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCD technology resources for communication of any type of MCCCD business is heavily discouraged because those records are less capable of being managed according to MCCCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCD employee who receives a communication allegedly from another MCCCD employee using a non- MCCCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

Acceptable Use

Use of MCCCD's technology resources, including websites created by MCCCD employees and students, is limited to educational, research, service, operational and management purposes of the MCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCD's technology resources are limited to the same purposes.

Frequently, access to MCCCD's technology resources can be obtained only through use of a password known exclusively to the MCCCD employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCD community.

Moreover, it cannot guarantee employees, Governing Board members and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records," certain MCCCD employees are authorized to access information on an MCCCD technology device.

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

Incidental Computer and Technology Usage

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

Prohibited Conduct

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

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

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

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Review and Approval of Alternate E-Mail Account Systems
The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

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

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

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

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

Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCD may unilaterally delete any violative content and terminate the user's access to MCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCD's grievance procedures or resolution of controversy.

2.6 Hazing Prevention Regulation

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

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

1. Hazing by any student, employee or other person affiliated with MCCCD is prohibited.

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

3. Any solicitation to engage in hazing is prohibited.

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

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

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

7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.
   B. Acts of metal and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F . Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8

   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

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

   Alleged violations of the MCCCD hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

   The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the MCCCD hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and MCCCD policies, and local and state laws.

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

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:

   A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
   B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
   C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
   D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:
   A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.
   B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the MCCCD hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

See also the Auxiliary Services section for Tobacco-Free Environment and the Appendices/Student Section Medical Marijuana Act of the Administrative Regulations.

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.

Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol
The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

A. Introduction and Purpose
   The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

   The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

B. Standards of Conduct
   In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:
   i. Drinking or possession of alcoholic beverages on the college campus.
   ii. Misuse of narcotics or drugs.

C. Sanctions for Violation of Standards of Conduct Disciplinary actions include, but are not limited to:
   i.   Warning,
   ii. Loss of privileges,
   iii. Suspension, or
   iv. Expulsion.

D. Legal Sanctions
   Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

   Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCD; and use of illegal drugs.

MCCCD Program Standards
The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

E. 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.

F. 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.

G. 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.

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.

H. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph H.

I. **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.

J. **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.

K. **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: A S-6 Notice of Intent to Serve Beer and Wine Form . On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event.

L. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
i.   The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
ii. The gathering must be by invitation only, and not open to the public;
iii. The gathering may not exceed 300;
iv. Invitees may not be charged any fee for either the event or the beer or wine; and
v. The consumption may only take place between noon and 10:00 p.m.

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

M. **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.

N. **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 A S-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.

O. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

i. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and

ii. Once the wine and beer arrives on MCCCD property, the Director the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.

P. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

Q. **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.

R. **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.

S. **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.

Other Health Concerns

General Guidelines Concerning AIDS
Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

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

4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established 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 & Required Disability Documentation Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

General Eligibility Requirements

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

Who Is Eligible for Services?

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

Definitions

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

Documentation can be transferred within MCCCD for current consideration for eligibility.
Determination made by another institution or organization does not guarantee eligibility.

Special Considerations

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

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

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

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

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

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

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

Documentation Guidelines
Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:
• current level of functioning
• current documentation
• all standardized testing must use adult-normed instruments
• age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s)
  is adequately established
• how the disability impacts the student's learning
• contain information supportive of the student's request for specific academic support, auxiliary aids,
  and accommodations

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

Specific Learning Disabilities

C. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:

i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.

Examples Of Measures (including but not limited to):
1. Wechsler Adult Intelligence Scale (WAIS-R)
2. Stanford Binet Intelligence Scale
3. Woodcock-Johnson Psycho-Educational Battery
4. Kaufman Adolescent And Adult Intelligence Test

ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery should include current levels of functioning in the relevant area(s).

Examples of Achievement (including but not limited to):
1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.

Examples of Achievement (including but not limited to):
1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

D. Diagnostic Report

The diagnostic report must include the following information:

i. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
ii. A list of all instruments used in the test battery.
iii. Discussion of test behavior and specific test results.
iv. A diagnostic summary or statement with the following information:

1. DSM V Classification
2. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
3. A clear statement specifying the substantial limitations to one or more major life activities.
4. A psychometric summary of scores.
5. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)
E. Required Documentation
Submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations.

F. Diagnostic Report
Acceptable documentation must include:
i.   DSM V Classification
ii. A summary or statement which includes the following information:
iii. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.
iv. A recommendation for accommodations, including rationale.

Psychological/Psychiatric Disabilities
G. Required Documentation
i.   Depression and/or bipolar disorder
ii. Generalized anxiety disorders
iii. Post traumatic stress disorder
iv. Psychotic disorders
v. Autism spectrum disorder.

H. Diagnostic Report
If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested.

The diagnostic report must include the following:
i. DSM V Classification
ii .A diagnostic summary or statement that includes the following:
1. A clear summary or statement that a disability does or does not exist.
2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.
3. A discussion of medications and their possible impact on academic functioning.

Neurological Disorders
I. Required Documentation
Disorders of the central and peripheral nervous system, including but not limited to:
i.   Acquired Brain Injury/Traumatic Brain Injury
ii. Epilepsy/Seizure Disorder
iii. Stroke

J. Diagnostic Report
   Written statement of diagnosis:
   i.   Current functional limitations
   ii. Information regarding current symptoms
   iii. Information regarding prescribed medication(s) and possible side effect and impact on student
        academic performance
   iv. Restrictions on activities imposed by the condition
   v.   Where learning has been affected, a recent neuro-psychological evaluation is requested

Temporary Disabling Conditions
K. Required Documentation
   i.   Temporary disabling conditions as a result of surgery, accident, or serious illness may require
        accommodations for a limited time. Acceptable documentation must include:
   ii. Written statement of diagnosis
   iii. List of current symptoms and degree of severity
   iv. Information regarding functional limitations and impact within an academic environment
   v.   Medications and possible side effects
   vi. Duration of symptoms and estimated length of time services will be needed

AMENDED by Direct Chancellor Approval, January 4, 2017

Eligibility of Students Taking Reduced Course Loads
Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:
1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.

2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.

4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.

6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.

7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process
1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.

2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to 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 A ppendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

2.3.11 Academic Misconduct

1. Definitions
   A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.

   B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.

C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

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.

Disciplinary Sanctions
If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

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

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

Appeal of Sanctions for Academic Misconduct
Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; A ppendix S -6). Students can appeal Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Amended through Direct Approval by the Chancellor and Executive Vice Chancellor & Provost on ugust 7, 2013

DISCIPLINARY STANDARDS

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension
According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents-the chancellor, administration and faculty-are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:
A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
C. Violation of Arizona statutes, and/or college regulations and policies
D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

Disciplinary Removal from Class
A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions
The following are definitions of terms or phrases contained within this Code:

1. "Accused student" means any student accused of violating this Student Conduct Code.

2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.

3. "College" means a Maricopa Community College or center.

4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.

6. "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.

7. "Day" means calendar day at a time when college is in session, and shall exclude weekends and holidays.

8. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

9. "District" means the Maricopa County Community College District.

10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.

11. "May" is used in the permissive sense.

12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the College President.

13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.

14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.

15. "Shall" is used in the imperative sense.

16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".

17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.

18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.

19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.

2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.

3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

A. Acts of dishonesty, including but not limited to the following:
   i.   Furnishing false information to any college official or office.
   ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
   iii. Tampering with the election of any college- recognized student organization.

B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.

D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.

H. Violation of federal, state or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
    i.   Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    ii.   Unauthorized transfer of a file
    iii. Unauthorized use of another individual's identification and/or password
    iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
    v.   Use of technology facilities or resources to send obscene or abusive messages
    vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
    vii. Use of technology facilities or resources in violation of copyright laws
    viii.Any violation of the District's technology resource standards
    ix. Use of technology facilities or resources to illegally download files

P. Abuse of the Student Conduct system, including but not limited to:
    i.   Falsification, distortion or misrepresentation of information before a Student Conduct Board.
    ii.   Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
    iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
    iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
    v.   Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
    vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior   to, during and/or after a Student Conduct Board proceeding
    vii. Failure to comply with the sanctions imposed under this Student Conduct Code
    viii.Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
    ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.

R. Attempt to bribe a college or District employee.

S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

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

U. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures
1. Charges and Student Conduct Board Hearings
   A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the Vice President of Student Affairs who is the designated Title IX Coordinator at each MCCCD college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.

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

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

   D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
   i.   Student Conduct Board hearings normally shall be conducted in private.
   ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
   iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

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

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

vi. The Student Conduct Administrator will present the information he or she received.

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

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

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

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

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

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

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

Sanctions

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

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

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

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

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

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

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

vii. College Expulsion - permanent separation of the student from all the colleges in the District.

I. More than one of the sanctions listed above may be imposed for any single violation.

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

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

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

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

Emergency Suspension

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

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether

the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

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

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

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

N. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
   i.   To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
   iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
   iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

O. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

2.5.3 Student Records

1. Definitions
　For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

　A. "College" includes all colleges, educational centers, skill centers and District office.

　B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
　　i.　A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
　　ii.　An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
　　iii.　Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
　　iv.　Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for treatment of a student or made available only to those persons providing treatment.
　　v.　Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

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.

Annual Notification (SEE ALSO FERPA EXPLANATION)

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

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCD offers.

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:

C. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found HERE. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. if the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or district may deny access to the following records:
   a. Parents' financial statements;
   b. Letters of recommendation, if the student has waived his or her right of access;
   c. Records filed before January 1, 1975; or
   d. Records not included in the FERPA definition of educational records.

3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
   a. The student has an unpaid financial obligation to the college or District;
   b. There is an unresolved disciplinary action against the student; or
   c. The educational record requested is an exam or set of standardized test questions.

D. The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

2. A proper request to correct a student education record must:
   a. Be written to the College Registrar;
   b. Clearly identify the part of the record they want to be changed; and
   c. Specify why the record is inaccurate or misleading.

3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.

4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCCD Administrative Regulations.

E. The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA Release Of Information Consent MAY BE FOUND HERE.

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

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

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

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

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

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

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

6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))

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

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

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

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

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

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

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

Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: S -8 Non-Instructional Complaint Resolution

F. 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

G. 2012 FERPA AMENDMENT: As of January 3, 2012, the U.S. Department of Education's FERPA Regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: FERPA HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT- FERPA

Student Directory Information
1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/ Enrollment Services.

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

2. Students may request their college to withhold the sharing of directory information by filing out a Request To Withhold Directory Information form and submitting that form to the college Admission & Records Office/Enrollment Services.

3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:
   A. Name
   B. Address
   C. Phone Number
   D. MCCCD Email Address
   E. Photograph/Electronic Image
   F. Place of Birth
   G. Major Field of Study
   H. Current Enrollment Status
   I. Participation in Officially Recognized Activities
   J. Dates of Attendance
   K. Degrees Awarded
   L. Awards and Academic Honors Received/Dean's List Selection
   M. Previous Institutions Attended
   N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

Disclosure to Parents

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

RELEASE OF DIRECTORY (PUBLIC) INFORMATION

At its discretion, the college or District may provide Directory Information in accordance with the provisions of FERPA. Types of information considered As Directory Information are listed below. additional information may be found at: DISTRICT.MARICOPA.EDU under Consumer Information.

DIRECTORY (PUBLIC) INFORMATION AT MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES

Name Address

Phone Number MCCCD
Email Address
Photographs Electronic
Images

Date and Place of Birth Major
Fields of Study Current
Enrollment Status
Participation in Officially Recognized Activities
Dates of Attendance
Degrees

Awards and Academic Honors Received
Dean's List Selection

Previous Institutions Attended

Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members
Directory Information is Considered Public Information.

PRIVACY OF DIRECTORY (PUBLIC) INFORMATION

BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a **PRIVACY BLOCK form.**

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

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

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

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

USING SOCIAL SECURITY NUMBERS
Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.
AMENDED through the Administrative Regulation Process, June 4, 2019

Appendix S-17: FERPA Appeal Process

FERPA APPEAL PROCESS
In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.

- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

STUDENT HANDBOOK

2.5.4 Student Employment

1. District Student Employees
A. Introduction
  Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. Philosophy and Workload for Student Employees
  i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
  ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be 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 A ppendix 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 (A R 2.3.12)

Student Security Guards

H. 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.

I. 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.

J. Students not in Administration of Justice Program
   i. Use of student other than those in Administration of Justice Program:
      1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
      2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
      3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

   ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
      1. Wearing of the uniform, general appearance, and demeanor
      2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
      3. Public relations methods used on the campus
      4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
      5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
      6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
      7. Basic first aid

K. 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.

L. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the Vice President of Student Affairs.

2.5.5 Student Governance

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

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor's Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

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.

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.

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.

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.

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.

1. 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.

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.

Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

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.

Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCD may not deny recognition or any

privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

ALLIED HEALTH
Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program Allied Health or Nursing Assumption of Risk/Release of Liability
Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

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

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

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

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

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification
3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
  A. Violent crimes
  B. Sex crime of any kind including non consensual sexual crimes and sexual assault
  C. Murder, attempted murder
  D. Abduction
  E. Assault
  F. Robbery
  G. Arson
  H. Extortion
  I. Burglary
  J. Pandering
  K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  L. Any abuse or neglect
  M. Any fraud
  N. Illegal drugs
  O. Aggravated DUI
7. Any misdemeanor controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years

EXCEPTIONS: Any misdemeanor traffic (DUI is not considered traffic).

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

MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Duty to Report Changes; Removal

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

Additional Clinical Agency Background Check

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

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

Inability to Place

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

Changes to Admission or Background Check Requirements

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

No Guarantee of Receipt of Licensure/Certificate

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

AMENDED by Direct Chancellor Approval, June 1, 2017

4.18 Consensual Relationships

General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

Definitions
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.

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.

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.

A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.

A recent consensual relationship is considered to be one that has taken place within the past 24 months.

Prohibited Conduct
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.

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.

Procedures for Disclosure
Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:

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.

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.

The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
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.

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:

The faculty member shall counsel and advise the student not to enroll in his or her course.
The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.

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.

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 E mployee Learn Center. Employee credentials are needed to enter secure site].

An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

LANGUAGE ADOPTED BY DIRECT CHANCELLOR APPROVAL

2.8.3 Technology Accessibility

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

ADOPTED by Direct Chancellor Approval, April 1, 2015

COURSE DESCRIPTIONS

COURSE DESCRIPTION INDEX - Instructional Divisions and Subjects

Counseling, Health & Wellness (CNSLG)
CHAIR: JASON REIF I 602.305.5608

Language Arts (LA)
CHAIR: JAMES (JIM) SMITH I 602.243.8285

Communication, Fine Arts and Social Sciences (CFASS) CHAIR: DR. JEROME GARRISON I 602.243.8382

Math, Science & Engineering (MSE)
CHAIR: DR. JACQUELINE LEVY I 602.243.8086

myCareer, Library and Center for Teaching and Learning Division (mCLCTL)
CHAIR: STEPHEN HUSTEDDE I 602.243.8012

ACCOUNTING (ACC)

ACC105 – PAYROLL, SALES AND PROPERTY TAXES
LEC // 3 CREDITS // 3 PERIODS
Tax reporting for payroll, sales, and personal property. Prerequisites: None.

ACC 107 – BOOKKEEPING THEORY AND PRACTICE
LEC + LAB // 4 CREDITS // 5 PERIODS
Fundamental accounting practices; application to retail stores, professional firms, and personal service operations. Prerequisites: None.

ACC109 – ACCOUNTING CONCEPTS
LEC // 3 CREDITS // 3 PERIODS
Introduction to accounting with emphasis on analysis and applications of financial information. Prerequisites: None. GBS151 and reading ability equivalent to RDG100 or RDG100LL suggested but not required.

ACC111 – ACCOUNTING PRINCIPLES I
LEC // 3 CREDITS // 3 PERIODS
 Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 – ACCOUNTING PRINCIPLES II
LEC // 3 CREDITS // 3 PERIODS
Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department/ division.

ACC115 – COMPUTERIZED ACCOUNTING
LEC + LAB // 2 CREDITS // 3 PERIODS
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: A grade of C or better in ACC107 or ACC111 or ACC211 or ACC230, or permission of Instructor.

ACC121 – INCOME TAX PREPARATION
LEC + LAB // 3 CREDITS // 3 PERIODS
Preparation of and practical experience in preparing individual Federal income tax returns using computer software. Prerequisites: None.

ACC211 – FINANCIAL ACCOUNTING SUN ICON ACC 2201
LEC // 3 CREDITS //3 PERIODS
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 – MANAGERIAL ACCOUNTING SUN ICON ACC2202
LEC + LAB // 3 CREDITS // 3 PERIODS
Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of C or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of Department or Division). Arizona Shared Unique Number: SUN#: ACC 2202

ACC216 – FRAUD EXAMINATION
LEC // 3 CREDITS // 3 PERIODS
Fundamental theory of fraud examination methodology to detect and prevent accounting fraud. Prerequisites: A grade of C or better in (ACC230 or ACC112 or ACC211) or permission of Department or Division.

ACC219 – INTERMEDIATE ACCOUNTING
LEC // 3 CREDITS // 3 PERIODS
Theory and practice applicable to determination of asset values, liabilities, and related problems of income determination. Prerequisites: ACC212 or ACC240 with a grade of C or better or permission of Department 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.

ACC222 – PAYROLL ACCOUNTING
LEC // 3 CREDITS // 3 PERIODS
Payroll records for businesses required by federal and state laws. Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of Department or Division.

ACC224 – TAX PRACTICE ADMINISTRATION AND BUSINESS ENTITY ANALYSIS
LEC // 3 CREDITS // 3 PERIODS
Payroll records for businesses required by federal and state laws. Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of Department or Division.

ACC230 – USES OF ACCOUNTING INFORMATION I
LEC // 3 CREDITS // 3 PERIODS
Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of C or better in (ACC111 or ACC211), or a grade of C or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240 – USES OF ACCOUNTING INFORMATION II
LEC // 3 CREDITS // 3 PERIODS
Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management.
Prerequisites: ACC230

ACC260 – CERTIFIED BOOKKEEPER (CB) PREPARATION
LEC // 3 CREDITS // 3 PERIODS
Fundamental accounting practices including accrual and deferral adjustments, correcting common transaction recording errors, bank reconciliations and adjusting entries. Includes payroll accounting and related Federal and State payroll law requirements. Accounting for depreciation for financial and tax accounting purposes covered. Inventory valuation methods. Includes calculating, recording, and reporting under generally accepted accounting principles (GAAP). Preventive internal control procedures to detect organizational fraud, theft, and embezzlement covered. Prerequisites: ACC111, or ACC211, or (bookkeeping experience and permission of Instructor).

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.

AMERICAN INDIAN STUDIES (AIS)
AIS110 – NAVAJO GOVERNMENT
LEC // 3 CREDITS // 3 PERIODS
Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed. Prerequisites: None General Education Designation: Cultural Diversity [C]; General Education Designation: Historical Awareness [H].

ADMINISTRATION OF JUSTICE (AJS)
AJS101 – INTRODUCTION TO CRIMINAL JUSTICE
LEC // 3 CREDITS // 3 PERIODS
An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None. General Education Designation: Social and Behavioral Sciences: [SB] 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.

AJS113 – CRIMINAL JUSTICE CRIME CONTROL POLICIES AND PRACTICES
LEC // 3 CREDITS // 3 PERIODS
Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space. Prerequisites: None.

AJS123 – ETHICS AND THE ADMINISTRATION OF JUSTICE
LEC // 3 CREDITS // 3 PERIODS
Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

AJS139 – EMERGENCY RESPONSE TO TERRORISM
LEC // 3 CREDITS // 3 PERIODS
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None. Cross-References: FSC139

AJS147 – EMERGENCY PREPAREDNESS
LEC // 3 CREDITS // 3 PERIODS
Emergency preparedness related to natural and man-made disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries. Prerequisites: None. Cross-References: FSC147

AJS148 – FUNDAMENTALS OF EMERGENCY MANAGEMENT
LEC // 3 CREDITS // 3 PERIODS
Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. Prerequisites: None. Cross-References: FSC148

AJS149 – HAZARD MITIGATION
LEC // 3 CREDITS // 3 PERIODS
Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and man-made hazards. Prerequisites: None. Cross-References: FSC149

AJS162 – DOMESTIC VIOLENCE
LEC // 3 CREDITS // 3 PERIODS
Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence. Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy. Prerequisites: None.

AJS195 – INTERNATIONAL AND DOMESTIC TERRORISM
LEC // 3 CREDITS // 3 PERIODS
An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None

AJS200 – 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.

AJS205 – EFFECTIVE COMMUNICATION AND REPORT WRITING IN CRIMINAL JUSTICE
LEC // 3 CREDITS // 3 PERIODS
Overview of effective communication for criminal justice agencies. Covers the communication process and flow. Written communication emphasized with report writing, including characteristics of reports and field notes, and the importance and uses of each. Form, style, and procedures for writing various reports, including elements of composition, required substance, proper and improper conclusions, and descriptions of persons and property. Prerequisites: None.

AJS210 – CONSTITUTIONAL LAW
LEC // 3 CREDITS // 3 PERIODS
An examination of the U.S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum. Prerequisites: None.

AJS212 – JUVENILE JUSTICE PROCEDURES
LEC // 3 CREDITS // 3 PERIODS
Examines the nature and extent of juvenile delinquency to the present. Including but not limited to the history, jurisdictions, terminology, procedures, and institutions of the juvenile justice system. Prerequisites: None.

AJS213 – EVIDENCE TECHNOLOGY/FINGERPRINTS
LEC // 3 CREDITS // 3 PERIODS
Fundamental principles and processes of fingerprints to include identification, interpretation, and classification. In addition, students will apply fingerprinting latent fingerprint developing, preservation of evidence and the chain of custody. Prerequisites: None.

AJS214 – EVIDENCE TECHNOLOGY: PHOTOGRAPHY
LEC // 3 CREDITS // 3 PERIODS
The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. Prerequisites: None.

AJS215 – CRIMINOLISTICS: PHYSICAL EVIDENCE
LEC // 3 CREDITS // 3 PERIODS
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS216 – CRIMINOLISTICS: BIOLOGICAL EVIDENCE
LEC // 3 CREDITS // 3 PERIODS
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

AJS219 – CRIME SCENE TECHNOLOGY: PHYSICAL EVIDENCE
LEC // 3 CREDITS // 3 PERIODS
Scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS225 – CRIMINOLOGY
LEC // 3 CREDITS // 3 PERIODS
Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

AJS230 – THE POLICE FUNCTION
LEC // 3 CREDITS // 3 PERIODS
Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

AJS240 – THE CORRECTION FUNCTION
LEC // 3 CREDITS // 3 PERIODS
Examines the history and development of correctional theories and institutions. Prerequisites: None.

AJS243 – CRIME SCENE RECONSTRUCTION
LEC // 3 CREDITS // 3 PERIODS
Examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involves the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi and the scientific method, including deductive and inductive logic. Includes analysis of case studies. Prerequisites: A grade of C or better in AJS215 or AJS216 or AJS219 or AJS275 or FOR105 or permission of Instructor.

AJS255 – CRIME, LAW, AND MENTAL HEALTH
LEC // 3 CREDITS // 3 PERIODS
An interdisciplinary course that draws from the fields of psychology, sociology, criminology, and law. Covers the distinct and interfacing roles of mental health professionals and the legal justice system when dealing with a mentally ill criminal offender. Other topics covered include mental health issues within communities, role of clinical assessment, civil and criminal commitment, civil competencies, confidentiality of clinicians, rights and refusal to treatment, and informed consent. 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.

AJS270 – COMMUNITY RELATIONS
LEC // 3 CREDITS // 3 PERIODS
Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB]

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.

AJS290BN – COURTROOM TESTIMONY SEMINAR
LEC // 1 CREDITS // 1 PERIOD
Courtroom demeanor and protocol. Role and primary functions of witness and legal counsels. 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]

ARB201 – INTERMEDIATE ARABIC I
LEC // 5 CREDIT // 5 PERIODS
Review of essential grammar of the Arabic language and study of the Arabic culture. Continued practice and development of reading, writing, and speaking skills. Emphasis on both fluency and accuracy in the spoken language. Prerequisites: A grade of C or better in ARB102 or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G].

ARB202 – INTERMEDIATE ARABIC II
LEC // 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 through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None. General Education Designation – Humanities and Fine Arts [HU].

ARH101 – PREHISTORIC THROUGH GOTHIC ART - ART1101
LEC // 3 CREDITS // 3 PERIODS
History of art from prehistoric through medieval period. Prerequisites: None. General Education Designation: Historical Awareness - [H]; Humanities and Fine Arts – [HU] Arizona Shared Unique Number SUN# ART 1101

ARH102 – RENAISSANCE THROUGH CONTEMPORARY ART - ART1102
LEC // 3 CREDITS // 3 PERIODS
History of art from around the world from the Renaissance through contemporary period. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].Arizona Shared Unique Number SUN#: ART 1102
ART (ART)

ART100 – INTRODUCTION TO DIGITAL ARTS
LEC // 1 CREDIT // 2 PERIODS
Foundation course in digital arts and design, with emphasis in the production of art using the computer. Prerequisites: None.

ART111 – DRAWING I - ART1111
LEC + LAB // 3 CREDITS // 6 PERIODS
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None. Arizona Shared Unique Number SUN#: ART 1111

ART112 – TWO-DIMENSIONAL DESIGN - ART1112
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.

ART131 – PHOTOGRAPHY I
LEC + LAB // 3 CREDITS // 6 PERIODS
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photo-graphic aesthetic and photography's role in society. Prerequisites: None. Course Notes: Camera required. General Education Designation: Humanities, Arts and Design [HU]

ART132 – PHOTOGRAPHY II
LEC + LAB // 3 CREDITS // 6 PERIODS
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART142 – INTRODUCTION TO DIGITAL PHOTOGRAPHY
LEC + LAB // 3 CREDITS // 6 PERIODS
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Course Notes: Digital camera required.

ART143 – INTERMEDIATE DIGITAL PHOTOGRAPHY
LEC + LAB // 3 CREDITS // 6 PERIODS
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor. Course Note: Semi-adjustable, high-resolution digital camera is required.

ART161 – CERAMICS I
LEC + LAB // 3 CREDITS // 6 PERIODS
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potter's wheel. Prerequisites: None.

ART162 – CERAMICS II
LEC + LAB // 3 CREDITS // 6 PERIODS
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: 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.

ART182 - GRAPHIC DESIGN II
LEC + LAB // 3 CREDITS // 6 PERIODS
Utilizing graphic design essentials of typography, contrast and layout to develop design solutions to problems in consumer advertising, typography and structure. Prerequisites: A grade of C or better in ART181 or permission of Instructor.

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: ART211 or permission of instructor.

ART255AB – THE PORTFOLIO
LEC // 1 CREDIT // 1 PERIOD
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: None.

ART261 – CERAMICS III
LEC + LAB // 3 CREDITS // 6 PERIODS
Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

ART262 – CERAMICS IV
LEC + LAB // 3 CREDITS // 6 PERIODS
Experimental work in clays and glazes. Prerequisites: ART261.

ART298AA – SPECIAL PROJECTS
LAB // 1 CREDIT // 1 PERIOD
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor. ANTHROPOLOGY (ASB)

ASB102 – INTRODUCTION TO CULTURAL ANTHROPOLOGY
LEC // 3 CREDITS // 3 PERIODS
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None

General Education Designations: Global Awareness - [G]; Social and Behavioral Sciences - [SB]

ASB211 – WOMEN IN OTHER CULTURES
LEC // 3 CREDITS // 3 PERIODS
Cross-cultural analysis of the economic, social, political, and religious factors that affect women`s status in traditional and modern societies. Prerequisites: None General Education Designations: Global Awareness- [G]; Humanities and Fine Arts - [HU]; Social and Behavioral Sciences [SB].

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]

ASTRONOMY (AST)
AST101 – SURVEY OF ASTRONOMY
LEC // 3 CREDITS // 3 PERIODS
Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology. Prerequisites: None. General Education Designation: Natural Sciences (General) - [SG] in combination with: AST102

AST102 – SURVEY OF ASTRONOMY LABORATORY
LEC // 1 CREDIT // 3 PERIODS
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101. General Education Designation: Natural Sciences (General) [SG] in combination with AST101

BEHAVIORAL HEALTH SERVICES TECHNOLOGY (BHS)
BHS105 – INTRODUCTION TO HUMAN RELATIONS
LEC // 2 CREDITS // 2 PERIODS
Introduction to the field of Behavioral Health Professionals including exposure to basic counseling skills. Prerequisites: None.

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]

BHS152 – COMMUNICATION SKILLS IN COUNSELING II
LEC // 3 CREDITS // 3 PERIODS
Application of communication skills important in establishing and maintaining effective helping relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: A grade of C or better in BHS165.

BHS155 – PROFESSIONAL RESILIENCY AGAINST TRAUMATIC STRESS, BURNOUT AND COMPASSION FATIGUE PREVENTION
LEC // 1 CREDIT // 1 PERIOD
Introduction to human resilience against burnout, traumatic stress, and compassion fatigue for social services and mental health professionals, healthcare providers, emergency first responders, and other relationship-intense 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 bio behavioral self-regulation, mindfulness, cognitive restructuring, positive psychology, peer support, and self-care, including nutrition, exercise, and sleep. Techniques that function as preventative medicine to help mitigate the potential harmful effects of highly stressful careers.
Prerequisites: None.

BHS160 – ETHICAL, LEGAL AND PROFESSIONAL ISSUES IN BEHAVIORAL HEALTH AND SOCAL 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 and responsibilities, professional relationships, and credentialing/regulating agencies. Prerequisites: None

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.

BHS168 – HOSPICE VOLUNTEER TRAINING
LEC // 2 CREDITS // 2 PERIODS
Exploration of hospice care and related medical, social, emotional and spiritual concepts for the helping professional working with patients and their families. Prerequisites: None.

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.

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.

BHS190 – PROFESSIONAL PORTFOLIO: SUPERVISED PRACTICE IN BEHAVIORAL HEALTH AND SOCIAL SERVICES
LEC + LAB // 1 CREDIT // 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.

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.

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.

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.

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.

BHS260 – CASE REPORT WRITING
LEC // 1 CREDIT // 1 PERIOD
Terminology, technical forms and techniques of observation necessary to create and maintain records. Prerequisites: A grade of C or better in BHS165 or permission of Department or Division.

BHS263 – APPLIED CASE REPORT WRITING
LEC // 1 CREDIT // 1 PERIOD
Application of observation and documentation techniques necessary to maintain clinical records in a variety of community based behavioral health settings. Application of legal issues to case report writing. Prerequisites: A grade of C or better in BHS260.

BHS265 – VIOLENCE & ABUSE MATTERS
LEC // 2 CREDITS // 2 PERIODS
Exploration of topics relative to the development of helping professionals involved with perpetrators and individuals directly affected by traumatic or continuous physical or emotional violence and abuse. Prerequisites: None.

BHS266 – VIOLENCE & ABUSE COUNSELING
LEC // 3 CREDITS // 3 PERIODS
Techniques, strategies, and treatment modalities necessary for the helping professional working with the victims and perpetrators of violence and abuse. Prerequisites: A grade of C or better in BHS105 or department approval. Corequisites: BHS265.

BHS267 – INTRODUCTION TO PLAY THERAPY
LEC // 3 CREDITS // 3 PERIODS
Exploration and application of therapeutic play techniques and strategies for the helping professional working with children. Prerequisites: A grade of C or better in (BHS105 and BHS165) or permission of Department or Division.

BHS268 – GRIEF AND BEREAVEMENT ISSUES
LEC // 2 CREDITS // 2 PERIODS
Exploration of topics related to the development of helping professionals involved with loss, bereavement, and grief work. Prerequisites: None.

BHS269 – GRIEF 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 INTERVENTOINS
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.

BHS275 – INFANT AND EARLY CHILDHOOD MENTAL HEALTH
LEC // 3 CREDITS // 3 PERIODS
Foundational knowledge of mental health during infancy and early childhood. Exploration of social-emotional development and relational influences on mental health. Emphasis on identifying early warning signs, making appropriate referrals, and employing a multidisciplinary child and family team approach to services. Prerequisites: None.

BHS278 – RECOVERY COACHING
LEC // 3 CREDITS // 3 PERIODS
Recovery based mental health treatment plans and processes. Recovery based concepts, barriers, principles, practices, and environments. Organizational support, expectations, and activities related to mental health is-sues and recovery in the work setting. Planning techniques, learning styles, participation methods, and problem behavior due to mental health issue in the work-place. Prerequisites: A grade of C or better in BHS105.

BHS281 – INTRODUCTION TO ART THERAPY
LEC // 3 CREDITS // 3 PERIODS
Exploration of the process, dynamics and objectives of the therapeutic art experience. Emphasis on Art Therapy from both the psychological and artistic perspectives. Highlights topics in the history, theory and practice of Art
Therapy. Prerequisites: A grade of C or better in BHS105 or permission of Department or Division.

BHS285 – FACILITATING ART THERAPY GROUPS
LEC // 3 CREDITS // 3 PERIODS
Emphasis on facilitating art therapy groups in a variety of settings using visual art as a medium. Process, dynamics, and objectives of group work and the therapeutic art process. Prerequisites: A grade of C or better in BHS216 and BHS281.

BIOLOGY (BIO)
BIO100 – BIOLOGY CONCEPTS
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Prerequisites: None. Course Notes: Field trips may be required at students' expense. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO101 - INTRODUCTION TO HUMAN GENETICS FOR NON-MAJORS
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
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].

BIO105 – ENVIRONMENTAL BIOLOGY
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO106 – BIOTECHNOLOGY & SOCIETY I
LEC // 4 CREDITS // 3 PERIODS
Introduction to biotechnology and its impact on society. Covers applications, limitations, benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None.

BIO107 – INTRODUCTION TO BIOTECHNOLOGY
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) [SQ].

BIO109 – NATURAL HISTORY OF THE SOUTHWEST
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships. Prerequisites: None. General Education Designation: Natural Sciences (General) [SG].

BIO145 – MARINE BIOLOGY
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organ-isms. Prerequisites: None General Education Designation: Natural Sciences (General) - [SG] nervous system. Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 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

BIO156 – INTRODUCTORY BIOLOGY FOR ALLIED HEALTH
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: 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].

BIO160 - INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) - [SQ]

BIO174 – BIOSAFETY
LEC // 1 CREDITS // 1 PERIOD
General laboratory safety, hazardous chemical use and disposal, biohazardous material use and disposal, biosafety procedures, and radiation safety. Prerequisites: None Cross references: ABS174

BIO175 – RESEARCH METHODS IN BIOLOGY
LEC & LAB // 1 CREDIT // 2 PERIODS
Fundamentals of planning and conducting biological experiments, including ones that simultaneously vary multiple experimental variables. Subsequent analysis, interpretation, and reporting of results. Prerequisites: None. BIO156 or BIO181 recommended. Cross references: ABS175

BIO181 – GENERAL BIOLOGY (MAJORS) I BIO1181
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: 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 BIO1182
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of C or better in BIO181 or BIO181XT. Course Note: BIO182 may require field trips. General Education Designation:
Natural Sciences (Quantitative) [SG] Arizona Shared Unique Number SUN# BIO1182

BIO201 – HUMAN ANATOMY AND PHYSIOLOGY I BIO2201
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: A grade of C or better in (BIO156, or BIO156XT, or 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 CREDIT //3 PERIODS
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of C or better in BIO201 or BIO201XT. General Education Designation: Natural Sciences (General) [SG] Arizona Shared Unique Number SUN#: BIO 2202

BIO205 – MICROBIOLOGY BIO2205
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: A grade of C or better in (BIO156, or BIO156XT, or BIO181, or BIO181XT, or one year of high school biology) and (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)
BPC101AA – INTRODUCTION TO COMPUTERS I
LEC + LAB // 1 CREDIT // 2 PERIODS
Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

BPC104AD – USING EXCEL: LEVEL I
LEC // 0.5 CREDITS // 0.5 PERIODS
Use of Excel to create, edit, save and print worksheets
Prerequisites: None.

BPC104BD – USING EXCEL: LEVEL II
LEC // 0.5 CREDITS // 0.5 PERIODS
Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and analyze data, and special print options to output worksheets and graphs. Prerequisites: A grade of C or better in BPC104AD or permission of instructor.

BPC110 – COMPUTER USAGE AND APPLICATIONS
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to business and personal computer operations and usage, 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 CREDIT // 1.7 PERIODS
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. Cross-References: OAS111AA

BPC128 - INTRODUCTION TO DESKTOP PUBLISHING
LEC + LAB // 1 CREDIT // 2 PERIODS
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic merging, and other computer- based functions. Prerequisites: None.

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: A grade of

C or better in CIS105 or permission of Instructor.

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 CREDIT // 1 PERIOD
The creative use of art media and techniques at appropriate developmental levels.
Prerequisites: None.

CFS123 – HEALTH AND NUTRITION IN EARLY CHILDHOOD SETTINGS
LEC // 1 CREDIT // 1 PERIOD
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 CREDIT // 1 PERIOD
Fundamental concepts of promoting a safe, but challenging learning environments. Establishing and maintaining safety procedures in the early childhood setting. Emphasis on indoor and outdoor equipment and activities, risk analysis, accident, evacuation, and emergency plans, regulations, regulatory agencies and resources, current topics, and innovative practices. Prerequisites: None.

CFS157 – MARRIAGE AND FAMILY LIFE
LEC // 3 CREDITS // 3 PERIODS
Study of marriage and the family as a social system, including models of family analysis, interpersonal and inter-personal relations, and cross-cultural and historical pat-terns. Prerequisites: None. Course Attributes: General Education Designation: Social and Behavioral Sciences [SB].

CFS163 – FAMILY CHILDCARE: INTRODUCTION TO BUSINESS MANAGEMENT
LEC // 3 CREDITS // 3 PERIODS
Emphasis on small business management and effective policies and procedures for family child care providers. Licensing, legal, and regulatory issues in a home setting are examined. Prerequisites: None.

CFS164 – FAMILY CHILDCARE: CURRICULUM AND ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
Family child care planning for multi-age groupings of children through age eight. Role of the environment as well as various curriculum programs will be explored and evaluated. Exploration of culturally rich, inclusive and child-centered environment in his/her own child care setting. Issues of professionalism, family partnerships, and observation, guidance, and health/safety practices are examined.
Prerequisites: None.

CFS176 – CHILD DEVELOPMENT
LEC // 3 CREDITS // 3 PERIODS
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and con-temporary issues. Prerequisites: None. General Education Designation: Social and Behavioral Sciences - [SB] Cross-Reference: ECH176

CFS207 – ORGANIZATION AND COMMUNITY LEADERSHIP IN CHILD AND FAMILY ORGANIZATIONS
LEC // 3 CREDITS // 3 PERIODS
Examination of organization and community leadership as it applies to the management and administration of community-based child and family services organizations. Provides overview of leadership styles and function. Prerequisites: None.

CFS235 – DEVELOPING CHILD: THEORY INTO PRACTICE, PRENATAL TO AGE EIGHT
LEC // 3 CREDITS // 3 PERIODS
Understanding and working with young children, birth through age 8. Analysis of young children's physical, social, emotional, cognitive and linguistic development with-in their home, school, and cultural contexts. Typical and atypical development. Implications for teachers and parents. Emphasis on observations and planning curriculum based on theories, research, and child-specific data. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

CFS269 – CHILD CARE SEMINAR
LEC // 1 CREDIT // 1 PERIOD
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. Prerequisites: Permission of Department or Division. Course Notes: CFS269 may be repeated for a total of three (3) credit hours. Cross-References: ECH269

CFS271 – ARRANGING THE ENVIRONMENT
LEC // 1 CREDIT // 1 PERIOD
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None. Cross-References: ECH271

CFS273 – MATH FOR THE YOUNG CHILD
LEC // 1 CREDIT // 1 PERIOD
Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None. Cross-References: ECH273

CFS275 – LITERACY DEVELOPMENT AND THE YOUNG CHILD
LEC // 1 CREDIT // 1 PERIOD
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom. Prerequisites: None. Cross-References: ECH275

CFS282 – MAINSTREAMING THE YOUNG CHILD WITH A DISABILITY
LEC // 1 CREDIT // 1 PERIOD
An exploration of the educational, social, and behavioral issues and concerns involved in the successful integration of children with disabilities into typical preschool classes. Includes discussion of practical concerns such as adaptation of environment and accessing existing resources in the community. Prerequisites: None.

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 allowed. Prerequisites: A grade of C or better in CFS176 ECH176 and permission of department. Corequisites: CFS269 ECH269. Cross-References: ECH284AB

CFS287 – PROFESSIONAL DEVELOPMENT IN EARLY CHILDHOOD EDUCATION
LEC // 1 CREDIT // 1 PERIOD
Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. Prerequisites: None. Cross-References: ECH287

CFS296WA-WC – COOPERATIVE EDUCATION
LAB // 1-3 CREDITS // 5-15 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an out-come related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Co requisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

CHEMISTRY (CHM)
CHM107 – CHEMISTRY AND SOCIETY
LEC // 3 CREDITS // 3 PERIODS
A survey of chemistry and its impact on the environment. Prerequisites: None. Course Notes: Completion of CHM107LL required to meet the Natural Science requirement. General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM107LL

CHM107LL – CHEMISTRY AND SOCIETY LABORATORY
LAB // 1 CREDIT // 3 PERIODS
Laboratory experience in support of CHM107. Prerequisites: 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 – CHM1130
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 CREDIT // 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

CHM150 – GENERAL CHEMISTRY I
LEC // 4 CREDITS // 4 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

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 CREDIT // 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 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

CHM152AA – GENERAL CHEMISTRY II
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 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. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA. General Education Designation: Natural Sciences (Quantitative) - [SQ]

CHM152LL – GENERAL CHEMISTRY II LABORATORY
LAB // 1 CREDIT // 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 – CHM2230
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 – CHM2230
LAB // 1 CREDITS // 3 PERIODS

Laboratory experience in support of CHM230 Prerequisites: CHM130LL or CHM151LL or equivalent or Co requisites: CHM230. General Education Designation: Natural Sciences (Quantitative) [SQ] in combination with: CHM23. Arizona Shared Unique Number SUN#: CHM 2230

CHM235 – GENERAL ORGANIC CHEMISTRY I
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 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 CREDIT // 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 CREDIT // 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 CREDIT // 3 PERIODS
Laboratory experience in support of CHM260. Prerequisites: A grade of "C" or better in CHM230. Completion of prerequisites within last two years recommended.

COMPUTER INFORMATION SYSTEMS (CIS)
CIS102DA – CUSTOMER USER SUPPORT
LEC + LAB // 3 CREDITS // 4 PERIODS
Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional. Prerequisites: None.

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. 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

CIS111 – ETHICS IN INFORMATION TECHNOLOGY
LEC // 3 CREDITS // 3 PERIODS
Ethical issues that arise as a result of increasing use of computers, and the responsibilities of those who work with computers, either as computer science professionals or end users. Critical inquiry and review of ethical challenges in information technology business, including professional and corporate responsibility, government regulation, fiduciary responsibilities of information, infringement of intellectual property, security risk assessment, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and the ethics of IT corporations. Prerequisites: None.

CIS113DE – MICROSOFT WORD:
WORD PROCESSING
LEC + LAB // 3 CREDITS // 4 PERIODS
Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. Prerequisites: None.

CIS114AE – EXCEL: LEVEL I
LEC + LAB // 1 CREDITS // 2 PERIODS
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114DE – EXCEL SPREADSHEET
LEC + LAB // 3 CREDITS // 4 PERIODS
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None. Course Notes: CIS114DE may be repeated for a total of nine (9) credit hours.

CIS117AM – DATABASE MANAGEMENT:
MICROSOFT ACCESS – LEVEL I
LEC + LAB // 1 CREDIT // 2 PERIODS
Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None

**CIS117BM – DATABASE MANAGEMENT:
MICROSOFT ACCESS – LEVEL II
LEC + LAB // 1 CREDIT // 2 PERIODS**
Exploration of additional components of the
Microsoft Access database management program.
Prerequisites: A grade of C or better in CIS117AM or
permission of Instructor. Course Notes: CIS117BM
may be repeated for a total of three (3) credit hours.

**CIS117CM – DATABASE MANAGEMENT:
MICROSOFT ACCESS – LEVEL III
LEC + LAB // 1 CREDIT // 1 PERIOD**
Application of the features of the Microsoft Access
program to some common database management
problems. Prerequisites: A grade of C or better
in CIS117BM.

**CIS117DM – MICROSOFT ACCESS:
DATABASE MANAGEMENT
LEC + LAB // 3 CREDITS // 4 PERIODS**
Introduction to the basic elements, exploration
of additional components and common database
management problems related to the Microsoft
Access program. Prerequisites: None. Course Notes:
CIS117DM combines the contents of CIS117AM,
CIS117BM and CIS117CM. CIS117DM may be
repeated for a total of nine (9) credit hours.

**CIS118AB – POWERPOINT LEVEL I
LEC + LAB // 1 CREDITS // 2 PERIODS**
Use of PowerPoint software to produce professional
quality presentation visuals. Prerequisites: None.

**CIS118DB – DESKTOP PRESENTATION:
POWERPOINT
LEC + LAB // 3 CREDITS // 4 PERIODS**
Use of PowerPoint to produce professional quality
presentation visuals with animation and sound.
Prerequisites: None. Course Notes: CIS118DB may be
repeated for a total of nine (9) credit hours.

**CIS119DO – INTRODUCTION TO ORACLE: SQL
LEC + LAB // 3 CREDITS // 4 PERIODS**
Use of Oracle tools and methodologies to fulfill real-
world business information requirements. Hands-on
exercises for designing, creating, and maintaining
database structures to store, retrieve, update, and
display data in a relational database using the SQL
programming language. Creating and maintaining
database objects. Advanced retrieval techniques.
Prerequisites: A grade of C or better required in all
Prerequisites. Prerequisites or Corequisites: CIS105 or
permission of Instructor.

**CIS120AJ – INTRODUCTION TO DIGITAL
PHOTO EDITING
LEC + LAB // 1 CREDIT // 2 PERIODS**
Introduction to digital photography and image
editing. Digital photo editing use of electronic
techniques to select, manipulate, and edit images.
Prerequisites: None.

**CIS120DA – INTRODUCTION TO ADOBE PREMIERE
LEC + LAB // 3 CREDIT // 4 PERIODS**
Foundations of video import, export, and editing.
Includes parts and function of a video camera,
preproduction and production, incorporating
photographs, titles, graphics, animation and audio,
capturing, editing, rendering and outputting digital
video. Prepares students for the Adobe Certifications
related to Adobe Premiere. Prerequisites: None.

**CIS120DB – INTRODUCTION TO
ADOBE ILLUSTRATOR
LEC + LAB // 3 CREDIT // 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 CREDIT // 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.

CIS120DG – FIREWORKS: WEB GRAPHICS
LEC + LAB // 3 CREDIT // 4 PERIODS
Use of graphics software to create and edit vector and bitmap (raster) graphics. Creation and manipulation of paths and special effects. Covers slices, buttons, pop-up menus, navigation bars, and animations for use in web sites. Prerequisites: None.

CIS120DK – INTRODUCTION TO DIGITAL VIDEO EDITING
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to digital video editing comprises of a foundation for video import, export, and editing functions. Includes parts and function of a video camera, preproduction and production, incorporating photographs, titles, graphics, animation and audio, capturing, editing, rendering and outputting digital video. Prerequisites: None.

CIS120DL – 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.

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.

CIS120DP – ADOBE ACROBAT PRO: PORTABLE DOCUMENT FORMAT (PDF) FILES
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to creating PDF (Portable Document Format) files using Adobe Acrobat for web viewing and printing. Addresses creation of interactive PDF documents including security settings, navigation links, and form fields. Prerequisites: None.

CIS121AB – MICROSOFT COMMAND LINE OPERATIONS
LEC + LAB // 1 CREDIT // 2 PERIODS
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE – WINDOWS OPERATING SYSTEM: LEVEL I
LEC + LAB // 1 CREDIT // 2 PERIODS
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and soft-ware, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None.

CIS121AH – MICROSOFT POWERSHELL/ COMMAND LINE OPERATIONS
LEC + LAB // 3 CREDITS // 4 PERIODS
Day-to-day command line administration tasks of Microsoft Windows. PowerShell used to create scripts to administer Microsoft windows environment. Prerequisites: None. MST150++ suggested but not required.

CIS121AI – MAC OPERATING SYSTEM
LEC + LAB // 1 CREDIT // 2 PERIODS
Specific topics include getting started with Mac OS; working with disks, folders, and files; installing and using applications; setting system preferences; printing, faxing, and scanning; getting and living online; using iLife; sharing a Mac with other users; creating a home network; and maintaining the Mac. Prerequisites: None.

CIS122AE – WINDOWS OPERATING SYSTEM: LEVEL II
LEC + LAB // 1 CREDIT // 2 PERIODS
Additional capabilities of the Windows program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: A grade of C or better in CIS121AE or permission of Instructor.

CIS124AA – PROJECT MANAGEMENT SOFTWARE: LEVEL I
LEC + LAB // 1 CREDIT // 1.7 PERIODS
Utilization of project management software packages by managers and advanced business students to solve critical management planning tasks. Evaluation of management opportunities utilizing software packages to monitor project progress and resource allocation. Includes what-if analyses, and preparation of management reports. Prerequisites: None

**CIS124BA – PROJECT MANAGEMENT
SOFTWARE: LEVEL II
LEC + LAB // 1 CREDIT // 1.7 PERIODS**
Advanced use of project management software
Covers features and functions to solve
critical management planning tasks. Project
communications, scheduling, resource allocation,
tracking processes and importing and exporting data
also covered. Project consolidation emphasized.
Prerequisites: A grade of C or better in CIS124AA or
permission of Instructor.

**CIS126AA – UNIX OPERATING SYSTEM: LEVEL I
LEC + LAB // 1 CREDIT // 2 PERIODS**
Use of the UNIX operating system, system
components, built-in commands, files and directories,
editors, and UNIX Shell and command lines.
Prerequisites: None.

**CIS126AL – LINUX OPERATING SYSTEM I
LEC + LAB // 1 CREDIT // 2 PERIODS**
Introduction to the Linux Operating system. Develop
knowledge and skills required to install, configure
a Linux-based workstation including basic network
functions. Prerequisites: None.

**CIS126DA – UNIX OPERATING SYSTEM
LEC + LAB // 3 CREDITS // 4 PERIODS**
Use of a UNIX operating system including system
components, built-in commands, files, and
directories, editors, and UNIX shell and command
lines. Installation, configuration, and maintenance
of a UNIX operating system. Create scripts and
batch files, and maintain system communications.
Prerequisites: None.

**CIS126DL – LINUX OPERATING SYSTEM
LEC +LAB // 3 CREDITS // 4 PERIODS**
Introduction to the Linux Operating system. Develop
knowledge and skills required to install, configure and
troubleshoot a Linux-based workstation including
basic network functions. Learn basic command
line and Graphical User Interface (GUI) desktop
environment utilities and applications. Fundamental
abilities to achieve the entry-level industry
certification covered. Prerequisites: None.

**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.

**CIS133AA – INTERNET/WORLD
WIDE WEB: LEVEL I-A
LEC + LAB // 1 CREDIT // 2 PERIODS**
Overview of the Internet and its resources. Hands-
on experience with various Internet communication
tools. Prerequisites: None.

**CIS133DA – INTERNET/WEB DEVELOPMENT LEVEL I
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.
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**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.

CIS150 – PROGRAMMING FUNDAMENTALS
LEC + LAB // 3 CREDITS // 4 PERIODS
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: CIS105 or permission of Instructor.

CIS150AB – OBJECT-ORIENTED PROGRAMMING FUNDAMENTALS
LEC + LAB // 3 CREDITS // 4 PERIODS
Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language. Prerequisites: 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
Use of the Python programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS159 – VISUAL BASIC PROGRAMMING I
LEC + LAB // 3 CREDITS // 4 PERIODS
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: 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]

CIS163AA – JAVA PROGRAMMING: LEVEL I
LEC + LAB // 3 CREDIT // 4 PERIODS
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object oriented programming. Prerequisites: A grade of C or better in CIS105, or permission of Instructor. General

Education Designation: Computer/ Statistics / Quantitative Applications [CS].

CIS165 – INTRODUCTION TO IOS APPLICATION DEVELOPMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to iOS device programming utilizing the XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through the entire design process from concept to final product delivery. Prerequisites: A grade of C or better in CIS150++, or CIS156, or CIS159, or CIS162++, or CIS163AA, or permission of Instructor.

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. Editor's Note: CIS165DA may be offered concurrently with CIS265DA.

CIS165DB – C#/ VB.NET: WINDOWS 8 APP DEVELOPMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Building upon desktop application development with Visual Studio using VB.NET or C# languages, developing apps for Windows 8 utilizes Extensible Application Markup Language (XAML) for interface design. Windows 8 utilizes UI design standards that are unique from previous versions. Develop apps for Windows 8 smartphones and tablets that utilize touch input methods, translate into different resolutions, states, and orientations, and can tap into mobile features such as location and acceleration sensors. Includes working with external data and packaging for Windows Store distribution. Prerequisites: A grade of C or better in CIS159 or CIS162AD 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.

CIS166 – WEB SCRIPTING/PROGRAMMING
LEC + LAB // 3 CREDITS // 4 PERIODS
Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

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.

CIS166AE – WEB SCRIPTING WITH PHP:
HYPERTEXT PREPROCESSOR (PHP)
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to web scripting with PHP (PHP: Hypertext Preprocessor). Web application development using Hypertext Markup Language (HTML), PHP, programming logic, and Structured Query Language (SQL) Prerequisites: A grade of C or better in CIS133DA or permission of Instructor. Editor's Note: CIS166AE may be offered concurrently with CIS276DA.

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.

CIS197 – VMWARE ESXI SERVER ENTERPRISE
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to vSphere and VMware ESXI server in the enterprise. Covers many aspects of virtualization for VMware ESXI server administration. Designed to develop knowledge and skills required to install, configure and troubleshoot a VMware ESXI Server (vSphere) including basic network functions. Prerequisites: A grade of C or better in [CIS105 and (BPC270 or MST150++) and (CIS126DL or CIS126RH) and (CIS190 or CNT140AB)] or permission of Instructor.

CIS213DE – ADVANCED MICROSOFT WORD:
WORD PROCESSING
LEC + LAB // 3 CREDITS // 4 PERIODS
Using advanced word processing software features to perform tasks such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents. Prerequisites: A grade of C or better in CIS113DE or (CIS113AE and CIS113BE and CIS113CE) 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.

CIS217AM – ADVANCED MICROSOFT ACCESS: DATABASE MANAGEMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, sub forms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: A grade of C or better in CIS117CM or CIS117DM.

CIS220DC – FLASH: ADVANCED ANIMATION AND ACTION SCRIPT
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash. Prerequisites: A grade of C or better in CIS120DC or permission of Instructor.

CIS220DF – ADOBE PHOTOSHOP LEVEL II: ADVANCED DIGITAL IMAGING
LEC // 3 CREDITS // 4 PERIODS
Goes beyond the basic use of palettes, selections, layers, menus, and tool options, and focuses on using Photoshop software`s advanced features to manipulate and correct digital and digitally produced images. Prerequisites: A grade of C or better in CIS120DF or permission of Instructor.

CIS224 – PROJECT MANAGEMENT MICROSOFT PROJECT FOR WINDOWS
LEC + LAB // 3 CREDIT // 4 PERIODS
 Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, Powerpoint, and cc Mail. Prerequisites: None

CIS225 – BUSINESS SYSTEMS ANALYSIS AND DESIGN
LEC + LAB // 3 CREDITS // 4 PERIODS
Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of Instructor.

CIS225AB – OBJECT-ORIENTED ANALYSIS AND DESIGN
LEC + LAB // 3 CREDITS // 4 PERIODS
Methodologies and notations for fundamental object oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language or permission of instructor.

CIS226AL – INTERNET/INTRANET SERVER ADMINISTRATION-LINUX
LEC + LAB // 3 CREDITS // 4 PERIODS
Configuration and management of internet/ intranet services, including the Apache web server, Simple Mail Transfer Protocol servers (SMTP), Structured Query Language (SQL server), File Transfer Protocol (FTP), Network Time Protocol (NTP), and other network services used in home and small business environments. Covers basic security configuration and testing. Prerequisites: A grade of C or better in CIS126 (any module) or permission of Instructor.

CIS227 – ASSEMBLER LANGUAGE
LEC + LAB // 3 CREDITS // 4 PERIODS
Concepts and use of the Assembly programming language, including basic arithmetic operations, flow control, and memory management. Prerequisites: A grade of C or better in CIS162++ or permission of Instructor.

CIS233DA – INTERNET/WEB DEVELOPMENT LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e -Commerce. Prerequisites: A grade of C or better in CIS133DA, or permission of Instructor.

CIS233DC – INTERNET WEB DEVELOPMENT: DREAMWEAVER
LEC + LAB // 3 CREDITS // 4 PERIODS
Design and development of comprehensive and interactive websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain various client side web technologies. Assists in preparing students for the Adobe Certifications related to Adobe Dreamweaver. Prerequisites: A grade of C or better in CIS132, or CIS133DA, or permission of Instructor.

CIS235 – E-COMMERCE
LEC + LAB // 3 CREDITS // 4 PERIODS
Introduction to Electronic Commerce on the Internet. De-signing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, Credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

CIS238DL – LINUX SYSTEM ADMINISTRATION
LEC+ LAB // 3 CREDITS // 4 PERIODS
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the 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.

CIS239DL – LINUX SHELL SCRIPTING
LEC + LAB // 3 CREDITS // 4 PERIODS
Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: A grade of C or better in CIS238DL or CIS238RH or permission of Instructor.

CIS240DL – LINUX NETWORK ADMINISTRATION
LEC + LAB // 3 CREDITS // 4 PERIODS
In depth networking based on Linux servers and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols.

Preparation for industry certifications such as the CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1). Prerequisites: A grade of C or better in CIS238DL or permission of Instructor.

CIS240RH – RED HAT SYSTEM ADMINISTRATION III
LEC +LAB // 3 CREDITS // 4 PERIODS
Provides solid understanding of how to automate services on a Linux system. Covers use of Ansible to automate provisioning, configuration, application deployment, and orchestration on Red Hat Enterprise Linux 8. Content aligns with the Red Hat Certified Engineer (RHCE - EX294) exam, a professional certification. Prerequisites: A grade of C or better in CIS238RH or permission of Instructor.

CIS250 – MANAGEMENT OF I
NFORMATION SYSTEMS
LEC // 3 CREDITS // 4 PERIODS
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: A grade of C or better in CIS105.

CIS259 – VISUAL BASIC PROGRAMMING II
LEC // 3 CREDITS // 4 PERIODS
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: A grade of C or better in CIS159 or permission of Instructor.

CIS262AB – C++ : LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced level C++ programming with emphasis on arrays, data management, dynamic memory allocation, object-oriented programming concepts, input/ output operations, libraries, and debugging techniques. Includes overview of other advanced applications of C++. Prerequisites: A grade of C or better in CIS162AB or permission of Instructor.

CIS262AD – C# LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools. Prerequisites: A grade of C or better in CIS162AD, or permission of Instructor. Editor's Note: CIS262AD may be offered concurrently with CIS165DC.

CIS263AA – JAVA PROGRAMMING: LEVEL II
LEC + LAB // 3 CREDITS // 4 PERIODS
Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

CIS265 – ADVANCED IOS
APPLICATION DEVELOPMENT
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced iOS device programming utilizing the Swift/XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through entire design process from concept to final product delivery. Prerequisites: A grade of C or better in CIS150++ and CIS165, or permission of Instructor.

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.

CIS270 – ESSENTIALS OF NETWORK AND
INFORMATION SECURITY
LEC + LAB // 3 CREDITS // 4 PERIODS
Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GIAC Security Essentials Certificate (GSEC). Prerequisites: A grade of C or better in BPC270 or CIS190 or CNT140AB or MST150++ or permission of Instructor.

CIS271DB – INFORMATION SECURITY ESSENTIALS
LEC + LAB // 3 CREDITS // 4 PERIODS
Overview of information security principles, access control, risk management, and compliance. Provides partial preparation for certification in one or all of the following: Comptia Security + exam, International Information Systems Security Certification Consortium (ISC)2, Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC). Prerequisites: A grade of C or better in (BPC270 or CIS126DL or CIS126RH or MST150++) and (CIS190 or CNT140AB) and (CIS250 or ITS120).

CIS271DL – LINUX SECURITY
LEC + LAB // 3 CREDITS // 4 PERIODS
Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user- level, file system, and network security. Gain knowledge in a variety of security cracking techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS240DL or Permission of Instructor.

CIS272DB – INFORMATION SECURITY PRINCIPLES
LEC + LAB // 3 CREDITS // 4 PERIODS
Covers threats to the IT infrastructure and how they can impact operations. Demonstrates strategies to mitigate risk impacts as they relate to the IT infrastructure. Provides technical knowledge required to execute on the essentials of information security. Provides partial preparation for certification in one or all of the following: Comptia Security + exam, International Information Systems Security Certification Consortium ((ISC)2),

Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC). Prerequisites: A grade of C or better in CIS271DB.

CIS275DL – LINUX CAPSTONE
LEC + LAB // 3 CREDITS // 4 PERIODS
The Linux Capstone course aggregates the skills, knowledge, communication, and critical thinking skills from the Linux Program. This course is to emulate a production environment that prepares students to work as a Linux Systems Administrator. The course helps to prepare students for Linux Industry certification exams. Prerequisites: A grade of C or better in CIS240DL, or CIS240RH, or permission of Instructor.

CIS276DA – MYSQL DATABASE
LEC + LAB // 3 CREDITS // 4 PERIODS
A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: A grade of C or better in CIS105, or CIS117DM, or permission of Instructor. Editor's Note: CIS276DA may be offered concurrently with CIS166AE.

CIS276DB – SQL SERVER DATABASE
LEC + LAB // 3 CREDITS // 4 PERIODS
A broad overview of the Microsoft Structured Query Language (SQL) Server database. Includes SQL instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: A grade of C or better in CIS105, or CIS117DM, or permission of Instructor.

CIS280 – CURRENT TOPICS IN COMPUTING
LEC + LAB // 3 CREDITS // 4 PERIODS
Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS290AA – COMPUTER INFORMATION SYSTEMS INTERNSHIP LAB // 1 CREDIT // 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 CREDIT // 18 PERIODS
Work experience in business or industry. Permission of Instructor.

CIS296WA-WD – COOPERATIVE EDUCATION
LAB // 1 CREDIT // 5 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome 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.

CLOUD COMPUTING (CLD)
CLD110 – AMAZON WEB SERVICES ACADEMY CLOUD FOUNDATIONS
LEC + LAB // 2 CREDITS // 3 PERIODS
Provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. Helps to prepare students for the AWS Certified Cloud Practitioner exam. Prerequisites: None. CIS105 suggested but not required.

CISCO NETWORKING TECHNOLOGY (CNT)

CNT140AA – INTRODUCTION TO NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Introduces the architecture, structure, functions, components, and models of the Internet and other computer net-works. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, per-form basic configurations for routers and switches, and implement IP addressing schemes.
Preparation for Cisco certification examination.
Prerequisites: None.

CNT140AB – INTRODUCTION TO NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Focus on the architecture, structure, functions, components, and models of the Internet and other computer networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination. Prerequisites: None.

CNT150AA – CISCO - ROUTING AND SWITCHING ESSENTIALS
LEC + LAB // 4 CREDITS // 6 PERIODS
Architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Configuration and troubleshooting routers and switches and resolving common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Preparation for Cisco certification examination. Prerequisites: A grade of C or better in CNT140A A or permission of Instructor.

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.

CNT160AA – SCALING NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Architecture, components, and operations of routers and switches in large and complex networks. Configuring routers and switches for advanced functionality. Configuring and troubleshooting routers and switches and resolving common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Developing the knowledge and skills needed to implement a WLAN in a small-to-medium network. Preparation for Cisco certification examination. Prerequisites: A grade of C or better in CNT150A A or permission of Instructor.

CNT160AB – ENTERPRISE NETWORKING, SECURITY, AND AUTOMATION
LEC + LAB // 4 CREDITS // 6 PERIODS
Focus on the configuration of routers and switches within small and medium size networks for advanced functionality including Open Shortest Path First (OSPF), Network security, Access Control Lists (ACLs), Network Address Translation (NAT), Wide Area Network (WAN) concepts, Virtual Private Networks (VPNs), Quality of Service (QOS), network management, design, troubleshooting, virtualization, and automation. Preparation for Cisco certification examination. Prerequisites: A grade of C or better in CNT150AB or permission of Instructor.

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.

CNT170AA – CISCO – CONNECTING NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. Criteria selection of network devices and WAN technologies to meet network requirements.

Configuring and troubleshooting network devices, and resolving common issues with data link protocols issues, and developing the knowledge and skills needed to implement Internet Protocol Security (IPSec) and Virtual Private Network (VPN) operations. Preparation for Cisco certification examination. Prerequisites: A grade of C or better in CNT160AA or permission of Instructor.

CNT171 – CCNA EXAM PREP
LEC + LAB // 1 CREDITS // 2 PERIODS
Preparation for renewal of CCNA certification by reviewing the OSI model and industry standards including network topologies, IP addressing, subnet masks, access control list, basic network design and cable installation. Practice the skills to configure, customize, maintain and trouble- shoot Cisco routers and switches for Local Areas 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 CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

CNT200 – CCNP ROUTE: IMPLEMENTING CISCO IP ROUTING
LEC + LAB // 4 CREDITS // 6 PERIODS
Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, understand scalable internetworks and Quality of Service (QoS), configure advanced routing protocols Border Gateway Protocol [BGP], Intermediate System to Intermediate System [IS-IS], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF], as well as multicast routing, Internet Protocol (IPv6), and perform advanced IP addressing configuration, Dynamic Host Configuration Protocol (DHCP). Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: A grade of C or better in CNT160AB, or CCNA industry certification, or permission of Instructor. Corequisites: CNT220. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

CNT202 – CISCO SECURE FIREWALL APPLIANCE CONFIGURATION
LEC + LAB // 4 CREDITS // 5 PERIODS
Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design

and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. Prerequisites: A grade of C or better in CNT170A A or permission of Instructor.

CNT205 – CISCO CERTIFIED NETWORK ASSOCIATE SECURITY
LEC + LAB // 4 CREDITS // 6 PERIODS
Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: A grade of C or better in CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

CNT206 – CISCO CERTIFIED NETWORK ASSOCIATE WIRELESS
LEC + LAB // 4 CREDITS // 6 PERIODS
Associate-level knowledge and skills required in Cisco wireless networks. Includes comprehensive hands-on labs to design, plan, implement, operate, secure, and troubleshoot wireless networks. Prerequisites: A grade of C or better in CNT170AA or permission of Instructor.

CNT208 – CISCO CERTIFIED NETWORK ASSOCIATE VOICE
LEC + LAB // 4 CREDITS // 6 PERIODS
Introduction to IP telephony for Medium and Small Organizations networks. Covers Packet Voice Technologies, Configuring Voice Interfaces, Voice Dial Peers, VoIP Signaling, Cisco Unified Communications Manager Express (CUCME), Cisco Unity Express (CUE) and Call Control. Includes data and voice integration solutions at the net-work-access level. Prerequisites: CNT170 or CNT170AA, or CCNA Certification, or permission of Instructor. Course Notes: CNT208 may be repeated for a total of Twelve (12) credit hours.

CNT220 – CCNP SWITCH: IMPLEMENTING CISCO IP SWITCHING
LEC + LAB // 4 CREDITS // 6 PERIODS
Development of knowledge and skills in building, monitoring, and maintaining switching in converged enterprise networks using advanced and multi-layer switching technologies. Planning, configuring, securing and verifying the implementation of complex enterprise switching solutions. Hands-on learning and practice to reinforce configuration skills. Prerequisites: A grade of C or better in CNT160AB, or CCNA industry certification, or permission of Instructor. Corequisites: CNT200. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

CNT231 – CCNP TSHOOT: MAINTAINING AND TROUBLE – SHOOTING CISCO IP NETWORKS
LEC + LAB // 4 CREDITS // 6 PERIODS
Development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: A grade of C or better in (CNT200 and CNT220), or permission of Instructor. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

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

COM150 – DIGITAL STORYTELLING
LEC + LAB // 3 CREDITS // 6 PERIODS
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None.

COM181 – CONFLICT MEDIATION
LEC // 3 CREDITS // 3 PERIODS
Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout. Prerequisites: None. Cross Reference Course: MCM181

COM225 – PUBLIC SPEAKING
LEC // 3 CREDITS // 3 PERIODS
Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: A grade of C or better in ENG101 or ENG107, or equivalent. General Education Designation: Literacy and Critical Inquiry [L].

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].

COM271 – VOICE AND DICTION
LEC // 3 CREDITS // 3 PERIODS
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers International Phonetic Alphabet and standard stage speech. Prerequisites: None.
Cross- References: THP271

CONSTRUCTION (CON)
NOTE: THE FOLLOWING COURSES WILL BE A PART OF A NEW CONSTRUCTION TECHNOLOGY PROGRAM AT SMCC EFFECTIVE IN THE FALL 2020 SEMESTER!

Editor's Note: 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 CREDIT(S) // 1 PERIOD(S)
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 CREDIT(S) // 1.5 PERIOD(S)
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 CREDIT(S) // 1.5 PERIOD(S)
Introduction to basic calculation skills in the construction environment including the four primary operations, United States standard and metric units of measure, geometric figures, area and volume calculations for two and three-dimensional objects. Overview of the use, maintenance, and safety

procedures for common hand and power tools. Prerequisites: None.

CON107 CONSTRUCTION DRAWINGS INTRODUCTION
LEC + LAB // 1 CREDIT(S) // 1 PERIOD(S)
Provides students with the information and skills needed to read and understand construction drawings. Prerequisites: None.

CON110 - CARPENTRY: FLOOR SYSTEMS
LEC + LAB // 3 CREDIT(S) // 4 PERIOD(S)
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 CREDIT(S) // 4 PERIOD(S)
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 // 4.5 CREDIT(S) // 5 PERIOD(S)
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 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 CREDIT(S) // 4 PERIOD(S)
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 CREDIT(S) // 3 PERIOD(S)
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 CREDIT(S) // 4 PERIOD(S)
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 CREDIT(S) // 3 PERIOD(S)
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 CREDIT(S) // 4 PERIOD(S)
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 CREDIT(S) // 4 PERIOD(S)
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 CREDIT(S) // 5 PERIOD(S)
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.

CAREER PERSONAL DEVELOPMENT (CPD)
CPD102AD – GROWTH AND TRANSFORMATION STRATEGIES
LEC // 2 CREDITS // 2 PERIODS
Designed to help students adopt a growth mindset within a holistic framework in order to transform patterns that prevent them from achieving their goals. Prerequisites: None.

CPD115 – CREATING COLLEGE SUCCESS
LEC // 1 CREDIT // 1 PERIOD
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None Cross References: AAA115

CPD150 – STRATEGIES FOR COLLEGE SUCCESS
LEC // 3 CREDITS // 3 PERIODS
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None. Cross Reference: AAA150

CPD160 – INTRODUCTION TO MULTICULTURALISM
LEC // 3 CREDITS // 3 PERIODS
Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. Prerequisites: ENG101, or ENG107, or permission of Instructor. General Education Designations: Cultural Diversity - [C]; Literacy and Critical Inquiry [L].

CRITICAL READING (CRE)
CRE101 – COLLEGE CRITICAL READING AND CRITICAL THINKING
LEC // 3 CREDITS // 3 PERIODS
Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.

Prerequisites: A grade of C or better in (ENG101 or ENG107) and (RDG095, or RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113, or an appropriate district placement, or permission of Instructor). General Education Designation: Literacy and Critical Inquiry - [L] Common Competency Course. Editor's Note: CRE101 may be offered concurrently with ENG102.

CRE201 – CRITICAL READING AND WRITING IN A GLOBAL SOCIETY
LEC // 3 CREDITS // 3 PERIODS
Critical evaluation of writings of authors from a variety of countries and cultures in order to gain a more global perspective of both universal and contemporary issues. Analysis, synthesis, and evaluation of various contemporary cultural viewpoints through at least two substantial writing and/or speaking tasks. Prerequisites: A grade of C or better in (ENG101 or ENG107) and (CRE101 or exemption by score on the reading placement test). General Education Designation: Global Awareness [G] General Education Designation: Literacy and Critical Inquiry - [L]

CRE111 – CRITICAL READING FOR BUSINESS AND INDUSTRY
LEC // 3 CREDITS // 3 PERIODS
Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading Asset test score or a grade of C or better in RDG100 or permission of Instructor.

CREATIVE WRITING (CRW)
CRW150 – INTRODUCTION TO CREATIVE WRITING
LEC // 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: MAT120 or MAT121 orMAT122. 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 MAT120 or MAT121 or MAT122. General Education Designation. Computer/Statistics/ Quantitative Applications - [CS]

CSC205 – OBJECT ORIENTED PROGRAMMING AND DATA STRUCTURES
LEC + LAB // 3 CREDITS // 3 PERIODS
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC110, or permission of Instructor.

CUSTOMER SERVICE REPRESENTATIVE (CSR)
Editor's Note: The following courses are a part of our Pharmacy: Customer Service program (5348) and are offered through a closed cohort. See the mCLCTL Division for scheduling information.

CSR139 – INTRODUCTION TO RETAIL PHARMACY CUSTOMER CARE
LEC // 3 CREDITS // 3 PERIODS
Introduction to the retail pharmacy program. Includes customer care responsibilities, confidentiality, and eligibility status in addition to various types of member inquiries. Also covers quality assurance and Federal and State laws governing controlled sub-stances. 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
4 LEC // 1 CREDIT // 1 PERIOD
Orientation to customer service responsibilities in pharmacy practice. Includes educational and licensure requirements as well as basic functions of the pharmacy and the customer service representative. Prerequisites: Permission of Department or Division.

CSR162 – PHARMACY OPERATIONS FOR THE CUSTOMER SERVICE REPRESENTATIVE
LEC // 3 CREDITS // 3 PERIODS
Customer service responsibilities in pharmacy operations. Includes procedures for prescription dispensing and drug distribution in the retail setting. Inventory control, packaging and storage, in addition to computer usage and third party operations. Prerequisites: CSR160

CSR280AB – CUSTOMER SERVICE INTERNSHIP
LEC + LAB // 2 CREDITS // 2 PERIODS
Customer service experience in business or industry. Eighty hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: Maximum of eight credits allowed.

CAREER/WORK EXPERIENCE (CWE)
CWE198AA-AC – CAREER/WORK EXPERIENCE
LEC + LAB // 1-3 CREDITS
Participation in a work experience, gaining on-the- job training, and/or exploring a career or field of choice. Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills.
Prerequisites: None.

DANCE HUMANITIES (DAH)
DAH100 – INTRODUCTION TO DANCE
LEC // 3 CREDITS // 3 PERIODS
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

DANCE (DAN)
DAN102AA – HIP HOP I
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of Hip Hop dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN102A A may be repeated for credit.

DAN120AA – WORLD DANCE: AFRICAN DANCE
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of African dance. Development of movement quality and performance skills, individually or in a group setting. May include African, Caribbean or Afro- fusion dance. Prerequisites: None. Course Notes: DAN120A A may be repeated for credit.

DAN132 – MODERN DANCE I
LEC +LAB // 1 CREDIT // 3 PERIODS
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN132 may be repeated for credit.

DAN133 – JAZZ DANCE I
LEC +LAB // 1 CREDIT // 3 PERIODS
Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN133 may be repeated for credit.

DAN135 – MODERN DANCE II
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of instructor. Course Notes: DAN135 may be repeated for credit.

DAN136 – JAZZ DANCE II
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN133 or permission of instructor. Course Notes: DAN136 may be repeated for credit.

DAN141 – DANCE WORKSHOP
LEC + LAB // 1 CREDIT // 3 PERIODS
An intensive experience in the process of choreography, performance, and production elements. Prerequisites: None Course Notes: DAN141 may be repeated for credit.

DAN150 – DANCE PERFORMANCE I
LEC + LAB // 1 CREDIT // 3 PERIODS
An introduction to the process and practice of dance performance. Prerequisites: None. Co requisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance. Course Note: DAN150 may be repeated for credit.

DAN155 – DANCE PERFORMANCE II
LEC + LAB // 1 CREDIT // 3 PERIODS
Continued study of the process and practice of dance performance at advanced beginning level. Prerequisites: A grade of C or better in DAN150 or permission of Instructor. Co requisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance. Course Notes: DAN155 may be repeated for credit.

DAN210 – DANCE PRODUCTION I
LEC + LAB // 3 CREDIT // 3 PERIODS
Introduction to the elements of pre-production and production, including but not limited to production organization, production management, lighting design, and sound design as they relate to the art of dance. Prerequisites: None.

DAN232 – MODERN DANCE III
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN135 or permission of Instructor. Course Note: DAN232 may be repeated for credit.

DAN233 – JAZZ DANCE III
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN136 or permission of instructor. Course Notes: DAN233 may be repeated for credit.

DAN235 – MODERN DANCE IV
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN232 or permission of instructor. Course Notes: DAN235 may be repeated for credit.

DAN236 – JAZZ DANCE IV
LEC + LAB // 1 CREDIT // 3 PERIODS
Theory and practice of jazz dance at the intermediate level. Development of movement quality and performance skills Prerequisites: A grade of C or better in DAN233 or permission of Instructor. Course Notes: DAN236 may be repeated for credit.

DAN250 – DANCE PERFORMANCE III
LEC + LAB // 1 CREDIT // 3 PERIODS
Continued study of the process and practice of dance performance at a level III. Prerequisites: A grade of C or better in DAN155 or permission of Instructor. Co requisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance. Course Notes: DAN250 may be repeated for credit.

DAN264 – CHOREOGRAPHY I
LEC + LAB // 3 CREDITS // 3 PERIODS
Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prerequisites: None.

DAN265 – CHOREOGRAPHY II
LEC + LAB // 3 CREDITS // 3 PERIODS
Exploration of choreography at the intermediate level. Experimentation with the various approaches to creative practice as established by 20th and 21st century artists. Prerequisites: A grade of C or better in DAN264 or permission of Instructor.

DAN280 – DANCE PRACTICUM
LEC + LAB // 2 CREDITS // 3 PERIODS
A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of Instructor.

ENGINEERING SCIENCE (ECE)

ECE102 – ENGINEERING ANALYSIS TOOLS AND TECHNIQUES
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 is required in all Prerequisites. Prerequisites or Corequisites: MAT182, or higher level mathematics course, or permission of Instructor or Department or Division Chair. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE103

ECE102AA – ENGINEERING ANALYSIS TOOLS AND TECHNIQUES
LEC // 2 CREDITS // 2 PERIODS
LAB // 0 CREDITS // 2 PERIODS

Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or a grade of C or better in MAT122 or permission of Department or Division. Co requisites: MAT151 or MAT182 or MAT187. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE103AB

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

ECE103AB – ENGINEERING PROBLEM SOLVING AND DESIGN – EGR1102
LEC // 2 CREDITS // 2 PERIODS
LAB // 0 CREDITS // 2 PERIODS

Fundamentals of the design process: engineering modeling, communication and problem solving skills in a team environment. Emphasis on process- based improvements to the design process. Introduction to engineering as a profession. Prerequisites: A grade of C or better in (ECE102 or ECE102AA) and (high school physics, or PHY111, or PHY111AA). Course

Notes: Student may receive credit for only one of the following: ECE103AB, or ECE103, or ECE103EP. Arizona Shared Unique Number SUN#: EGR 1102 - In combination with: ECE102AA

ECE103EP – ENGINEERING PROBLEM SOLVING AND DESIGN (WITH EPICS PROJECTS)
LEC + LAB // 2 CREDITS // 4 PERIODS

Fundamentals of the design process: engineering modeling, communication and problem-solving skills and design with Engineering Projects in Community Service (EPICS) 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. 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 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.

ECE111 – BIOENGINEERING SYSTEMS
LEC // 3 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 2 PERIODS
Introduction to biological concepts and application of engineering to biological and earth systems. Analysis of materials, structures, fluid mechanics, bioelectricity, and dynamics as applied to biological and environmental systems. Prerequisites: None.

ECE211 – ENGINEERING MECHANICS-STATICS
LEC // 3 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 2 PERIODS
Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: A grade of C or better in PHY115 or PHY121 or permission of Instructor or Division or Department Chair. Corequisites: MAT230 or MAT231 or permission of Instructor or Division or Department Chair.

ECE214 – ENGINEERING MECHANICS
LEC // 4 CREDITS // 4 PERIODS
LAB // 0 CREDITS // 2 PERIODS
Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: A grade of C or better in (ECE103 or ECE103AB or ECE103EP) and (MAT230 or MAT231) and (PHY115 or PHY121). Corequisites: MAT240 or MAT241.

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.

ECE21LL – COMPUTER-AIDED ENGINEERING LABORATORY I
LAB // 1 CREDIT // 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)
ECH128 – EARLY LEARNING: PLAY AND THE ARTS
LEC // 3 CREDITS // 3 PERIODS
Examines theory, research and practices relating to play and the creative arts in early childhood. Considers practical constraints and alternative perspectives. Prerequisites: None.

ECH140 – LEARNING MADE VISIBLE THROUGH DOCUMENTATION
LEC // 1 CREDIT // 1 PERIOD
The study of documentation in early childhood environments including strategies to reflect on children`s thinking, hypothesis development, and the multiple relationships essential in the learning environments. Prerequisites: None.

ECH176 – CHILD DEVELOPMENT
LEC // 3 CREDITS // 3 PERIODS
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB] Cross References: CFS176

ECH269 – CHILD CARE SEMINAR
LEC // 1 CREDIT // 1 PERIOD
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. Prerequisites: Permission of Department or Division. Course Notes: ECH269 may be repeated for a total of three (3) credit hours. Cross-References: CFS269

ECH270 – OBSERVING YOUNG CHILDREN
LEC // 1 CREDIT // 1 PERIOD
Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH271 – ARRANGING THE ENVIRONMENT
LEC // 1 CREDIT // 1 PERIOD
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None. Cross-References: CFS271

ECH272 – SCIENCE FOR THE YOUNG CHILD
LEC // 1 CREDIT // 1 PERIOD
Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH273 – MATH FOR THE YOUNG CHILD
LEC // 1 CREDIT // 1 PERIOD
Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None. Cross-References: CFS273

ECH275 – LITERACY DEVELOPMENT AND THE YOUNG CHILD
LEC // 1 CREDIT // 1 PERIOD
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom. Prerequisites: None.

Cross-References: CFS275

ECH279 – EARLY CHILDHOOD CURRICULUM DEVELOPMENT
LEC // 1 CREDIT // 1 PERIOD
An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities. Prerequisites: None. Course Notes: ECH279 may be repeated for a total of four (4) credit hours

ECH280 – FOOD EXPERIENCES WITH YOUNG CHILDREN
LEC // 1 CREDITS // 1 PERIOD
A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings. Prerequisites: None

ECH281 – MOVEMENT/NUSIC FOR THE YOUNG CHILD
LEC // 1 CREDITS // 1 PERIOD
Consideration of motor development in the toddler through the 8-year-old and exploration of age-appropriate rhythmic, musical and creative movement methods. Prerequisites: None.

ECH282 – DISCIPLINE/GUIDANCE OF CHILD GROUPS
LEC // 1 CREDITS // 1 PERIOD
Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None

ECH284AB – EARLY CHILDHOOD TEACHING INTERNSHIP
LEC // 1 CREDIT // 1 PERIOD
Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: A grade of C or better in CFS176 ECH176 and permission of Department or Division. Corequisites: CFS269 ECH269. Cross-References: CFS284AB

ECH287 – PROFESSIONAL DEVELOPMENT IN EARLY CHILDHOOD EDUCATION
LEC // 1 CREDIT // 1 PERIOD
Emerging professionalism within the field of early childhood education.

Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. Prerequisites: None. Cross-References: CFS287

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

ECN263 – THE ECONOMICS OF NATURAL RESOURCES, POPULATION AND THE ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
Applies economic analysis to both the causes and possible remedies of the problems of environmental deterioration and natural resource depletion. Includes discussion of the economic problems of urban communities and the relationship between population and economic growth and the depletion of natural resources and environmental pollution. Prerequisites: A grade of C or better in ECN100 or ECN211 or ECN212.

EDUCATION (EDU)
EDU101AA – TUTOR TRAINING AND PRACTICUM
LEC // 1 CREDIT // 1 PERIOD
Tutor training with an opportunity to gain insights into instructional support services through a minimum of 30 hours of supervised onsite experience within an educational setting. Overview of the role and responsibilities of instructional tutors as well as tutoring techniques, with particular focus on reading and writing strategies. Prerequisites: None.

EDU105 – SUBSTITUTE TEACHER TRAINING
LEC + LAB // 2 CREDITS // 2 PERIODS
Survey of issues important to substitute teaching in Arizona. Discussion of certification, professional behavior, and classroom techniques. Prerequisites: None. Course Notes: EDU105 requires an approved field experience.

EDU220 – INTRODUCTION TO SERVING ENGLISH LANGUAGE LEARNERS (ELL)
LEC // 3 CREDITS // 3 PERIODS
Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes SEI, ESL, and bilingual strategies. 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].

EDU236 – CLASSROOM RELATIONSHIPS
LEC // 3 CREDITS // 3 PERIODS
Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional environment in which principles of classroom design, communication, management, and resources deter-mine effectiveness. Prerequisites: None. EDU221 suggested but not required. Course Notes: Requires a 20-hour field experience in a K-12 classroom.

EDU250 – TEACHING AND LEARNING IN THE COMMUNITY COLLEGE
LEC // 3 CREDITS // 3 PERIODS
The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU282AA – SERVICE LEARNING EXPERIENCE IN EDUCATION
LEC // 1 CREDIT // 1 PERIOD
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. Course Notes: EDU282AA may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

EDU283AA – USING STORYTELLING IN EDUCATIONAL SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in educational settings. Prerequisites: None. Cross Reference: STO289AA

EDU289 – SECONDARY METHODS AND CURRICULUM DEVELOPMENT
LEC // 1 CREDIT // 1 PERIOD
Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. Professional Teaching Standards emphasized. Includes current research findings related to secondary education methods and curriculum development. Prerequisites: Baccalaureate Degree and formal admission to a state approved post- baccalaureate teacher preparation program. Course Notes: Upon completion of EDU289, students are required to enroll in one of the following courses: EDU289AA or EDU289AB or EDU289AC or EDU289AD or EDU289AE

EDU291 – CHILDREN'S LITERATURE
LEC // 3 CREDITS // 3 PERIODS
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None. 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 – 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.   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].

EED210 – CREATIVE AND COGNITIVE PLAY
LEC // 3 CREDITS // 3 PERIODS
Benefits of play for children birth to 8 years of age. Inclusion of art, music, and movement used in all dimensions of play. Identify uses and roles in the development of children. Prerequisites: A grade of C or better in CFS/ECH176, or CFS235, or EED205.

EED212 – GUIDANCE, MANAGEMENT AND THE ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

EED215 – EARLY LEARNING, HEALTH, SAFETY, NUTRITION AND FITNESS
LEC // 3 CREDITS // 3 PERIODS
Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and wellbeing in young children. Includes field experiences. Prerequisites: None.

EED220 – CHILD, FAMILY, COMMUNITY AND CULTURE
LEC // 3 CREDITS // 3 PERIODS
Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

EED222 – INTRO TO THE EXCEPTIONAL YOUNG CHILD: BIRTH TO AGE EIGHT
LEC // 3 CREDITS // 3 PERIODS
Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB]; Cultural Diversity [C]

EED245 – EARLY LEARNING: LANGUAGE ACQUISITION AND LITERACY DEVELOPMENT
LEC // 3 CREDITS // 3 PERIODS
Overview of language acquisition and development, emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing for typical and atypical children birth to age eight. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None.

EED255 – PORTFOLIO DEVELOPMENT AND WRITING FOR THE PROFESSION
LEC // 3 CREDITS // 3 PERIODS
Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: 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 CREDIT // 1 PERIOD
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 CREDIT // 1 PERIOD
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 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 CREDIT // 1 PERIOD
Developing generative and evaluative writing skills using selected software programs. Prerequisites: Appropriate English placement test score, or a grade of C or better in ENG091 or ESL097, or permission of Instructor. 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 district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR
(Prerequisites: ALT100. Corequisites: ENG100A+ or ENG101LL or ENG107LL or WAC101). Editor's Note: ENG101 may be offered concurrently with ENG100AE.

ENG102 – FIRST YEAR COMPOSITION ENG1102
LEC // 3 CREDITS // 3 PERIODS
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101. General Education Designation: First-Year Composition - [FYC] Arizona Shared Unique Number SUN#: ENG 1102. 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.

General Education Designation: First-Year Composition - [FYC].

ENG108 – FIRST-YEAR COMPOSITION FOR ESL
LEC // 3 CREDITS // 3 PERIODS
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.
Prerequisites: A grade of C or better in ENG107.
Course Attributes: General Education Designation: First-Year Composition - [FYC]

ENG298AC – SPECIAL PROJECTS
LAB // 3 CREDITS // 3 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional 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]

ENH114 – AFRICAN AMERICAN LITERATURE
LEC // 3 CREDITS //3 PERIODS
Survey of major African American writers from Colonial Period through the present; analysis of trends and movements within African American literary history; analysis of literary types and selected works. Prerequisites: None. General Education Designation: Humanities and Fine Arts – [HU]; C ultural Diversity [C].

ENH206 – NATURE AND ENVIRONMENTAL LITERATURE
LEC // 3 CREDITS // 3 PERIODS
Investigates major themes in nature and environmental writing. Explores relationship between humanity and the environment as expressed through fiction, nonfiction, and poetry. Examines how literature drives attitudes and policies Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

ENH251 – MYTHOLOGY
LEC // 3 CREDITS // 3 PERIODS
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people and compares those myths with myths from other cultures. Prerequisites: None. General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

ENH255 – CONTEMPORARY U.S. LITERATURE AND FILM
LEC // 3 CREDITS // 3 PERIODS
Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: A grade of C or better in ENG101. General Education Designation:

Cultural Diversity [C]; Humanities and Fine Arts - [HU]; Literacy and Critical Inquiry [L].

ENH259 – AMERICAN INDIAN LITERATURE
LEC // 3 CREDITS // 3 PERIODS
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]; Cultural Awareness [C]

ENH260 – LITERATURE OF THE SOUTHWEST
LEC // 3 CREDITS // 3 PERIODS
Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region`s literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

ENH291 – CHILDREN'S LITERATURE
LEC // 3 CREDITS // 3 PERIODS
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None. Cross References: EDU291 General Education Designation: Humanities and Fine Arts [HU]. 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 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.

EPS161 – NEW VENTURE LAW AND FINANCE
LEC // 3 CREDITS // 3 PERIODS
Introduction to the principles of legalization and capitalization of a new business venture. Includes the processes required to organize, register, finance, launch and protect a business. Prerequisites: None.

EPS162 – INTRODUCTION TO SOCIAL ENTREPRENEURSHIP
LEC // 3 CREDITS // 3 PERIODS
Introduction to the history, theory, and emerging activities of social entrepreneurship. Includes management skills for social entrepreneurial organizations, scaling of social impact, and social performance measurement. Emphasis on social capital, microfinance, and evaluation of social entrepreneurial opportunities. Prerequisites: None.

EPS165 – NEW VENTURE FEASIBILITY ANALYSIS
LEC // 2 CREDITS // 2 PERIODS
Introduction to the industry`s market and competitive structure. Includes the technical skills to develop a competitive strategy for entry into the business segment. Covers the market potential evaluation, niche identification, analysis of competition, and development of customer profiles. Also involves development of a marketing strategy and sales projections for new business ventures. Prerequisites: None.

EPS180 – TECHNOLOGY BUSINESS PLANNING
LEC // 3 CREDITS // 3 PERIODS
Fundamentals of identifying new technologies and innovations for profitable commercial feasibility. Determination of capabilities, resources, and interests of the entrepreneur. Evaluation and selection of technology opportunities. Creation of business concept and plan. Customer development and business models. Finances, venture capital and accounting. Marketing and sales. Legal formation and intellectual property. Operations and resource management. Growth, harvest and success. Prerequisites: None.

EPS195 – BUSINESS START-UP AND PLANNING
LEC // 3 CREDITS // 3 PERIODS
Development of a feasibility approach to strategic decision making concerning new venture start up. Includes development of a business feasibility study and a preliminary business plan. Prerequisites: None.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL010 – ENGLISH AS A SECOND LANGUAGE I – GRAMMAR
LEC // 3 CREDITS // 3 PERIODS
First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. 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.

ESL012 – ESL I - WRITING WITH ORAL PRACTICE
LEC // 3 CREDITS // 3 PERIODS
Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. Prerequisites: Appropriate ESL placement test score or permission of Instructor. Course Notes: ESL012 may be repeated for a total of six (6) credit hours.

ESL020 – ENGLISH AS A SECOND LANGUAGE II – GRAMMAR
LEC // 3 CREDITS // 3 PERIODS
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Prerequisites: Appropriate ESL placement test score, or a grade of P or C or better in ESL010. Course Note: ESL020 may be repeated for a total of six (6) credit hours. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL021 – ENGLISH AS A SECOND LANGUAGE II – LISTENING AND SPEAKING
LEC // 3 CREDITS // 3 PERIODS
Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. 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.

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 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.

ESL077 – PREPARATORY ACADEMIC WRITING I FOR ESL
LEC // 3 CREDITS // 3 PERIODS
Emphasizes preparation for college level composition and related reading tasks with a focus on communicating through complete, grammatically correct writing, organized to communicate a central idea. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

EMPLOYMENT SUPPORT SYSTEMS (ESS)
ESS101 – INTRODUCTION TO EMPLOYMENT SUPPORT
LEC // 3 CREDITS // 3 PERIODS
Roles and responsibilities of the Employment Support Specialist. Philosophy and values of employment support systems. Procedures and practices for establishing relationships with trainees, identifying suitable employment and assisting the trainee in learning the job for job acquisition.
Prerequisites: None.

ESS103 – EMPLOYMENT SUPPORT SYSTEMS PRACTICES
LEC + LAB // 3 CREDITS // 5 PERIODS
Specific characteristics and safety requirements for developmental, physical and serious mental illness disabilities. Skills and techniques for Employment Support Specialists to assist trainees after employment acquisition. Responsibilities and on-the-job application in the employment setting including orientation, task/job analysis, training assists, data collection and documentation. Prerequisites: ESS101 or permission of department.

ESS110 – AMERICANS WITH DISABILITIES ACT OVERVIEW
LEC // 2 CREDITS // 2 PERIODS
Titles of Americans with Disabilities Act regulations and requirements including employment, transportation, accessibility, community awareness and assertive technology. Prerequisites: None.

EXERCISE SCIENCE (EXS)
EXS101 – INTRODUCTION TO EXERCISE SCIENCE
LEC // 3 CREDITS // 3 PERIODS
Introductory course that will provide the student with a general overview of the 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.

EXS112 – PROFESSIONAL APPLICATIONS OF FITNESS PRINCIPLES
LEC // 3 CREDITS // 3 PERIODS
Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None

EXS125 – INTRODUCTION TO EXERCISE PHYSIOLOGY
LEC // 3 CREDITS // 3 PERIODS
Principles of exercise science applied to 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.

EXS130 – STRENGTH FITNESS – PHYSIOLOGICAL PRINCIPLES AND TRAINING TECHNIQUES
LEC // 3 CREDITS // 3 PERIODS
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management.
Prerequisites: None.

EXS132 – CARDIOVASCULAR FITNESS: PHYSIOLOGICAL PRINCIPLES AND TRAINING TECHNIQUES
LEC+LAB // 3 CREDITS // 3 PERIODS
Covers principles and techniques of aerobic training and the application of these to the development of aerobic training programs. Includes instructional techniques and safety, and stresses injury prevention. Prerequisites: None.

EXS145 – GUIDELINES FOR EXERCISE TESTING AND PRESCRIPTION
LEC + LAB // 3 CREDITS // 4.5 PERIODS
Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

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.

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.

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.

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.

EXS214 – INSTRUCTIONAL COMPETENCY: FLEXIBILITY AND MIND – BODY EXERCISES
LEC + LAB // 2 CREDITS // 3 PERIODS
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS216 – INSTRUCTIONAL COMPETENCY: MUSCULAR STRENGTH AND CONDITIONING
LEC + LAB // 2 CREDITS // 3 PERIODS
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS218 – INSTRUCTIONAL COMPETENCY: CARDIO RESPIRATORY EXERCISES AND ACTIVITIES
LEC + LAB // 2 CREDITS // 3 PERIODS
Fundamental methods of instructing and leading fitness activities including cardio respiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS239 – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP
LEC + LAB // 3 CREDITS // 5.4 PERIODS
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division.

Course Notes: CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

EXS239AA – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP
LEC + LAB // 1 CREDITS // 1.8 PERIODS
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. Course Notes: CPR certification must be current through the duration of the internship. EXS239AA may be repeated for a maximum of six (6) credits.

EXS239AB – PRACTICAL APPLICATIONS OF PERSONAL TRAINING SKILLS AND TECHNIQUES INTERNSHIP
LEC + LAB // 2 CREDITS // 3.6 PERIODS
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. Course Notes: CPR certification must be current through the duration of the internship. EXS239AB may be repeated for a maximum of six (6) credits.

EXS265BA – BASEBALL THEORY OF COACHING
LEC // 3 CREDITS // PERIODS
Reviews the principles, philosophy, strategies and theory of coaching baseball, as a competitive sport. Prerequisites: None.

EXS281 – METHODS OF COACHING
LEC // 3 CREDITS // 3 PERIODS
Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/ team management and self-management. Prerequisites: None. PED265 suggested but not required.

EXS281BA – BASEBALL METHODS OF COACHING
LEC // 3 CREDITS // 3 PERIODS
Overview of the art and science of coaching baseball including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching baseball. Prerequisites: None.

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 or better in (RDG100, or RDG111, or RDG112, or RDG113 or satisfactory score on District reading placement exam) AND (MAT090, or MAT091, or MAT092, or satisfactory score on District math placement exam) 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 creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for 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.

FON104 – CERTIFICATION IN FOOD SERVICE SAFETY AND SANITATION
LEC // 1 CREDIT // 1 PERIOD
Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving.

Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. Prerequisites: None.

FON105 – NUTRITION PRINCIPLES FOR FITNESS PROFESSIONALS
LEC // 3 CREDITS // 3 PERIODS
Basic principles of nutrition for the prospective fitness professional. Overview of health and wellness and its relationship to personal trainers. Emphasis on general principles of nutrition for health and fitness. Topics include: basic nutrition principles using the current food plans and dietary guidelines, label reading, estimating calorie and nutrient needs for health, fitness, sport, and weight management. Prerequisites: None.

FON125 – INTRODUCTION TO PROFESSIONS IN NUTRITION AND DIATETICS
LEC // 1 CREDIT // 1 PERIOD
Overview and discussion of career opportunities in the fields of food, nutrition, and dietetics. Includes information about history, ethics, and standards of practice, communication and counseling skills. Emphasis on how to become a Registered Dietitian Nutritionist or a Dietetic Technician Registered. Prerequisites: None.

FON135 – SUSTAINABLE COOKING
LEC // 3 CREDITS // 3 PERIODS
Basic cooking techniques for healthful and enjoyable eating. Emphasis on strategies for maximizing the use of whole, local, and nutrient-dense food while focusing on applying the dietary recommendations for optimal health to food choices. Opportunities to learn about sustainable food living and identifying resources that enable people to be more in control of their food supply. Prerequisites: None.

FON210 – SPORTS NUTRITION AND SUPPLEMENTS FOR PHYSICAL ACTIVITY
LEC // 3 CREDITS // 3 PERIODS
Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pregame meal, and glycogen recovery. Emphasis

on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market. Prerequisites: FON100 or FON241.

FON230 – NUTRITION FOR SPECIAL POPULATIONS
LEC // 3 CREDITS // 3 PERIODS
Managing and understanding the nutrition needs of special populations. These populations include people who are diagnosed with heart disease, diabetes, women who are pregnant, children who are suffering from obesity, and senior adults. Prerequisites: FON100 or permission of Instructor.

FON241 – PRINCIPLES OF HUMAN NUTRITION
LEC // 3 CREDITS // 3 PERIODS
Scientific principles of human nutrition. 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

FON247 – WEIGHT MANAGEMENT SCIENCE
LEC // 3 CREDITS // 3 PERIODS
The comprehensive study of obesity as a disease of modern society due to multiple determinants. Use of evidence-based data and methods to assess and manage weight in various settings. Use of client-centered counseling strategies, including behavior change theories. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of Instructor.

FORENSIC SCIENCE (FOR)

FOR105 – FORENSIC SCIENCE: PHYSICAL EVIDENCE
LEC // 4 CREDITS // 3 PERIODS
Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties. Prerequisites: None. General Education Designation: Natural Sciences (Quantitative) - [SQ]

FOR106 – FORENSIC SCIENCE: BIOLOGIICAL EVIDENCE
LEC // 4 CREDITS// 3 PERIODS
Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluids and stains, hair, DNA, toxicological evidence, controlled substances and alcohol. Includes the history of forensic science, functions of the crime lab, and criminalist career specialties. Prerequisites: None.General Education Designation: Natural Sciences (Quantitative) - [SQ]

FRENCH (FRE)

FRE085AA – SPEEDY FRENCH I
LEC // 1 CREDIT // 1 PERIOD
Basic vocabulary and grammar to develop conversational skills in French. Prerequisites: None. Completion of prerequisites within the last three years is required.

FRE085AB – SPEEDY FRENCH II
LEC // 1 CREDIT // 1 PERIOD
Intermediate vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AA.

FRE085AC – SPEEDY FRENCH III
LEC // 1 CREDIT // 1 PERIOD
Advanced vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AB. Completion of prerequisites within the last three years is required.

FRE101 – ELEMENTARY FRENCH I FRE1101
LEC // 4 CREDITS // 4 PERIODS
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None. General Education Designation: Global Awareness [G]

Arizona Shared Unique Number SUN#: FRE 1101

FRE102 – ELEMENTARY FRENCH II FRE1102
LEC // 4 CREDITS // 4 PERIODS
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites, prerequisites: FRE101, or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required. General Education Designation: Global Awareness [G] Arizona Shared Unique Number SUN#: FRE 1102

FOOD SCIENCE TECHNOLOGY (FST)
NOTE: THE FOLLOWING COURSES WILL BE A PART OF A NEW PROGRAM AT SMCC EFFECTIVE IN THE FALL 2020 SEMESTER!

FST175 – FOOD SCIENCE PRODUCT DEVELOPMENT I
LEC /// 3 CREDIT // 3 PERIODS
A study of food production with hands-on experience in all aspects of developing, producing, and marketing food products for food science majors. Prerequisites: None.

FST263 – PRINCIPLES OF FOOD SCIENCE
LEC // 3 CREDIT // 3 PERIODS
The study of scientific principles involved in the development, production, and evaluation of food. Prerequisites: None.

FST264 – PROTEIN SCIENCE
LEC // 3 CREDIT // 3 PERIODS
The study of natural and synthetic proteins in food science with a focus on meat. Prerequisites: A grade of C or better in FST263.

FST265 – MICROBIOLOGY OF FOODS
LEC // 3 CREDIT // 3 PERIODS
The study of microorganisms and their relationship to food development, production, processing, and preservation. Prerequisites: A grade of C or better in (BIO156 or BIO156XT or BIO181 or BIO181XT or FST263) and (CHM130 or higher).

FST267 – ANALYSIS OF FOOD
LEC // 3 CREDIT // 3 PERIODS
A study of biochemical analysis of foods used in product development, evaluation, and quality control. Prerequisites: A grade of C or better in (BIO156 or BIO156XT or BIO181 or BIO181XT or FST263) and (CHM130 or higher).

FST275 – FOOD SCIENCE PRODUCT DEVELOPMENT Ii
LEC // 3 CREDIT // 3 PERIODS
Advanced study of food production and analysis of quality, safety, efficiency and cost through hands-on experience in developing, producing and marketing food products.
Prerequisites: None.

FST298AA-AC – SPECIAL PROJECTS
LEC // 1-3 CREDIT // 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. Course Attributes: Common Competency Course

GENERAL BUSINESS (GBS)
GBS110 – HUMAN RELATIONS IN BUSINESS AND INDUSTRY
LEC // 3 CREDITS // 3 PERIODS
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. Prerequisites: None.

GBS120 – WORKPLACE COMMUNICATION SKILLS
LEC // 3 CREDITS // 3 PERIODS
Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages.

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.

GBS207 – BUSINESS LAW (GENERAL CORPORATE)
LEC // 3 CREDITS // 3 PERIODS
Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. Prerequisites: None.

GBS220 – QUANTITATIVE METHODS IN BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (A grade of C or better in MAT150, or MAT151, or MAT152) or satisfactory score on District placement exam.

GBS221 – BUSINESS STATISTICS BUS2201
LEC // 3 CREDITS // 3 PERIODS
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of C or better in GBS220 or MAT217. General Education Designation: Computer/Statistics/Quantitative Applications [CS] Arizona Shared Unique Number SUN# BUS2201

GBS233 – BUSINESS COMMUNICATION
LEC // 3 CREDITS // 3 PERIODS
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG 101 or ENG 107 with grade of C or better, or permission of department/ division. General Education Designation: Literacy and Critical Inquiry [L].

GBS270AC – BUSINESS INTERNSHIP
LEC // 3 CREDITS // 3 PERIODS
General business work experience in a business or industry. Eighty hours of designated work per credit. Prerequisites: Permission of Department or Division.

GBS282AB – VOLUNTARISM GENERAL BUSINESS: SERVICE LEARNING EXPERIENCE
LAB // 2 CREDITS // 2 PERIODS
Service learning field experience within private/ public agencies, educational institution, and citizen volunteer groups. Prerequisites: GBS151 and permission of Instructor. Course Notes: GBS282AB may be repeated for a total of six (6) GBS282 credit hours. Standard grading available according to procedures outlined in catalog.

GBS296WA-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 outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students' academic or career goals (students present job may qualify) or permission of instructor. Co requisites: Must be concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.

GBS298AA-AC – SPECIAL PROJECTS
LAB // 1-3 CREDITS // 1-3 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

GEOLOGY – (GLG)
GLG101 – INTRODUCTION TO GEOLOGY I – PHYSICAL LECTURE GLG1101
LEC // 3 CREDITS // 3 PERIODS
Introduction to Earth`s materials, surface and internal geologic processes, plate tectonics and geologic time. Prerequisites: None. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: GLG103.

Arizona Shared Unique Number SUN#: GLG 1101

GLG102 – INTRODUCTION TO GEOLOGY II– HISTORICAL LECTURE
LEC // 3 CREDITS // 3 PERIODS
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 Attributes: General Education Designation: Historical Awareness - [H] General Education Designation: Natural Sciences (General) - [SG] in combination with: GLG104

GLG103 – INTRODUCTION TO GEOLOGY I: PHYSICAL LAB
LAB // 1 CREDIT // 3 PERIODS
Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology. Prerequisites: None. Course Notes: May accompany GLG101. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: GLG101. Arizona Shared Unique Number SUN#: GLG 1101

GLG104 – INTRODUCTION TO GEOLOGY II: HISTORICAL LAB
LAB // 1 CREDIT // 3 PERIODS
The study of minerals, rocks, fossils, geologic maps and structures. Prerequisites: None. Course Notes: May accompany GLG102. Course Attributes: General Education Designation: Natural Sciences (General) - [SG] in combination with: GLG102

GLG105 – INTRODUCTION TO PLANETARY SCIENCE
LEC + LAB // 4 CREDIT // 6 PERIODS
A survey of solar system objects and their geologic evolution, surfaces, interiors, and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; possible weekend field trip. Prerequisites: None. General Education Designation: Natural Sciences (General) [SG].

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

GLG107 – LIFE IN THE UNIVERSE LABORATORY
LAB // 1 CREDITS // 3 PERIODS
Astronomy, Biology, and Planetary Science laboratory. Prerequisites: A grade of C or better in AST/GLG106 and permission of Instructor or Department or Division. Course Notes: AST/GLG107 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCCD students should enroll in AST/GLG106 only.
Cross-References: AST107

GLG110 – GEOLOGICAL DISASTERS AND THE ENVIRONMENT
LEC // 3 CREDITS // 3 PERIODS
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources. Prerequisites: None.
Course Attributes: General Education Designation: Global Awareness - [G] General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with GLG111

GLG111 – GEOLOGICAL DISASTERS AND THE ENVIRONMENT LAB
LAB // 1 CREDIT // 3 PERIODS
Introduction to geological processes and concepts. Application of basic geologic knowledge to evaluate, interpret and propose solutions for a variety of current and past geology-related environmental disasters and hazards. Prerequisites: None. Course Notes: May accompany GLG110 Course Attributes: General Education Designation: Global Awareness - [G] in combination with GLG110 General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with GLG110

PHYSICAL GEOGRAPHY – (GPH)
GPH111 – INTRODUCTION TO PHYSICAL GEOGRAPHY LECTURE
LEC // 3 CREDIT // 3 PERIODS
Earth`s physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind. Prerequisites: None. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: GPH112

GPH113 – INTRODUCTION TO PHYSICAL GEOGRAPHY
LEC // 4 CREDIT // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Earth`s physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics and practical experiences include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps.
Prerequisites: None. Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ]

GPH211 – LANDFORM PROCESSES
LEC // 4 CREDIT // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Geographic characteristics of landforms and earth surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment. Prerequisites: ENG101 or ENG107 equivalent. General Education Designation: Natural Sciences (Quantitative) [SQ].

GPH212 – INTRODUCTION TO METEROLOGY I
LEC // 3 CREDITS // 3 PERIODS
Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: GPH214

GPH213 – CLIMATE AND WEATHER
LEC // 3 CREDIT // 3 PERIODS
Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. Prerequisites: None. General Education Designation: Natural Sciences (General) [SG] in combination with: GPH215.

A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Co requisites: GPH213 General Education Designation: Natural Sciences (General) [SG] in combination with: GPH213.

GPH214 – INTRODUCTION TO METEROLOGY LAB I
LAB // 1 CREDIT // 3 PERIODS
Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212 Course Attributes: General Education Designation: Natural Sciences (Quantitative) - [SQ] in combination with: GPH212

GPH215 – CLIMATE AND WEATHER LABORATORY
LAB // 1 CREDIT // 3 PERIODS
A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Corequisites: GPH213. Course Notes: General Education Designation: Natural Sciences (General) - [SG] in combination with: GPH213. Course Attributes: General Education Designation: Natural Sciences (General) - [SG]

HEALTH CORE CURRICULUM (HCC)
HCC109 – CPR FOR HEALTH CARE PROVIDER
LEC // 0.5 CREDITS // 0.5 PERIODS
Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillation and resuscitation equipment. Prerequisites: None. Cross-References: RES109

HCC130 – FUNDAMENTALS IN HEALTH CARE DELIVERY
LEC // 3 CREDITS // 3 PERIODS
Overview of current and recent development of health care professions, including career and labor market information, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate inter-professional teamwork in the health care setting. Focus on development of personal communication

skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC130AF – DECISION MAKING IN THE HEALTH CARE SETTING
LEC // 0.5 CREDIT // 0.5 PERIOD
Principles and application of a decision making model. Description and application of ethics and process improvement and the relationship of both to the decision making model. Prerequisites: None.

HCC145 – MEDICAL TERMINOLOGY FOR HEALTH CARE WORKERS
LEC // 3 CREDIT // 3 PERIODS
Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling Prerequisites: None.

HEALTHCARE REGULATORY COMPLIANCE (HCR)
HCR230 – CULTURE AND HEALTH
LEC // 3 CREDITS // 3 PERIODS
Relation between cultures of diverse groups and health/illness. Emphasis on cross- cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None. General Education Designation: Cultural Diversity - [C] General Education Designation: Global Awareness - [G]

HCR240 – HUMAN PATHOPHYSIOLOGY
LEC // 4 CREDITS // 4 PERIODS
Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205, or permission of Instructor.

HEALTH SCIENCES (HES)
HES100 – HEALTHFUL LIVING
LEC // 3 CREDITS // 3 PERIODS
Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health.

Evaluates common risk factors associated with modern lifestyles. Prerequisites: None. Course Attributes:General Education Designation: Social and Behavioral Sciences - [SB]

HES106 – CARDIOPULMONARY RESUSCITATION (CPR)/ AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
LEC // 0.5 CREDITS // 0.5 PERIODS
Basic overview of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Covers choking procedures and the importance, guidelines, and techniques for performing CPR and utilizing an AED. Prerequisites: None.

HES110 – INTRODUCTION TO GLOBAL HEALTH ISSUES AND DISEASE
LEC // 3 CREDITS // 3 PERIODS
Introduction to global health challenges and diseases from throughout the world. Focus is on biological and social aspects of major health issues, infectious disease, nutrition and environmental health. Includes review of groups that are at increased risk of poor health and familiarity with policies and programs designed to reduce health inequalities. Prerequisites: None.

HES154 – FIRST AID/CARDIOPULMONARY RESUSCITATION
LEC // 3 CREDITS // 3 PERIODS
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HES210 – CULTURAL ASPECTS OF HEALTH AND ILLNESS
LEC // 3 CREDITS // 3 PERIODS
Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. Prerequisites: None. General Education Designations: Cultural Diversity [C]; Global Awareness [G].

HISTORY (HIS)
HIS101 – HISTORY OF WESTERN CIVILIZATION MIDDLE AGES TO 1789
LEC // 3 CREDITS // 3 PERIODS
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB].

HIS102 – HISTORY OF WESTERN CIVILIZATION 1789 TO PRESENT
LEC // 3 CREDITS // 3 PERIODS
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None. General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB]; Global Awareness [G].

HIS103 – UNITED STATES HISTORY TO 1865
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

HIS105 – ARIZONA HISTORY
LEC // 3 CREDITS // 3 PERIODS
The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National Period, the U.S. federal territorial years, and Arizona's political and economic development during the twentieth century. Prerequisites: None. General Education Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB].

HIS109 – MEXICAN AMERICAN HISTORY AND CULTURE
LEC // 3 CREDITS // 3 PERIODS
Examination of origins and development of Spanish American and Mexican American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican American War and its impact on educational, social, and economic conditions of the Mexican Americans of the southwest. Prerequisites: None. General Education Designation: Historical Awareness [H]; Social and Behavioral Sciences [SB]; Cultural Diversity [C].

HIS110 – WORLD HISTORY TO 1500
LEC // 3 CREDITS // 3 PERIODS
Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None. General Education Designations: Historical Awareness [H]; Global Awareness [G]; Humanities and Fine Arts [HU].

HIS111 – WORLD HISTORY 1500 TO THE PRESENT
LEC // 3 CREDITS // 3 PERIODS
Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None. General Education Designations: Global Awareness [G]; Historical Awareness [H]; Humanities and Fine Arts [HU].

HIS140 – AMERICAN INDIAN HISTORY
LEC // 3 CREDITS // 3 PERIODS
Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None. Cross References: AIS140 General Education Designation: Cultural Diversity [C]; Historical Awareness [H]; Social and Behavioral Sciences [SB].

HIS203 – AFRICAN AMERICAN HISTORY TO 1865
LEC // 3 CREDITS // 3 PERIODS
History and cultural heritage of African Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Historical Awareness [H]; Humanities and Fine Arts [HU]; Social and Behavioral Sciences [SB].

HIS204 – AFRICAN AMERICAN HISTORY 1865 TO PRESENT
LEC // 3 CREDITS // 3 PERIODS
Multifaceted experiences of African- American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Historical Awareness [H]; Social and Behavioral Sciences [SB].

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

HONORS (HON)
HON201 – LEADERSHIP DEVELOPMENT: HISTORICAL AND CONTEMPORARY PERSPECTIVES
LEC // 3 CREDITS // 3 PERIODS
Interdisciplinary study of leadership focusing on development of leadership skills. Prerequisites: Admission to the college honors program or permission of instructor. General Education Designation: Social and Behavioral Sciences [SB].

HUMANITIES (HUM)
HUM100 – GREAT IDEAS SYMPOSIUM
LEC // 1 CREDIT // 1 PERIOD
Interrelationships among cultures and behavior in the modern world. Focuses on selected themes and topics. Prerequisites: None. Admission to the College Honors Program or Permission of the Instructor. [AH through AI prefix have HU designation].

HUM101 – GENERAL HUMANITIES
LEC // 3 CREDITS // 3 PERIODS
A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

HUM107 – HUMANITIES THROUGH THE ARTS
LEC // 3 CREDITS // 3 PERIODS
Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]

HUM190AA-AI – HONORS FORUM
LEC // 1 CREDIT // 1 PERIOD
Interdisciplinary studies of selected issues confronting the individual and society. Formal Lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre-and post- forum discussion and critique. Varied content from module to module due to changing forum themes and issues.   Prerequisites: 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.

HUM201 – HUMANITIES: UNIVERSAL THEMES
LEC // 3 CREDITS // 3 PERIODS
Study of world views in a variety of historical and contemporary world cultures, including analysis of origin and creation myths, artistic expression, spirituality, and the natural environment. Prerequisites: None. General Education Designation: Global Awareness [G] General Education Designation: Humanities and Fine Arts. [HU].

HUM205 – INTRODUCTION TO CINEMA
LEC // 3 CREDITS // 3 PERIODS
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None. Cross References: THF205 General Education Designation: Humanities and Fine Arts [HU], [L].

HUM210 – CONTEMPORARY CINEMA
LEC // 3 CREDITS // 3 PERIODS
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form Prerequisites: None. Cross References: THF210 General Education Designation: Humanities and Fine Arts [HU].

HUM213 – HISPANIC FILM
LEC // 3 CREDITS // 3 PERIODS
Analysis of Hispanic film as art form and as social commentary. Prerequisites: None. General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

HUM214 – AFRICAN AMERICANS IN FILM
LEC // 3 CREDITS // 3 PERIODS
Study of films featuring African-American performers and directors from the Silent Era to the present. Emphasis on the historical and social elements of African Americans in film and basics of film analysis. Prerequisites: None. General Education Designation: Cultural Diversity [C]; Humanities and Fine Arts [HU].

HUM250 – IDEAS AND VALUES IN THE HUMANITIES
LEC // 3 CREDITS // 3 PERIODS
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and 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
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].

INFORMATION STUDIES (IFS)
IFS110 – CRITICAL RESEARCH FOR COLLEGE SUCCESS
LEC // 1 CREDIT // 1 PERIOD
Access, evaluate, and incorporate sources appropriately into academic projects. Prerequisites: None. Course Notes: IFS110 may be repeated for a total of four (4) credit hours.

IFS201 – INFORMATION IN A POST TRUTH WORLD
LEC // 3 CREDITS // 3 PERIODS
Development of critical thinking skills in using information. Exploration of how information can be used as a tool or a weapon. Explanation of the role of information as a consumer and creator. Recognition of the impact of culture and world view on how information is understood, created, and disseminated. Prerequisites: A grade of C or better in ENG101 or ENG107. General Education Designation: Literacy and Critical Inquiry - [L]

IFS210 – INFORMATION WITHOUT BORDERS: RESEARCH IN A GLOBAL SOCIETY
LEC + LAB // 3 CREDITS // 3 PERIODS
A comparative study focused on access to digital information in a global environment. Explore the global culture developing around the Internet and the impact of local, national and global cultures as well as economic and social factors related to the flow of information in a global society. Examine emerging technologies to produce and distribute information across cultures in a global society in an ethical manner. Prerequisites: None. Course Notes: IFS210 may be repeated for a total of six (6) credit hours. Course Attributes: General Education Designation: Global Awareness - [G]; General Education Designation: Social and Behavioral Sciences - [SB]

INDUSTRY AND BUSINESS (IND)
IND133 – SPEAKING IN BUSINESS
LEC // 3 CREDITS // 3 PERIODS
Practical, effective speech techniques for everyday business interactions. Listening skills and stages of and barriers to the perception process. Examination of effective message preparation skills and communication styles and techniques. Interaction emphasizing conflict management and resolution in oral communication. Prerequisites: None.

INFANT/TODDLER DEVELOPMENT (ITD)
ITD200 – THE PHYSICAL CHILD: BIRTH TO AGE THREE
LEC // 3 CREDITS // 3 PERIODS
Examines the physical aspects of child growth and development in the first three years of life in the context of contemporary communities. Includes nutrition and feeding, health and safety, motor skills and exercise, neurological development, and identification of developmental delay. Prerequisites: CFS/ ECH176, or CFS235, or EED205.

ITD210 – EARLY ATTACHMENTS, RELATIONSHIPS, AND FAMILIES: BIRTH TO AGE THREE
LEC // 3 CREDITS // 3 PERIODS
Explores the attachment process and relationships within families. Considers contemporary social contexts where children develop a concept of self, self-regulation, and interaction skills with children and adults. Examines social- emotional development, societal stresses, and supportive professional roles and responsibilities. Prerequisites: CFS/ ECH176, or CFS235, or EED205.

ITD220 – COGNITION AND COMMUNICATION: BIRTH TO AGE THREE
LEC // 3 CREDITS // 3 PERIODS
Examines the cognitive development and language acquisition of infants and toddlers. Considers the role of people and daily environments on development. Also covers disabilities and developmental delays as well as major theories and research in the field. Prerequisites: CFS176/ ECH176, or CFS235, or EED205

INFORMATION TECHNOLOGY SECURITY (ITS)
ITS100 – INFORMATION SECURITY AWARENESS
LEC // 1 CREDIT // 2 PERIODS
Computer and network security topics, including network communication. Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples and practical projects to reinforce the need for computer security. Prerequisites: None.

ITS110 – INFORMATION SECURITY FUNDAMENTALS
LEC + LAB // 3 CREDITS// 4 PERIODS
Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. Prerequisites: A grade of C or better in CIS126DL, or CIS126RH, or permission of Program Director. Corequisites: BPC270 or MST150++.

ITS120 – LEGAL, ETHICAL AND REGULATORY ISSUES
LEC // 3 CREDITS // 3 PERIODS
Exploration of legal and ethical issues unique to information security. Analysis of professional ethical codes and their application to information security practitioners. Federal and state laws as they relate to information security. Prerequisites: A grade of C or better in ITS110 or permission of Instructor.

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.

ITS291 – COMPUTER FORENSICS FOUNDATIONS
LEC + LAB // 4 CREDITS // 5 PERIODS
Development of foundational computer forensic skills. Introduction to preserving, identifying, extracting, interpreting, and documenting computer data as part of a forensically sound analysis. Examination of the physical and logical structure of hard drives. Study of the logical structure of Windows-based file systems and common applications. Introduction to the logical structure of Unix/Linux-based file systems and common applications of commercial forensic tools. Prerequisites: A grade of C or better in BPC170 and ITS110 or permission of Instructor.

ITS292 – ADVANCED COMPUTER FORENSICS
LEC + LAB // 4 CREDITS // 4 PERIODS
Advanced computer forensics analysis techniques with commercial tools. Introduction to open-source forensic tools. Emphasis on data recovery from complex applications and media types. Study of the logical structure of Unix/Linux-based file systems. Advanced search techniques. Analysis of unallocated space, compound files, and NTFS artifacts. Prerequisites: A grade of C or better in ITS291 or permission of Instructor.

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)
MAT065 – GRAPHING CALCULATOR
LEC // 1 CREDIT // 1 PERIOD
Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

MAT081 – BASIC ARITHMETIC
LEC // 4 CREDITS // 4 PERIODS
Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning. Prerequisites: 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 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.

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 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. Course Notes: Students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. 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. Course Notes: MAT141 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. 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. Course Notes: MAT142 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. 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: MAT150 students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156, OR MAT187. Course Attributes: General Education Designation: Mathematics - [MA}Arizona Shared Unique Number SUN# 1151

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: MAT151 students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR

MAT156, OR MAT187. 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: MAT152 students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156, OR MAT187 Course Attributes: General Education Designation: Mathematics - [MA] Arizona Shared Unique Number SUN# 1151

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: MAT156 students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156, OR MAT187. This course is designed for students that do not qualify for MAT150 or MAT151 or MAT152, but intend to complete MAT15+ College Algebra for their degree path. Review of MAT12+ Intermediate Algebra as needed. 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

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. Prerequisites: A grade of B or better in MAT12+, OR an appropriate district placement. Course Notes: Strongly recommended that students have some knowledge of trigonometry. The combination of MAT15+ and MAT182 is equivalent to taking MAT187. Therefore, students should either take MAT15+ AND MAT182 OR just MAT187. Students may receive credit for only one of the following: The combination of MAT15+ and MAT182 OR just MAT187. Course Attributes: General Education Designation: Mathematics [MA] Arizona Shared Unique Number: SUN# MAT 1187

MAT206 – ELEMENTS OF STATISTICS - MAT1160
LEC // 3 CREDITS // 3 PERIODS

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: A grade of C or better in MAT14+, or MAT15+, or MAT187, or equivalent, or an appropriate District placement, or permission of Department/Division Chair. Course Attributes: General Education Designation: Computer/Statistics/Quantitative Applications - [CS]   Arizona Shared Unique Number SUN# MAT1160

MAT212 – BRIEF CALCULUS - MAT2212
LEC // 3 CREDITS // 3 PERIODS

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: 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. Course Notes: Students may receive credit for only one of the following: MAT217 or MAT218.

MAT220 – CALCULUS WITH ANALYTIC GEOMETRY I - MAT2220
LEC // 5 CREDITS // 5 PERIODS

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement. Course Notes: Students may receive credit for only one of the following: MAT220 or MAT221. 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 (MAT182 and MAT15+), or MAT187, or an appropriate District placement. Course Notes: Students may receive credit for only one of the following: MAT220 or MAT221. 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.

MAT230 – CALCULUS WITH ANALYTIC GEOMETRY II – MAT2230
LEC // 5 CREDITS // 5 PERIODS
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: 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

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 - MAT2241
LEC // 4 CREDITS // 4 PERIODS
Multivariate calculus including vectors, vector- valued functions, partial differentiation, multiple integration and an introduction to vector fields. Prerequisites: Grade of C or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241. General Education Designation: Mathematics [MA]. Arizona Shared Unique Number SUN# 2241

MAT256 – INVESTIGATING QUANTITY: NUMBER, OPERATIONS AND NUMERATION SYSTEMS
LEC // 4 CREDITS // 4 PERIODS
Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of strategies. Use a variety of visualization techniques to develop a conceptual 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.

MAT262 – DIFFERENTIAL EQUATIONS – MAT2262
LEC // 3 CREDITS // 3 PERIODS
Ordinary differential equations with applications including LaPlace transforms with numerical methods. Prerequisites: Grade of C or better in MAT230 or MAT231 or equivalent.

Course Notes: Students may receive credit for only one of the following: MAT261 or MAT262.
Course Attributes: General Education Designation: Mathematics - [MA]. Arizona Shared Unique Number SUN#: MAT 2262

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, ethics, and social responsibility. Prerequisites: None.

MGT179 – UTILIZING THE HUMAN RESOURCES DEPARTMENT
LEC + LAB // 3 CREDITS // 3 PERIODS
Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None.

MGT180 – RETAIL MANAGEMENT
LEC // 3 CREDITS // 3 PERIODS
The role of management in retailing and retail performance. Challenges and processes of retail management across various institutions. Prerequisites: None.

MGT229 – MANAGEMENT AND LEADERSHIP I
LEC // 3 CREDITS // 3 PERIODS
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None. General Education Designation: Social-Behavioral Sciences [SB].

MGT230 – MANAGEMENT AND LEADERSHIP II
LEC // 3 CREDITS // 3 PERIODS
Includes practical applications of activities, issues, and problems related to current managerial and supervisory skills and talents. Prerequisites: 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.

MGT275 – OFFICE MANAGEMENT AND PROCEDURES
LEC // 3 CREDITS // 3 PERIODS
Covers basic administrative office services and systems, including analysis and management of operations, information systems, human resources, and facilities design. Prerequisites: None.

MGT276 – PERSONNEL/HUMAN RESOURCE MANAGEMENT
LEC // 3 CREDITS // 3 PERIODS
Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT277 – LABOR RELATIONS
LEC // 3 CREDITS // 3 PERIODS
Covers the historical, legal, and environmental parameters surrounding current labor/management relations, including contract negotiations and grievance procedures MGT101, MGT175, or MGT229 suggested but not required Prerequisites: None. MGT101 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 CREDIT // 1 PERIOD
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or Instructor.

MUSIC HISTORY/LITERATURE (MHL)
MHL140 – SURVEY OF MUSIC HISTORY
LEC // 3 CREDITS // 3 PERIODS
Study of composers, compositions, styles, and Periods in music history. Prerequisites: None. Course Attributes: General Education Designation: Historical Awareness [H]; Humanities and Fine Arts [HU].

MHL145 – AMERICAN JAZZ AND POPULAR MUSIC
LEC // 3 CREDITS // 3 PERIODS
The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800's to present. Prerequisites: None. 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].

MHL241 MUSIC HISTORY AND LITERATURE TO 1750
LEC // 3 CREDITS // 3 PERIODS
In-depth study of music history from the primitive era through the Baroque period. Prerequisites: A grade of C or better in MTC155 and MTC156 or Corequisites: MTC155 and MTC156, or permission of Instructor. Course Attributes: General Education Designation: Humanities and Fine Arts - [HU]

MHL242 MUSIC HISTORY AND LITERATURE 1750 TO PRESENT
LEC // 3 CREDITS // 3 PERIODS
In-depth study of music history from the Classical period through the Contemporary Period. Prerequisites: A grade of C or better in MHL241 or permission of Instructor. Course Attributes: General Education Designation: Humanities and Fine Arts - [HU]

MARKETING (MKT)

MKT101 – INTRODUCTION TO PUBLIC RELATIONS
LEC // 3 CREDITS // 3 PERIODS
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT110 – MARKETING AND SOCIAL NETWORKING
LEC // 3 CREDITS // 3 PERIODS
Theory and practice in the use of social media in marketing. Topics may include a history of social media, preparation for social marketing, the power of collective influence, and how to engage with social media. Reviews social mediums, social networks, platforms and other marketing tools used to create a social media campaigns. Prerequisites: None.

MKT111 – APPLIED MARKETING AND SOCIAL NETWORKING
LEC + LAB // 3 CREDITS // 4 PERIODS
Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands on use of social media platforms and tools to conduct research,

develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness. Prerequisites: A grade of C or better in MKT110.

MKT263 – ADVERTISING PRINCIPLES
LEC // 3 CREDITS // 3 PERIODS
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required.

MKT267 – PRINCIPLES OF SALES
LEC // 3 CREDITS // 3 PERIODS
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

MKT268 – MERCHANDISING
LEC // 3 CREDITS // 3 PERIODS
Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

MKT271 – PRINCIPLES OF MARKETING
LEC // 3 CREDITS // 3 PERIODS
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

MKT280AA–AC – 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 average and be able to obtain a position related to students' academic or career goals (students present job may qualify) or permission of instructor.

Co requisites: Must be concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.

MKT298AB – SPECIAL PROJECTS
LAB // 2 CREDITS // 2 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or Instructor.

MICROSOFT TECHNOLOGY (MST)
MST140 – MICROSOFT NETWORKING ESSENTIALS
LEC + LAB // 3 CREDITS // 4 PERIODS
Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. (BPC110 or CIS105 and CIS121AB) suggested but not required.

MST150EI – CONFIGURING WINDOWS 8
LEC +LAB // 3 CREDITS // 4 PERIODS
In-depth exploration of how to effectively install and con-figure Windows 8. Includes features of Windows 8, virtualization with Hyper-V, network connectivity, access to resources, monitor and maintain Windows clients and back-up and recovery. Designed to prepare students for the Microsoft Windows 8 certification examination (70- 687). Prerequisites: A grade of C or better in MST140, or CNT140++, or permission of Instructor.

MST150SV – MICROSOFT WINDOWS 7 CONFIGURATION
LEC + LAB // 3 CREDITS // 4 PERIODS
Knowledge and skills necessary to perform installation and day-to-day administration and support of the Microsoft Windows 7 operating system. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not 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.

MST155DB – CONFIGURING ADVANCED WINDOWS SERVER SERVICES
LEC + LAB // 4 CREDITS // 5 PERIODS
In-depth exploration of how to effectively install and configure Windows Server. Designed to prepare students for the Microsoft Configuring Advanced Windows Server Services examination (70-412). Prerequisites: MST158++ or permission of Instructor. Course Notes: Recommend that prerequisite course completed was for the same version of Windows server as will be taught in this course.

MST157DA – ACTIVE DIRECTORY WINDOWS SERVER CONFIGURATION
LEC + LAB // 4 CREDITS // 5 PERIODS
Information and skills necessary to install, configure and administer Active Directory service. Covers tasks required to create users and groups, and to implement Group Policies which provide centralized management of users and computers. Prerequisites: Any MST course or permission of Instructor. Course Notes: MST157DA is a preparation for the Microsoft 70-640 professional certification test.

MST158DA – WINDOWS SERVER ADMINISTRATION
LEC + LAB // 4 CREDITS // 5 PERIODS
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Prerequisites: A grade of C or better in (MST155 or any MST155++ course) and (MST157 or any MST157++ course), or permission of Instructor.

MST158DB – INSTALLING AND CONFIGURING WINDOWS SERVER
LEC + LAB // 4 CREDITS // 5 PERIODS
In-depth exploration of how to effectively install and con-figure Windows Server. Includes roles and features of Server, virtualization with Hyper-V, core network services, Active Directory, and Group Policy.

Designed to prepare students for the corresponding Microsoft Windows Server Installation and Configuration examination (70- 410). Prerequisites: A grade of C or better in (MST140 or CNT140++) and MST150++, or permission of Instructor.

MUSIC: THEORY/ COMPOSITION (MTC)

MTC101 – INTRODUCTION TO MUSIC THEORY
LEC // 3 CREDITS // 3 PERIODS
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None

MTC105 – MUSIC THEORY I
LEC // 3 CREDITS // 3 PERIOD
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: A grade of C or better in MTC100 or MTC101 or permission of instructor.
Co- requisites: MTC106.

MTC106 – AURAL PERCEPTION I
LEC + LAB // 1 CREDIT // 2 PERIODS
The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Co requisites: MTC105.

MTC130 – JAZZ THEORY
LEC // 2 CREDITS // 2 PERIODS
Develop written and aural theory skills necessary in the jazz idiom. Prerequisites: A grade of C or better in (MTC101 and MTC103), or permission of Instructor. Course Notes: MTC130 is recommended for students taking jazz improvisation, jazz composition and jazz combo.

MTC155 – MUSIC THEORY II
LEC // 3 CREDITS // 3 PERIODS
A continuation of Music Theory I with emphasis on harmony and part writing procedures. Prerequisites: A grade of C or better in MTC105. Co requisites: MTC156

MTC156 – AURAL PERCEPTION II
LEC + LAB // 1 CREDIT // 2 PERIODS
A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Co requisites: MTC155.

MTC205 – MUSIC THEORY III - MUS2222
LEC // 3 CREDITS // 3 PERIODS
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: A grade of C or better in MTC155. Corequisites: MTC206. Course Attributes: Arizona Shared Unique Number SUN#: MUS 2222

MTC206 – AURAL PERCEPTION III – MUS2222
LEC + LAB // 1 CREDIT // 2 PERIODS
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Co requisites: MTC205. Course Attributes: Arizona Shared Unique Number SUN#: MUS 2222

MTC255 – MUSIC THEORY IV – MUS2223
LEC // 3 CREDITS // 3 PERIODS
A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: 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 CREDIT // 2 PERIODS
A continuation of Aural Perception III, including extended chords. Prerequisites: None. Co requisites: 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.

MUC112 – DIGITAL AUDIO WORKSTATION II (DAW II)
LEC + LAB // 3 CREDITS // 5 PERIODS
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: A grade of C or better in MUC111, and (MUC195 or MUC195AA).

MUC180 – COMPUTER LITERACY FOR THE MUSIC BUSINESS
LEC + LAB // 3 CREDITS // 5 PERIODS
Basic computer literacy, including business applications used in the Music Industry, with hands-on experience. Prerequisites: A grade of C or better in MUC109, or permission of Instructor or Department or Division Chair.Course Attributes: General Education Designation: Computer/Statistics/Quantitative Applications - [CS]

MUC195 – STUDIO MUSIC RECORDING I
LEC + LAB // 3 CREDITS // 5 PERIODS
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC196 - STUDIO MUSIC RECORDING II
LEC + LAB // 3 CREDITS // 5 PERIODS
Emphasis on signal processing equipment, mixing con-soles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session Prerequisites: A grade of C or better in MUC195 or MUC195AA

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.

MUC242 – MUSIC GENRES AND STYLES
LEC // 2 CREDIT // 2 PERIOD
Operation and development of creative skills in the commercial music production process. Geared towards music producers and emphasizing analysis and comprehension of commercial music styles and genres, including: pop, country, rock, soul, rhythm and blues, funk, and hip-hop. Study of the thematic organization of popular musical styles. Prerequisites: None.

MUC274 – MUSIC INDUSTRY STUDY TOUR
LAB // 2 CREDIT // 2 PERIOD
A tour of the music industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of professional opportunities and careers. Prerequisites: None. Course Notes: Additional expenses will apply students responsible for travel expenses. MUC274 may be repeated for a total of ten (10) credit hours.

MUC290AA – MUSIC BUSINESS INTERNSHIP
LEC + LAB // 1 CREDIT // 1 PERIOD
Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: MUC290AA may be repeated for a total of twelve (12) credit hours.

MUC293 – SELF PROMOTION FOR MUSIC
LEC // 1 CREDIT // 1 PERIOD
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 CREDIT // 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
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. Course Attributes: COMMON COMPETENCY COURSE

MUSIC: PERFORMANCE (MUP)
MUP101AA-CJ – PRIVATE INSTRUCTION
LEC + LAB // 1 CREDIT // 6 PERIODS
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for Credit. Prerequisites: None.

MUP102AA - CJ – PRIVATE INSTRUCTION
LEC + LAB // 2 CREDITS // 1.2 PERIODS
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for Credit. Prerequisites: None.

MUP110 – CONCERT MUSIC
LEC // 0.5 CREDITS // 0.5 PERIODS
Attendance at concerts, recitals and music Lectures on and off campus. Required each semester for all music majors. Prerequisites: None.

MUP131 – CLASS PIANO I
LEC + LAB // 2 CREDITS // 3 PERIODS
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonization's including the I, IV, V7 chords. Prerequisites: None.

MUP132 – CLASS PIANO II
LEC + LAB // 2 CREDITS // 3 PERIODS
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP 131 or permission of instructor.

MUP133 – CLASS VOICE I
LEC + LAB // 2 CREDITS // 3 PERIODS
Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None. Course Notes: MUP101AA may be repeated for credit.

MUP134 – CLASS VOICE II
LEC + LAB // 2 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 CREDIT // 3 PERIODS
A mixed chorus with emphasis on college/ community participation and preparation of a variety of choral literature for public performance. Auditions may be required. Prerequisites: None. Course Note: MUP150 may be repeated for credit.

MUP152A A – PRIVATE INSTRUCTION: VOICE
LEC + LAB // 2 CREDITS // 1.2 PERIODS
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet,

bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. Prerequisites: 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 // 2 CREDITS // 5 PERIODS
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Prerequisites: None. Course Notes: Auditions may be required. MUP153 may be repeated for credit.

MUP159 – COMMUNITY ORCHESTRA
LEC + LAB // 1 CREDIT // 3 PERIODS
Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. Prerequisites: None. Course Note: MUP159 may be repeated for credit.

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. Auditions may be required. Prerequisites: None. Course Note: MUP161 may be repeated for Credit

MUP163 – JAZZ ENSEMBLE

LEC + LAB // 1 CREDIT // 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 CREDIT // 3 PERIODS
Emphasis on college and community participation and the preparation of mariachi band literature for public performance. Auditions may be required. Prerequisites: None. Course Note: MUP168 may be repeated for credit

MUP181 – CHAMBER MUSIC ENSEMBLES
LEC + LAB // 1 CREDIT // 2 PERIODS
Practical and performance experience in instrumental, vocal, and mixed ensembles. Prerequisites: None. Course Notes: MUP181 may be repeated for credit.

MUP201BQ – PRIVATE INSTRUCTION: SAXOPHONE
LEC + LAB // 1 CREDITS // 0.6 PERIODS
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. Prerequisites: 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.

MUP231 – CLASS PIANO III
LEC + LAB // 2 CREDITS // 3 PERIODS
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: 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.

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)
PED101BA – BASEBALL
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of baseball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101BA may be repeated for credit.

PED101BB – BASKETBALL
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of basketball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101BB may be repeated for credit.

PED101DF – SELF-DEFENSE
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic self-defense skills, ground-fighting skills, and stand up fighting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self-confidence. Prerequisites: None. Course Notes: PED101DF may be repeated for credit.

PED101FL – FITNESS FOR LIFE
LEC + LAB // 1 CREDIT // 2 PERIODS
Learn the basics of designing and implementing a personalized fitness program to meet your needs in the areas of Cardiovascular Fitness, Weight Control, Muscular Strength and Flexibility. Prerequisites: None. Course Note: PED101FL may be repeated for credit.

PED101GO – GOLF
LEC + LAB // 1 CREDIT // 2 PERIODS
Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course. Prerequisites: None. Course Note: PED101GO may be repeated for credit.

PED101KB – KICKBOXING
LEC + LAB // 1 CREDIT // 2 PERIODS
Techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self- confidence. Jabs, kicks, and blocks will be used in this martial arts-based workout. Prerequisites: None. Course Note: PED101KB may be repeated for credit.

PED101SB – SOFTBALL
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of softball. Class emphasis on competition and drills. Prerequisites: None. Course Notes: PED101SB may be repeated for credit.

PED101SO – SOCCER
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of soccer. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101SO may be repeated for credit.

PED101ST – STRENGTH TRAINING
LEC + LAB // 1 CREDIT // 2 PERIODS
Introduction to techniques of basic weight training, concentrating on incorporating an exercise regimen for increased strength. Prerequisites: None. Course Notes: PED101ST may be repeated for credit.

PED101VB – VOLLEYBALL
LEC + LAB // 1 CREDIT // 2 PERIODS
Basic skills and game strategy of volleyball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101VB may be repeated for credit.

PED101WT – WEIGHT TRAINING
LEC + LAB // 1 CREDIT // 2 PERIODS
Access to Olympic and Free Weights with a qualified instructor. Prerequisites: None. Course Note: PED101WT may be repeated for credit.

PED101YO – YOGA
LEC + LAB // 1 CREDIT // 2 PERIODS
Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques. Prerequisites: None. Course Note: PED101YO may be repeated for credit.

PED101ZU – ZUMBA® FITNESS
LEC + LAB // 1 CREDIT // 2 PERIODS
Zumba® dynamic fitness program. Features high energy, easy to follow rhythmic moves set to energizing Latin and international beats. Provides an enjoyable way to increase fitness level. Prerequisites: None. Course Notes: PED101ZU may be repeated for credit.

PED102 – PHYSICAL ACTIVITIES: INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Individual, dual, or team sports activities at the intermediate level. Prerequisites: None. Prior experience recommended. Course Notes: PED102 may be repeated for credit.

PED102BA – BASEBALL: INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon basic skills and game strategy of base-ball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102BA may be repeated for credit.

PED102BB – BASKETBALL – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon basic skills and game strategy of basketball at the intermediate level. Class emphasis on com-petition and drills. Prerequisites: None. Prior experience recommended. Course Notes: PED102BB may be repeated for credit.

PED102BC – BOOT CAMP – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Vigorous training at an intermediate level incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety. Prerequisites: None. Prior experience recommended. Course Note: PED102BC may be repeated for credit.

PED102GO – GOLF – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improving techniques of putting, chipping, the full swing, rules and scoring will be covered in this class. Prerequisites: None. Prior experience recommended. Course Note: PED102GO may be repeated for credit.

PED102SB – SOFTBALL – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
 Improve upon basic skills and game strategy of softball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102SB may be repeated for credit.

PED102SO – SOCCER – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon basic skills and game strategy of soccer at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102SO may be repeated for credit.

PED1O2ST – STRENGTH TRAINING – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Intermediate techniques of strength training, concentrating on incorporating an exercise regimen for increased strength and endurance. Not recommended for the beginning weight lifter. Prerequisites: None. Prior experience recommended. Course Notes: PED102ST may be repeated for credit.

PED102VB – VOLLEYBALL – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon basic skills and game strategy of volleyball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Notes: PED102VB may be repeated for credit. COMMON COMPETENCY COURSE

PED102WT – WEIGHT TRAINING – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Increase knowledge and training with a qualified instructor on the use of Olympic and Free Weights. Prerequisites: None. Prior experience recommended. Course Note: PED102WT may be repeated for credit.

PED102YO – YOGA – INTERMEDIATE
LEC + LAB // 1 CREDIT // 2 PERIODS
Yoga for the experienced practitioner. Prerequisites: None. Prior experience recommended. Course Note: PED102YO may be repeated for credit.

PED103BC – BOOT CAMP
LEC + LAB // 0.5 CREDITS // 1 PERIODS
Vigorous physical and mental conditioning incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety. Prerequisites: None Course Note: PED103BC may be repeated for credit.

PED115 – LIFETIME FITNESS
LEC + LAB // 2 CREDITS // 4 PERIODS
Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable. Prerequisites: None. Course Note: PED115 may be repeated for a total of (8) credit hours.

PED120AF – SPECIAL EMPHASIS ACTIVITIES: WEIGHT TRAINING
LEC + LAB // 2 CREDITS // 4 PERIODS
Intensive experience in weight training. Prerequisites: None. Course Note: PED120AF may be repeated for a total of 8 credits.

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: PED124. Course Notes: PED125 may be repeated for a total of eight (8) credit hours.

PED201BA – BASEBALL – ADVANCED
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon intermediate skills and game strategy of baseball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201BA may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PED201GO – GOLF – ADVANCED
LEC + LAB // 1 CREDIT // 2 PERIODS
Experienced golfers gain helpful hints and practice to improve their game. Prerequisites: None. Prior experience at competitive level recommended. Course Note: PED201GO may be repeated for credit.

PED201SB – SOFTBALL – ADVANCED
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon intermediate skills and game strategy of soccer at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201SB may be repeated for credit.

PED201SO – SOCCER – ADVANCED
LEC + LAB // 1 CREDIT // 2 PERIODS
To improve upon intermediate skills and game strategy of soccer at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201SO may be repeated for credit.

PED201VB – VOLLEYBALL – ADVANCED
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon intermediate skills and game strategy of volleyball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Note: PED201VB may be repeated for credit.

PED201WT – WEIGHT TRAINING – ADVANCED
LEC + LAB // 1 CREDIT // 2 PERIODS
Advanced level training with a qualified instructor on the use of Olympic and Free Weights. Prerequisites: Prior experience at competitive level recommended. Course Notes: PED201WT may be repeated for credit.

PED202BA – BASEBALL – ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of baseball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED202BA may be repeated for credit.

PED202GO – GOLF – ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of golf at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED202GO may be repeated for credit.

PED202SB – SOFTBALL – ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of softball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Class Notes: PED202SB may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PED202SO – SOCCER – ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of soccer at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Class Notes: PED202SO may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PED202VB – VOLLEYBALL ELITE
LEC + LAB // 1 CREDIT // 2 PERIODS
Improve upon advanced skills and game strategy of volleyball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED202VB may be repeated for credit. Course Attributes: COMMON COMPETENCY COURSE

PHILOSOPHY (PHI)
PHI101 – INTRODUCTION TO PHILOSOPHY
LEC // 3 CREDITS // 3 PERIODS
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom, and determinism, and the existence of God. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]. Arizona Shared Unique Number SUN#: PHI 1101

PHI103 - INTRODUCTION TO LOGIC – PHI1103
LEC // 3 CREDITS // 3 PERIODS
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent. General Education Designation: Humanities and Fine Arts
[HU]; Literacy and Critical Inquiry [L]. Arizona Shared Unique Number SUN#: PHI 1103

PHI104 – WORLD PHILOSOPHY
LEC // 3 CREDITS // 3 PERIODS
Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self-freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None. General Education Designations: Global Awareness [G]; Humanities and Fine Arts [HU].

PHI105 – INTRODUCTION TO ETHICS
LEC // 3 CREDITS // 3 PERIODS
A survey of ethical theory in Western Philosophy, including the major normative theories and selected Meta ethical theories. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]. Arizona Shared Unique Number SUN#: PHI 1105

PHI213 – MEDICAL AND BIOETHICS
LEC // 3 CREDITS // 3 PERIODS
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient's rights and biological experimentation. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

PHI216 – ENVIRONMENTAL ETHICS
LEC // 3 CREDITS // 3 PERIODS
Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].

PHI218 – PHILOSOPHY OF SEXUALITY
LEC // 3 CREDITS // 3 PERIODS
Philosophical examination of sexuality in human life. Historical and critical survey of philosophical and theological views. Comparison and evaluation of contemporary theories about the nature of sexual desire and sexual acts. Implications of theories for contemporary moral problems. Prerequisites: A grade of C or better in ENG101 or ENG107 or permission of Instructor. Course Notes: Course may contain adult content. All students under 18 years old are required to have a signed parental consent form on file, which is on the back of the "Students Under the Age of 18" Enrollment Form. General Education Designation: Humanities, Arts and Design - [HU]; General Education Designation: Literacy and Critical Inquiry - [L]

PHI244 – PHILOSOPHY OF RELIGION
LEC // 3 CREDITS // 3 PERIODS
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]. Cross-References: REL244

PHYSICAL SCIENCE (PHS)
PHS110 – FUNDAMENTALS OF PHYSICAL SCIENCE
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Survey of the principles of physics and chemistry. Prerequisites: Grade of C or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam.

General Education Designation: Natural Sciences (Quantitative) [SQ].

PHARMACY TECHNOLOGY (PHT)
PHT120 – PHARMACY TECHNICIAN RESPONSIBILITIES
LEC // 3 CREDITS // 3 PERIODS
Responsibilities and skills of pharmacy technicians. Emphasis on federal and state laws, prescription entry and fulfillment, drug regulations, and drug calculations, as well as pharmaceutical products, abbreviations, and terminology. Includes inventory management, administration routes, financial issues, and pharmacy environments. Prerequisites: None.

PHYSICS (PHY)
PHY101 – INTRODUCTION TO PHYSICS
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of C or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam. Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.

PHY111 – GENERAL PHYSICS I - PHY1111
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Includes motion, energy, and properties of matter. Prerequisites: MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement test score or one-year high school Trigonometry with a grade of C or better or permission of Department or Division. Course Note: PHY111 is recommended for paraprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111A A. General Education Designation: Natural Sciences (Quantitative) - [SQ]. Arizona Shared Unique Number SUN# PHY1111

PHY112 – GENERAL PHYSICS II - PHY1112
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111. General Education Designation: Natural Sciences (Quantitative) [SQ]. Arizona Shared Unique Number SUN# PHY1112

PHY 115 – UNIVERSITY PHYSICS I
LEC // 5 CREDITS // 4 PERIODS
LAB // 0 CREDIT // 3 PERIODS
General physics course using calculus to develop the principles of mechanics and thermodynamics. Recommended for majors in the sciences and mathematics. Required for engineering majors. Prerequisites: 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 CREDIT // 3 PERIODS
Principles of electricity, magnetism, waves, and optics. Required for engineering majors. Prerequisites: PHY115 and (MAT230 or MAT231)
Co requisites: MAT241

PHY121 – UNIVERSITY PHYSICS I:
MECHANICS – PHY1121
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or Department or consent. One year of High School physics or PHY111 and PHY112 suggested but not required. General Education Designation: Natural Sciences (Quantitative) - [SQ]

PHY131 UNIVERSITY PHYSICS II: ELECTRICITY
AND MAGNETISM – PHY1131
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 3 PERIODS
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230, or MAT231, or permission of Department or Division, and PHY121. Co requisites: MAT241 or per-mission of Department or Division. General Education Designation: Natural Sciences (Quantitative) - [SQ]. Arizona Shared Unique Number SUN# PHY1131

PHY241 – UNIV PHY III: THERMODYNAMICS,
OPTICS, AND WAVE PHENOMENA
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDIT // 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.

PHLEBOTOMY (PLB)
PLB109 – PHLEBOTOMY: BASIC SKILLS
LEC + LAB // 2 CREDITS // 4 PERIODS
Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures. Prerequisites: (Acceptance into the Medical Assisting or Phlebotomy program), (a grade of "C" or better in HCC130 and HCC145AA), and permission of Program Director.

PLB111 – SPECIMEN PROCESSING AND ADVANCED
TECHNIQUES IN PHLEBOTOMY PROCEDURES
LEC + LAB // 2 CREDITS // 4 PERIODS
Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures. Prerequisites: PLB109 and permission of Program Director.

PLB122 – PRACTICUM: PHLEBOTOMY AND
SPECIMEN PROCESSING
LAB // 3 CREDITS // 12 PERIODS
Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment. Prerequisites: PLB109 or permission of Program Director. Prerequisites or Co requisites: PLB111 or permission of Program Director.

POLITICAL SCIENCE (POS)
POS110 – AMERICAN NATIONAL GOVERNMENT
LEC // 3 CREDITS // 3 PERIODS
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None. (POS110 meets U.S. Constitution Requirements for Teacher Certification.) General Education Designation: Social and Behavioral Sciences [SB]. Arizona Shared Unique Number SUN# POS1110

POS120 – WORLD POLITICS – POS1120
LEC // 3 CREDITS // 3 PERIODS
Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None. General Education Designations: Global Awareness [G]; Social and Behavioral Sciences [SB]. Arizona Shared Unique Number SUN#: POS 1120

POS130 – STATE AND LOCAL GOVERNMENT – POS1130
LEC // 3 CREDITS // 3 PERIODS
Survey of state and local government in the United States. Special attention on Arizona State government. Prerequisites: None General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN#: POS 1130

POS230 – PUBLIC POLICY & CIVIC ENGAGEMENT: CESAR CHAVEZ LEGACY
LEC + LAB // 3 CREDITS // 3 PERIODS
Exploration of democratic citizenship in a multicultural society. Focus on the role of the activist in public policy service, community organizing, and social change strategies such as communication, social movement theory perspectives, and how leaders maintain movement momentum. Interpretation of the vision, philosophy, and work of Cesar E. Chavez; and accomplishments by citizens (individually and collectively) in social change and opposition. Special emphasis on community engagement participation. Prerequisites: None Course Notes: POS230 requires a mini-mum of 16 hours of civic engagement participation with community partners. Cross-references: CCS230

PSYCHOLOGY (PSY)
PSY101 – INTRODUCTION TO PSYCHOLOGY
LEC // 3 CREDITS // 3 PERIODS
To acquaint the student with basic principles, methods and fields of Psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None. General Education Designation: Social and Behavioral Sciences - [SB]. Arizona Shared Unique Number SUN#: PSY1101

PSY123 – PSYCHOLOGY OF PARENTING
LEC // 3 CREDITS // 3 PERIODS
The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

PSY132 – PSYCHOLOGY AND CULTURE
LEC // 3 CREDITS // 3 PERIODS
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in 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. General Education Designation: Cultur5al Diversity [C]; Global Awareness [G]; Social and Behavioral Sciences [SB].

PSY156 – UNDERSTANDING DEATH AND DYING
LEC // 3 CREDITS // 3 PERIODS
Designed to give the student an understanding of the re-search and theories of death, dying and the bereavement process. Prerequisites: None.

PSY230 – INTRODUCTION TO STATISTICS
LEC // 3 CREDITS // 3 PERIODS
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: (A grade of C or better in PSY101 and MAT092 or higher MAT course) or (a grade of C or better in PSY101 and eligibility for MAT112 or higher as indicated by appropriate mathematics placement test score) or permission of Instructor. General Education Designation: Computer Statistics/Quantitative Applications - [CS]

PSY235 – PSYCHOLOGY OF GENDER
LEC // 3 CREDITS // 3 PERIODS
To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of C or better or permission of Instructor. General Education Designation: Cultural Diversity [C]; Social and Behavioral Sciences [SB].

PSY240 DEVELOPMENTAL PSYCHOLOGY
LEC // 3 CREDITS // 3 PERIODS
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, premed, and psychology. Prerequisites: PSY 101 with a grade of C or better or permission of the instructor. General Education Designation: Social and Behavioral Sciences [SB].

PSY244 – INTERNSHIP IN PSYCHOLOGY
LEC + LAB // 1 CREDIT // 1 PERIOD
Experience in working in a wide variety of settings including but not limited to schools, non-profit agencies, advocacy agencies and other governmental agencies. 80 hours of designated volunteer or paid work. Prerequisites or Co requisites: A grade of C or better in any two 200-level PSY courses and permission of Instructor. At least one of the 200-level PSY course must be taken in prior semester. Course Notes: PSY244 may be repeated for a total of two (2) credit hours.

PSY250 – SOCIAL PSYCHOLOGY
LEC // 3 CREDITS // 3 PERIODS
The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of C or better or permission of the instructor.

PSY266 – ABNORMAL PSYCHOLOGY
LEC // 3 CREDITS // 3 PERIODS
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of C or better, or permission of instructor.

PSY277 – PSYCHOLOGY OF HUMAN SEXUALITY
LEC // 3 CREDITS // 3 PERIODS
Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. Prerequisites A grade of C or better in PSY101. Course Notes: PSY277 course may contain adult content. All students under the age of 18 are required to have a signed parental consent form on file, which is on the back of the Under the Age of 18 Enrollment Form. General Education Designation: Social Behavioral Sciences [SB].

PSY290AB – RESEARCH METHODS
LEC // 4 CREDITS // 3 PERIODS
LAB // 0 CREDITS // 3 PERIODS
Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, or ENG107. Prerequisites or Co requisites: PSY230 with a grade of C or better or permission of Instructor. General Education Designations: Literacy and Critical Inquiry [L]; Natural Sciences (General) [SG].

PSY298AC – SPECIAL PROJECTS
LAB // 3 CREDITS // 3 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional 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.

**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 improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG071, 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 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. Editor's Note: RDG100 may be offered concurrently with RDG100AC.

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, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

REA180 – REAL ESTATE PRINCIPLES II
LEC // 3 CREDITS // 3 PERIODS
Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner's rules, investment, property management, and government restrictions. Prerequisites: REA179 or permission of instructor.

REA201 – REAL ESTATE PRINCIPLES I AND II
LEC // 6 CREDITS // 6 PERIODS
Comprehensive survey of real estate principles to include careers in real estate, nature and description of real estate, rights and interests in land, forms of real property ownership, forms of business organization, methods of title transfer, title search and insurance, contract law, real estate sales contracts, mortgage and notes payable, deeds of trust, lending practices, loans and consumer rights, sources of financing real estate loans, types of financing instruments, real property taxes and assessments, title closing, escrow and settlement procedures, property management and real estate leases, real estate appraisal, state licensing laws and professional affiliations, real estate brokerage, real estate agency, fair housing and equal credit laws, types of residential real estate, real property

insurance, land use control, economics of real estate, and investment considerations. Prerequisites: None. Course Note: This course is intended to satisfy the state of Arizona's requirement for 90 hours of prelicensure education. Students must attend all scheduled class meetings to meet the State's attendance requirement.

REA290AH – REAL ESTATE SEMINAR: CONTRACT WRITING
LEC // 0.5 CREDITS // 0.5 PERIODS
Contract writing skills, techniques, and requirements. Writing of basic real estate contracts, including purchase offers, counter offers, sales listing agreements, and riders. Prerequisites: None.

RECREATION (REC)
REC120 – LEISURE AND THE QUALITY OF LIFE
LEC // 3 CREDITS // 3 PERIODS
Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and the role in contemporary society, Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

REC150AB – OUTDOOR ADVENTURE SKILLS
LEC // 3 CREDITS // 3 PERIODS
Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

RELIGIOUS STUDIES (REL)
REL100 – WORLD RELIGIONS
LEC // 3 CREDITS // 3 PERIODS
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None General Education Designation: Global Awareness [G]; Humanities and Fine Arts [HU].

REL244 – PHILOSOPHY OF RELIGION
LEC // 3 CREDITS // 3 PERIODS
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.

Course Attributes: General Education Designation:
Humanities and Fine Arts - [HU]
Cross-References: PHI244

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 profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None.

SBS211 – SMALL BUSINESS COMPUTER APPLICATIONS
LEC // 1 CREDIT // 1 PERIOD
Hands-on opportunity for the small business owner to test several current computer application programs. Emphasizes practical applications, hardware and software purchasing decision criteria, and technological developments. Prerequisites: None.

SBS213 – HIRING AND MANAGING EMPLOYEES
LEC // 1 CREDIT // 1 PERIOD
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

SBS214 – SMALL BUSINESS CUSTOMER RELATIONS
LEC // 1 CREDIT // 1 PERIOD
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

SBS215 – MANAGING STRESS IN SMALL BUSINESS
LEC // 1 CREDIT // 1 PERIOD
Explores the common causes of stress related to the operation of a small business. Includes discussion of the physiological and psychological effects of stress, and specific methods for dealing with the small business owner or manager stresses in business and personal life. Prerequisites: None.

SBS216 – PLANNING FOR A SMALL BUSINESS
LEC // 2 CREDIT // 2 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: 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.

SBS218 – ESTABLISHING AN IMPORT/EXPORT BUSINESS
LEC // 1 CREDIT // 1 PERIOD
Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 – INTERNET MARKETING FOR SMALL BUSINESS
LEC // 2 CREDITS // 2 PERIODS
Focuses on "e-Commerce"-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Inter-net services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and ongoing operations of the Internet site. Prerequisites: None.

SBS221 – SOCIAL MEDIA MARKETING FOR SMALL BUSINESS
LEC // 2 CREDITS // 2 PERIODS
Focuses on use of Social Media for Small Businesses and Entrepreneurs. Topics include:
Use of Social Media, types of Social Media, how Social Media can help growth and success of business; examples of successful Social Media marketing, setting up and deploying various types of Social Media. Options for hardware and software for Social Media, determining products/services appropriate for Social Media Monetization of Social Media. Budget constraints and ongoing monitoring and content management of Social Media. Prerequisites: None.

SBS230 – FINANCIAL AND TAX MANAGEMENT FOR SMALL BUSINESS
LEC // 2 CREDITS // 2 PERIODS
An overview of accounting and record- keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. Prerequisites: None.

SBS298AA – SPECIAL PROJECTS
LAB // 1 CREDIT // 1 PERIOD
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

SOCIETY AND BUSINESS (SBU)
SBU200 – SOCIETY AND BUSINESS
LEC // 3 CREDITS // 3 PERIODS
The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. Prerequisites: None General Education Designation: Global Awareness [G]; Social and Behavioral Sciences [SB].

SUSTAINABILITY CAREER AND TECHNICAL (SCT)
SCT100 – INTRODUCTION TO SUSTAINABLE BUILT ENVIRONMENTS
LEC // 3 CREDITS // 3 PERIODS
Study of the built environment and implications on human health, the natural environment, and society. Understanding of strategies that achieve sustainable design. Exploration of positive and negative sustainable product attributes. Emphasis on Leadership in Energy and Environmental Design (LEED). Prerequisites: None.

Course Notes: SCT100 will not complete the requirements to sit for the LEED Accredited Professional examinations. Additional study is necessary to successfully pass the LEED Green Associates examination.

SOCIOLOGY (SOC)
SOC101 – INTRODUCTION TO SOCIOLOGY – SOC1101
LEC // 3 CREDITS // 3 PERIODS
The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/ cultural change upon people's attitudes and behaviors. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB] Arizona Shared Unique Number SUN# 1101

SOC157 – SOCIOLOGY OF FAMILIES AND RELATIONSHIPS
LEC // 3 CREDITS // 3 PERIODS
Systemic analysis of socio-cultural and historical origins of modern families in the U.S. and their importance, major challenges and changing trends. Explores being single, dating and attraction, love, cohabitation and marriage, family planning and parenthood, conflict and crisis within the family, and divorce. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

SOC220 – SPORT AND SOCIETY
LEC // 3 CREDITS // 3 PERIODS
Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of both the fan and the athlete, as well as how both professional and amateur sport have at times played a transformative role in society. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB].

SOC241 – RACE AND ETHNIC RELATIONS - SOC2215
LEC // 3 CREDITS // 3 PERIODS
Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States. Prerequisites: None. General Education Designation: Cultural Diversity [C] General Education Designation: Social Behavioral Sciences [SB] Arizona Shared Unique Number SUN# SOC2215

SOC251 – SOCIAL PROBLEMS - SOC2250
LEC // 3 CREDITS // 3 PERIODS
A systematic and in-depth survey of selected social problems and inequalities from a sociological perspective, including what is known about the problem, recent trends, their causes and consequences, individual and societal responses to them, and possible remedies or policies that could address these issues. Issues to be examined may include issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/ immigration, the environment, war and global insecurity. Prerequisites: None. General Education Designation: Social and Behavioral Sciences [SB]. Arizona Shared Unique Number SUN# SOC2250.

SPANISH (SPA)
SPA085AA – SPEEDY SPANISH I
LEC // 1 CREDIT // 2 PERIOD
Basic vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: None.

SPA101 – ELEMENTARY SPANISH I – SPA1101
LEC // 4 CREDITS // 4 PERIODS
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None. Arizona Shared Unique Number SUN# SPA1101

SPA102 – ELEMENTARY SPANISH II – SPA1102
LEC // 4 CREDITS // 4 PERIODS
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: A grade of C or better in SPA101 or permission of Department or Division. Arizona Shared Unique Number SUN# SPA1102

SPA115 – BEGINNING SPANISH CONVERSATION I
LEC // 3 CREDITS // 3 PERIODS
Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116 – BEGINNING SPANISH CONVERSATION II
LEC // 3 CREDITS // 3 PERIODS
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

SPA117 – HEALTH CARE SPANISH I
LEC // 3 CREDITS // 3 PERIODS
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

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 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.

SPA296WA – COOPERATIVE EDUCATION
LAB // 1 CREDIT // 5 PERIODS
Work-college experiences that involve the combined efforts of educators and employers to accomplish an out-come related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Co requisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

SPANISH HUMANITIES (SPH)
SPH245 – HISPANIC HERITAGE IN THE SOUTHWEST
LEC // 3 CREDITS // 3 PERIOD
A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None. General Education Designation: Cultural Diversity [C]; General Education Designation: Humanities and Fine Arts [HU].

SPECIAL PROJECTS
298AA-AC – SPECIAL PROJECTS
LAB // 1-3 CREDITS // 1-3 PERIODS/ARRANGED
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None. *Note: Special Projects may be used under most disciplines. However, the student must communicate with the instructor of his/her class for assistance in having a special project section initiated.*

SUSTAINABILITY/SCIENCES AND THE HUMANITIES (SSH)

SSH111 – SUSTAINABLE CITIES
LEC // 3 CREDITS // 3 PERIODS
Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. Prerequisites: None.

STORYTELLING (STO)

STO100AA – HOW TO TELL TRADITIONAL STORIES
LEC // 1 CREDIT // 1 PERIOD
Introduction to the art of storytelling. Finding, crafting and telling a traditional story in and out of class. Prerequisites: None.

STO101 – STORYTELLING FOR LITERACY
LEC // 1 CREDIT // 1 PERIOD
Introduction to the natural process from oral to written language and the role of storytelling in both. Focus will be on the development and sharing of oral and written stories. Prerequisites: None.

STO150 – DIGITAL STORYTELLING
LEC + LAB // 3 CREDITS // 6 PERIODS
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. Cross References: ART150 COM150

STO200AA – BIOGRAPHICAL STORYTELLING
LEC // 1 CREDIT // 1 PERIOD
Exploration of the art and craft of finding, developing and telling biographical stories. Prerequisite: None.

STO250AA – BENEFITING FROM THE STORYTELLING FESTIVAL EXPERIENCE
LEC // 1 CREDIT // 1 PERIOD
Observation of master storytellers in performance. Structured observation, inquiry, and reflection in the context of a major national storytelling festival. Prerequisites: None. Course Notes: STO250AA may be taken up to 3 times for different festival experiences.

STO273 – THE BIBLICAL STORYTELLING TRADITION
LEC // 3 CREDITS // 3 PERIODS
Introduction to the history and practice of biblical storytelling. Overview of the oral foundation of biblical texts and teachings. Utilization of exegesis to develop and adapt stories for modern audiences. Researching, developing, and crafting Bible stories for telling. Telling biblical stories in family, community, and spiritual settings. Prerequisites: None.

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.

STO283 – THE AFRICAN STORYTELLING TRADITION
LEC // 3 CREDITS // 3 PERIODS
Introduction to the history and practice of storytelling in Africa. Overview of African myths, legends, folktales, parables, and fables. Great story tellers and story collectors of the past and present. Researching, developing, and crafting African stories for telling. Prerequisites: None.

STO284 – STORYTELLING AND MUSIC
LEC // 3 CREDITS // 3 PERIODS
Introduction to the role and importance of music in storytelling. Research, craft, and tell stories that include percussion, vocal, or instrumental elements. Prerequisites: None.

STO286 – USING STORYTELLING IN A VARIETY OF SETTINGS
LEC // 3 CREDITS // 3 PERIODS
The application of storytelling and storytelling activities in the world of health care, business, parks, museums, hospitals, and education. Prerequisites: None.

STO287 – NORSE AND SCANDANAVIAN STORYTELLING TRADITION
LEC // 3 CREDITS // 3 PERIODS
Overview of Norse and Scandinavian myths, legends, folktales. Impact of Norse and Scandinavian myth on popular culture. Researching, developing, and crafting Norse and Scandinavian stories for telling, game development, structuring graphic novels and other applications. Prerequisites: None.

STO288 – TELLING SACRED STORIES FROM AROUND THE WORLD
LEC // 3 CREDITS // 3 PERIODS
Introduction to sacred stories as a genre. Researching, developing, and crafting traditional and personal sacred stories. Finding appropriate applications and venues for telling. Prerequisites: None.

STO289AA – USING STORYTELLING IN EDUCATIONAL SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in educational settings. Prerequisites: None. Cross Reference: EDU283AA

STO289AB – USING STORYTELLING IN BUSINESS SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in business settings. Prerequisites: None.

STO289AC – USING STORYTELLING IN HEALING SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in healing settings. Prerequisites: None.

STO289AD – USING STORYTELLING IN INTERPRETIVE SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in interpretive settings including museums, gardens, parks, and zoos. Prerequisites: None.

STO290 – THE IRISH STORYTELLING TRADITION
LEC // 3 CREDITS // 3 PERIODS
Introduction to the history and practice of storytelling in Ireland. Overview of Irish myths, legends, folktales, and humorous tales. Great story tellers and story collectors of the past and present. Researching, developing, and crafting Irish stories for telling. Prerequisites: None. General Education Designation: Global Awareness - [G]

STO290AG – USING STORYTELLING IN ADVOCACY SETTINGS
LEC // 1 CREDIT // 1 PERIOD
The application of storytelling and storytelling activities in contexts of advocacy and civic engagement. Focus on stories that reflect the goals and aims of a civic organization. Prerequisites: None.

STO291AA – STORYTELLING CIRCLE
LEC + LAB // 1 CREDIT // 1.5 PERIODS
Designed to provide opportunities for students to practice and develop critical listening and storytelling skills. Prerequisites: EDU292, or HUM292, or STO292, or permission of instructor. Course Notes: STO291AA may be repeated for a total of three (3) STO291AA credits

STO292 – THE ART OF STORYTELLING
LEC // 3 CREDITS // 3 PERIODS
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C]. Cross References: EDU292, HUM292

STO293 – THE ART OF STORYTELLING II
LEC // 3 CREDITS // 3 PERIODS
Further exploration of the art of storytelling. Provide opportunities for the expansion of storytelling skills and a deeper appreciation of storytelling and its applications. Prerequisites: EDU292 or HUM292 or STO292

STO294 – MULTICULTURAL FOLKTALES
LEC // 3 CREDITS // 3 PERIODS
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU]; Cultural Diversity [C]. Cross References: EDU294, ENH294

STO295 – 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 // 2 CREDITS // 3 PERIODS
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to m Prerequisites: Permission of Program Director or instructor.

SUSTAINABILITY/NATURAL SCIENCES (SUS)
SUS100 – INTRODUCTION TO SUSTAINABILITY
LEC // 3 CREDITS // 3 PERIODS
 Introduction to the basic concepts of sustainability. Includes challenges of land, ocean, and resource management, as well as the built environment. Also covers connections between global, local and personal sustainability challenges and responses at each level. Prerequisites: None. Course Attributes: General Education Designation:
Global Awareness - [G]

SUS110 – SUSTAINABLE WORLD
LEC // 3 CREDITS // 3 PERIODS
Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises. Prerequisites: None.
General Education Designation: Social and Behavioral Sciences [SB]

SOCIAL WORK (SWU)
SWU171 – INTRODUCTION TO SOCIAL WELFARE
LEC // 3 CREDITS // 3 PERIODS
Analysis of contemporary social welfare services and professional social work. Prerequisites: (A grade of C or better in RDG100, or RDG100LL, or eligibility for CRE101 as indicated by appropriate reading placement test score) and (a grade of C or better in ENG091 or eligibility for ENG101 as indicated by appropriate writing placement test score). Course

Attributes: General Education Designation: Historical Awareness - [H] General Education Designation: Social-Behavioral Sciences [SB} *Editor's Note: The effective end date of this version of SWU171 is at the completion of the Fall 2020 semester. The version below will be replacing it effective at the start of the Spring 2021 semester.)*

SWU171 – INTRODUCTION TO SOCIAL WELFARE
LEC // 3 CREDITS // 3 PERIODS
Analysis of contemporary social welfare services and professional social work. Prerequisites: None. Course Attributes: General Education Designation: Historical Awareness - [H]   General Education Designation: Social and Behavioral Sciences - [SB] Editor's Note: The effective date of this version of SWU171 will be at the start of the Spring 2021 semester

**SWU258 – VICTIMOLOGY AND
CRISIS MANAGEMENT**
LEC // 3 CREDITS // 3 PERIODS
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. Prerequisites: None. General Education Designations: Cultural Diversity - [C]; Social and Behavioral Sciences - [SB]

**SWU292 – EFFECTIVE HELPING IN
A DIVERSE WORLD**
LEC // 3 CREDITS // 3 PERIODS
Introduction to professional helper communication skills with respect to cross- cultural practice and diversity issues, in a social work setting. Prerequisites: None. (SOC101 and SWU102) or SWU171 suggested but not required. General Education Designations: Cultural Diversity [C]; Social Behavioral Sciences [SB]

THEATER (THE)
THE111 – INTRODUCTION TO THEATRE
LEC // 3 CREDITS // 3 PERIODS
A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]

THE118 – PLAYWRITING
LEC + LAB // 3 CREDITS // 3 PERIODS
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None.

THE220 – MODERN DRAMA – THE2220
LEC // 3 CREDITS // 3 PERIODS
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent. General Education Designation: Humanities and Fine Arts [HU]; Literacy and Critical Inquiry [L] Arizona Shared Unique Number SUN# THE2220

THE260 – FILM ANALYSIS
LEC // 3 CREDITS // 3 PERIODS
Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None.

THEATER AND FILM (THF)
THF115 – MAKEUP FOR STAGE AND SCREEN
LEC + LAB // 3 CREDIT // 4 PERIODS
Purposes, materials, and techniques of makeup for stage and screen. Prerequisites: None.

THF120A A – AUDITION TECHNIQUES FOR STAGE AND SCREEN: PREPARED MONOLOGUE
LEC + LAB // 1 CREDITS // 2 PERIODS
Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

THF120AB – AUDITION TECHNIQUES FOR STAGE AND SCREEN: COLD READINGS
LEC + LAB // 1 CREDITS // 2 PERIODS
Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None.

THF205 – INTRODUCTION TO CINEMA
LEC // 3 CREDITS // 4 PERIODS
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU] Cross references: HUM205

THF210 – CONTEMPORARY CINEMA
LEC // 3 CREDITS // 3 PERIODS
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None. General Education Designation: Humanities and Fine Arts [HU].
Cross references: HUM210

THF215 – ADVANCED MAKEUP FOR STAGE AND SCREEN
LEC + LAB // 3 CREDITS // 4 PERIODS
Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen. Prerequisites: THF115.

THEATER PERFORMANCE/PRODUCTION (THP)
THP112 – ACTING I
LEC + LAB // 3 CREDITS // 4 PERIODS
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP201AA – THEATRE PRODUCTION I
LAB // 1 CREDITS // 2 PERIODS
Designed to give college credit to the cast and technical production crews of college theatre productions. Course Note: THP201AA may be repeated for up to a maximum of four (4) Credits. Prerequisites: None.

THP201AB – THEATRE PRODUCTION II
LAB // 2 CREDITS // 4 PERIODS
Designed to give college credit to the cast and technical production crews of college theatre productions. Course Note: THP201AB may be repeated for up to a maximum of four (4) Credits. Prerequisites: None.

THP203 – TECHNICAL THEATRE PRODUCTION
LAB // 3 CREDITS // 6 PERIODS
Designed to give college credit to the technical production crews of college theatre productions. Prerequisites: None. Course Notes: THP203 may be repeated for up to a maximum of nine (9) credits.

THP211AB – CREATIVE DRAMA: STORYTELLING/ PUPPETS
LEC // 1 CREDIT // 1 PERIOD
Theory and practice of creative drama in storytelling and puppetry. Covers use of puppets to enhance storytelling skills.

Emphasis on application in elementary and secondary school levels. Prerequisites: None.

**THP217 – INTRODUCTION TO
DESIGN SCENOGRAPHY
LEC + LAB // 3 CREDITS // 4 PERIODS**
The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience. Prerequisites: None.

**THP271 – VOICE AND DICTION
LEC // 3 CREDITS // 3 PERIODS**
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers International Phonetic Alphabet and standard stage speech. Prerequisites: None.
Cross- Reference: COM271

**THP281 – PRODUCTION AND ACTING I
LEC + LAB // 3 CREDITS // 4 PERIODS**
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one act plays. Prerequisites: Permission of Department or Division.

**THP282 – PRODUCTION AND ACTING II
LEC + LAB // 3 CREDITS // 4 PERIODS**
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor`s work to the total production process. Performance of monologues, scenes, and one act plays. Prerequisites: THP281 or permission of Department or Division.

**THP298AB – SPECIAL PROJECTS IN THEATRE
LAB // 2 CREDITS // 2 PERIODS**
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

WOMEN'S STUDIES (WST)
**WST100 – INTRODUCTION TO WOMEN'S
AND GENDER STUDIES
LEC // 3 CREDITS // 3 PERIODS**
Introduction to critical issues in women's studies. Prerequisites: None. General Education Designations: Cultural Diversity [C]; Social and Behavioral Sciences [SB].

**WST209 – WOMEN AND FILMS
LEC // 3 CREDITS // 3 PERIODS**
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None. Cross References: HUM209. General Education Designations: Cultural Diversity - [C]; 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. *Editor's Note: WAC101 may be offered concurrently with ENG101.*

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.

Applied Technology

Air Conditioning and Electrical Accessories	GW
Air Conditioning/Refrigeration/Facilities	GW
Aircraft Maintenance Technology	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
CAD Application	GC
CAD Fundamentals	GC
Caterpillar Technician Training	MC
Certified Flight Instructor Instrument Airplane Rating	CG
CNC Machine Operator	GW, MC
CNC Machine Operator (Day)	GW
CNC Machine Operator (Night)	GW
CNC Machining I	GW, MC
CNC Machining I (Day)	GW
CNC Machining I (Night)	GW
CNC Machining II	GW, MC
CNC Machinist (Day)	GW
CNC Machinist (Night)	GW
Collision Repair Technician (Day)	GW
Collision Repair Technician (Night)	GW
Computer Aided Drafting	MC
Construction Building Codes	MC
Construction Management	MC
Construction Safety OSHA 30	MC

Construction Technology	MC, SM
Construction Trades - Mechanical Trades: Pipefitting	GW
Construction Trades - Mechanical Trades: Plumbing	GW
Construction Trades - Mechanical Trades: Sheet Metal	GW
Construction Trades: Electrical	MC, SM
Construction Trades: Electrical (Day)	GW
Construction Trades: Electrical (Night)	GW
Construction Trades: Carpentry	RS
Construction Trades: Carpentry, Commercial and Residential	MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential (Day)	GW
Construction Trades: Construction Management	GW, MC
Construction Trades: Electrical, Commercial and Residential	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
Construction Trades: Plumbing	GW, MC, RS, SM
Construction Trades: Plumbing, Commercial and Residential	GW, MC, RS, SM
Construction Trades: Pre-Apprenticeship	GW
Drafting and Design Technology	MC
Electric Utility Technology	CG
Electrical Installer (Day)	GW
Electrical Installer (Night)	GW
Electrical Systems Technology	EM
Electrical Technician (Day)	GW
Electrical Technician (Night)	GW
Electrical Technology	GW
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology - Residential Wiring	GW
Energy and Industrial Technology	EM
Engine Performance and Diagnosis	GW
Environmental Science and Water Resources Technologies	GW
Environmental Science Technology	GW
HVAC Residential Installation and Service Technician (Day)	GW
HVAC Residential Installation and Service Technician (Night)	GW
HVAC Technician (Day)	GW
HVAC Technician (Night)	GW
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist	GW
Industrial Robotics and Automation Technology	MC
Instrumentation Systems Technology	EM
International Residential Code	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS

Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Maintenance Technician: Apartments	GW
Manufacturing Production Technology	GW, MC
Mechanical Drafting	MC
Mechanical Systems Technology	EM
Nuclear Power Technology	EM
Power Systems Technology	EM
Production Technology: Quality Assurance	GW
Residential and Light Commercial Air Conditioning	GW
Salt River Project Relay Apprentice	MC
Unmanned Aircraft Systems	CG
Water and Wastewater Treatment	GW
Welding	MC
Welding: Combination (Day)	GW
Welding: Combination (Night)	GW
Welding: Fundamentals	MC
Welding: Fundamentals (Day)	GW
Welding: Fundamentals (Night)	GW
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW)	MC, RS
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Day)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Night)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous	MC
Welding: Pipe and Plate (Day)	GW
Welding: Pipe and Plate (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe	MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Plate	MC, RS
Welding: TIG (GTAW) (Day)	GW
Welding: TIG (GTAW) (Night)	GW
Workforce Development: Carpentry Level I	RS
Workforce Development: Carpentry Level II	RS
Workforce Development: Electrical Level I	RS
Workforce Development: Electrical Level II	RS
Workforce Development: Furniture Construction/Refinishing Level I	RS
Workforce Development: Furniture Construction/Refinishing Level II	RS
Workforce Development: Trim Plumbing	RS

Behavioral Science and Human Services

Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Administration of Justice	CG, EM, GC, MC, PC, PV, RS, SC, SM
Administration of Justice Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM

Adolescent Studies	PC
Advanced Behavioral Health Sciences	GC, SM
Advanced Corrections and Detention	RS
Advanced Juvenile Corrections	RS
Associate in Arts, Emphasis in Counseling and Applied Psychological Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Family Life Education	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Political Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Psychology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Social Work	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Basic Behavioral Health Sciences	GC, SM
Basic Corrections	RS
Basic Detention	RS
Behavioral Sciences	GC, SM
Child and Family Organizations Management and Administration	GC, RS
Community Emergency Response Team (CERT): Level I	PC
Corrections	CG, EM, GC, MC, PC, PV, RS, SC, SM
Corrections and Detention	RS
Crime Scene Investigation	CG, GC, MC, PC, PV, SC, SM
Deaf Studies	PC
Developmental Disabilities Specialist	GC
Driver Operator	GC, MC, PC, PV
Emergency Communications	RS
Emergency Communications and Deployment	PC
Emergency Management	GC, MC, PC, PV
Fingerprint Identification and Photography	CG, GC, MC, PC, PV, SC, SM
Fire Science	GC, MC, PC, PV
Fire Service Management	GC, MC, PC, PV
Firefighter Operations	GC, MC, PC, PV
Forensic Science	CG, GC, MC, PC, PV, SC, SM
Hazardous Materials Response	PC
Homeland Security	CG, GC, GW, MC, PC, PV, RS, SM
Human Services - Specialist: Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS
Human Services-Assistance: Public Assistance Eligibility	RS
Interpreter Preparation	PC
Juvenile Corrections	RS

Law Enforcement   CG, EM, GC, MC, PC,
                                                                            PV, RS, SC, SM
Law Enforcement Field Training   RS
Law Enforcement Investigator   GC, RS
Law Enforcement Training   CG, GC, MC, RS
Law Enforcement Training Academy   CG, GC, MC, RS
Leadership Development, Level I   PV
Leadership Development, Level II   PV
Leadership in Public Safety Organizations   CG, GC, MC, PC
Legal Studies   CG, EM, GC, MC, PC,
                                                                            PV, RS, SM
Non-Sworn Fire Service Professional   GC, MC, PC, PV
Paralegal   RS
Paralegal Studies   PC
Professional Addictions Counseling   RS
Public Administration   RS
Public Administration: Legal Services   RS
Public Safety Leadership   RS
Public Safety Technology   RS
Victimology   CG, GC, MC, PC, PV,
                                                                            RS, SM
Workforce Development and Community Re-Entry   RS
Workforce Development: Foundations in Addictions and Substance Use Disorders   RS

Business, Entrepreneurialism, and Management

Accounting   CG, EM, GC, GW, MC,
                                                                            PC, PV, RS, SC, SM
Administrative Professional   CG, EM, GC, GW, MC,
                                                                            PC, PV, SM
Airline Operations   RS
Airline Operations: Reservations and Ticketing Services   RS
Apprentice Meat Cutter   GW
Associate in Business, General Requirements   CG, EM, GC, GW, MC,
                                                                            PC, PV, RS, SC, SM
Associate in Business, Special Requirements   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
Bank Account Management: Customer Service   RS
Banking and Finance   GW, PC
Beauty and Wellness   GW, MC
Broadband Telecommunications   RS
Broadband Telecommunications: Field Operations   RS
Business Administration Fastrack   CG, GC, MC, PC, SC
Business Technology Specialist   GW
Commercial Baking and Pastry   EM, PC, SC
Court Reporting: Judicial   GW

Credit Counseling: Customer Service	RS
Culinary Arts	EM, SC
Culinary Arts I	EM, SC
Culinary Arts II	EM, SC
Culinary Fundamentals	SC, SM
Debt Resolution: Customer Service	RS
Enrolled Agent	CG, GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level I	GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level II	GC, GW, MC, PC, PV, RS, SC, SM
Fashion Merchandising	MC, PC
General Business	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Health Care Insurance: Customer Service	RS
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Meeting and Event Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Human Resources Management	CG, GC, GW, MC, PC, RS, SC, SM
Insurance: Customer Service	RS
Interior Design Kitchen and Bath	MC, PC, SC
Interior Design Professional	MC, SC
Interior Design Technology	MC, PC, SC
Interior Design Upholstery and Soft Goods Production	PC
Interior Merchandising and Home Staging	EM, MC, PC, SC
Licensed Residential Appraiser	MC
Management	CG, GC, GW, MC, PC, PV, RS, SC, SM
Marketing	GC, GW, MC, PC, PV, SC, SM
Marketing and Sales	GC, GW, MC, PC, PV, SC
Motor Vehicle: Customer Service	RS
Organizational Leadership	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Organizational Management	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Personal Loans: Customer Service	RS
Project Management	MC
Property Insurance: Customer Service	RS
Public Relations	MC

Quality Customer Service   RS

Real Estate: Prelicense   GC, MC, PV, SC, SM

Residential Appraisal Trainee   MC

Retail Management   CG, EM, GC, GW, MC, PC, RS, SC, SM

Retail Pharmacy: Customer Service   RS

Risk Management and Insurance   CG, GC, GW, MC, RS, SC

Small Business Management Level I   CG, EM, GC, GW, MC, PC, RS, SM

Small Business Management Level II   CG, GC, GW, MC, PC, RS, SM

Small Business Start-Up   PV

Social Media Marketing   CG, EM, GC, GW, MC, PC, PV, SC, SM

Utilities: Customer Service   RS

Water Services: Customer Service   RS

Computer and Information Technology

Adobe Foundations: Animation and Graphics Production   CG, GC, MC, PV, SM

Adobe Foundations: Audio and Video Production   MC, SM

Amazon Web Services Practitioner   CG, EM, GC, GW, MC, PC, PV, SC, SM

Android App Development   CG, GW, MC, PC, PV, RS, SM

Associate in Science, Emphasis in Computer Science   CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Cisco Certified Network Professional: Enterprise   CG, EM, GC, GW, MC, PV, SC, SM

Cisco Certified Network Professional: Enterprise Advanced Routing and Services   CG, EM, GC, GW, MC, PV, SC, SM

Cisco Certified Network Professional: Enterprise Core   CG, EM, GC, GW, MC, PV, SC, SM

Cisco Network Administration and Security   CG, EM, GC, GW, PV, SC, SM

Cisco Network Administration: CCNA   CG, EM, GC, GW, MC, PV, SC, SM

Cisco Network Administration: CCNP   CG, EM, GC, GW, PV, RS, SC, SM

CompTIA A+ Certification Prep   GW

CompTIA Security+ Certification Prep   GW

Computer Support Specialist (Day)   GW

Computer Support Specialist (Night)   GW

Computer System Configuration and Support   CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Computer System Configuration and Support, Linux   CG, EM, GC, GW, MC, PC, PV, SC, SM

Computer System Configuration and Support, Network   CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Computer System Configuration and Support, Security	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cross-Platform App Development	GW, MC, PC, PV, RS, SM
Cyber Engineering	CG, EM, GC, MC, PC, PV, RS, SC, SM
Cyber Operations	CG, EM, GC, GW, MC, PV, SM
Cybersecurity	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Cybersecurity Fundamentals	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Data Analytics	EM, MC, PV, SC
Database Development	EM, MC, SC
Desktop Support	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Foundations of Mobile App Development	MC, PC, PV, RS, SM
Information Security	GC
Information Security Technology	GC
Information Technology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
iOS App Development	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
IT and Power Systems Security	EM
IT Security Associate	EM
Linux Associate	CG, EM, GC, GW, MC, PC, PV, SC, SM
Linux System Administration	CG, EM, GC, GW, MC, PC, PV, SC, SM
Microsoft Desktop Associate	CG, EM, GC, GW, MC, PC, PV, SC, SM
Microsoft Office Professional	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Microsoft Office Specialist	CG, EM, GC, GW, MC, PV, RS, SC, SM
Microsoft System Administration	CG, EM, GC, GW, MC, PC, PV, RS
Mobile App Development	MC, PC, PV, RS, SC, SM
Native Mobile App Development	GW, MC, PC, PV, RS, SM
Network and Systems Administration	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Network Specialist (Day)	GW
Network Specialist (Night)	GW
Network Support Specialist	GW
Network Support Technician	GW
Oracle Database Operations	CG

Power Systems Security   EM, GC
Programming   EM, RS, SM
Programming and Systems Analysis   CG, EM, GC, MC, PC,
                                                           PV, RS, SC

Programming and Systems Analysis Level I   CG, EM, GC, MC, PC,
                                                           PV, RS, SC

Programming and Systems Analysis Level II   CG, EM, GC, MC, PC,
                                                           PV, RS, SC

Red Hat Linux Administrator   CG, EM, GC, GW, MC,
                                                           PC, PV, SC, SM

Red Hat Linux Engineer   CG, EM, GC, GW, MC,
                                                           PC, PV, SC, SM

Security Specialist   GW
Video Game Production   GC, MC, PV
Video Game Production: Audio and Sound   GC, MC, PV
Video Game Production: Coding and Scripting   GC, MC, PV
Video Game Production: Game Art   GC, MC, PV
Video Game Production: Game Narrative   GC, MC, PV
VMware Foundations   CG, EM, GC, GW, MC,
                                                           PC, PV, SC

VMware Network Administrator   CG, EM, GC, MC, PV
VMware Systems Administrator   CG, EM, GC, GW, MC,
                                                           PC, PV, SC

Web App Development   CG, GC, GW, MC, PC,
                                                           PV, RS, SC, SM

Web Design   CG, EM, GC, MC, PV,
                                                           RS, SC, SM

Web Design/Development   CG, EM, GC, MC, PC,
                                                           PV, RS, SC, SM

Web Development   CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Web Foundations   CG, EM, GC, MC, PC,
                                                           PV, RS, SC, SM

Windows App Development   GW, MC, PC, PV,
                                                           RS, SM

Culture and Society

African-American Studies   MC
American Indian Studies   MC, PC, SC
Applied Storytelling   EM, SM
Associate in Arts, Emphasis in American Indian Studies CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Anthropology   CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Communication   CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Economics   CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Associate in Arts, Emphasis in English (Creative Writing) CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Associate in Arts, Emphasis in English (Literature)   CG, EM, GC, GW, MC,
                                                           PC, PV, RS, SC, SM

Associate in Arts, Emphasis in English (Literature) CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in History CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Information Studies and eSociety CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Japanese CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Philosophy CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Religious Studies CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Sociology CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Spanish CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Women and Gender Studies CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Chicana and Chicano Studies GC, PC
Communication Competence in the Workplace GC, MC
Communication Skills for Non-Native English Speakers GC, MC
Creative Writing CG, EM, GC, MC, PC, PV, RS, SC

Foundations of Storytelling EM, SM
Global Citizenship MC
International Studies PC
Journalism and New Media Studies GC, MC
Language and Literary Culture of the USA RS
Language Studies GC, MC, RS
Oral Communication Fluency for Non-Native English Speakers GC, MC
Southwest Studies PC
Spanish Language and Culture MC, RS
Sustaining and Advancing Indigenous Nations SC
Traditional and Fact-Based Storytelling EM, SM
Women and Gender Studies CG, MC

Education

Adult Learning and Development RS
Associate in Arts, Elementary Education CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Early Childhood Education CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Educational Studies Early Childhood CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Secondary Education CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Science, Emphasis in Secondary Education   CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Early Childhood Education   CG, EM, GC, MC, PC, PV, RS, SM

Foundations of Early Childhood Education   CG, EM, GC, MC, PC, PV, RS, SM

Gifted Education   EM
Instructional Assistance   MC, SM
K-12 eLearning Design   RS
K-12 Online Teaching   RS

Health Sciences

Aesthetician (20 Hours Per Week)   GW
Aesthetician (24 Hours Per Week)   GW
Aesthetics Instructor   GW
Associate in Arts, Emphasis in Exercise Science: Pre-Physical Therapy   CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Associate in Arts, Emphasis in Nutritional Science   CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

Community Dental Health Coordination   RS
Community Health Paramedicine   GC, MC, PC, PV
Computed Tomography   GW
Cosmetologist (20 Hours Per Week)   GW
Cosmetologist (32 Hours Per Week)   GW
Cosmetologist (High School)   GW
Cosmetology Instructor   GW
Critical Care Paramedicine   GC, MC, PC, PV
Dental Assisting   PC
Dental Hygiene   MC, PC, RS
Diagnostic Medical Sonography   GW
Diagnostic Medical Sonography: Vascular Technology   GW
Dietetic Technology   PV
Electrocardiogram (ECG) Technician   GW
Electroneurodiagnostic (END) Technology   GW
Emergency Medical Services and Fire Preparatory Academy   GW
Emergency Medical Technology   CG, GC, MC, PC, PV
Emergency Medical Technology (EMT)   GW
Emergency Medical Technology Comprehensive   CG, GC, MC, PC, PV
Exercise Science: Health, Fitness and Sports Performance   CG, GC, MC, PV, SC, SM

Fast Track Practical Nursing   GW
Foundations of Sports Medicine   RS
Group Fitness Instructor   MC
Hair Stylist (20 Hours Per Week)   GW
Hair Stylist (32 Hours Per Week)   GW
Health Information Technology   PC

Health Information: Long Term Care Settings	PC
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Healthcare Regulatory Compliance	GW
Healthcare Technology Systems	GC, PV
Histologic Technology	PC
Hospital Central Service Technology	GW
Integrated Public Health	PV
Integrated Public Health: Health Administration	PV
Integrated Public Health: Health Education	PV
Integrated Public Health: Health Navigation	PV
Integrated Public Health: Mobile Integrated Health	PV
Laboratory Assisting	PC
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 Assisting (16 hours per week)	GW
Medical Assisting (20 hours per week)	GW
Medical Billing and Coding: Physician Based	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
Nuclear Medicine Technology	GW
Nurse Assisting	EM, GC, GW, MC, PV
Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Nursing Refresher	GW, MC
Nutrition for Personal Trainers and Coaches	SC
Occupational Therapy Assistant	GW
Operating Room Nursing	GW
Ophthalmic Medical Assistant	GW
Paramedicine	GC, MC, PC, PV
Personal Trainer	CG, GC, MC, PV, SC, SM
Personal Trainer: Advanced	CG, GC, MC, PV, SC, SM
Pharmacy Technician	GW
Phlebotomy	PC
Phlebotomy (Day)	GW
Phlebotomy (Night)	GW
Physical Therapist Assisting	GW

Polysomnographic Technology	GW
Practical Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Radiologic Technology	GW
Recreation Management	SC
Respiratory Care	GW
Spanish Interpreting for Healthcare Professionals	GW
Speech Language Pathology Assistant	EM
Sports Management	PV
Surgical Technology	GW
Sustainable Food Systems	RS
Tactical Emergency Casualty Care	GC, MC, PC, PV
Yoga Instruction	SC
Yoga Therapy	SC

Science, Technology, Engineering and Mathematics

Aircraft Maintenance Technology-Airframe	CG
Aircraft Maintenance Technology-Powerplant	CG
Associate in Arts, Emphasis in Food Science and Technology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Geography	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Mathematics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sustainability and Environmental Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Astronomy	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biochemistry	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biological Sciences	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Chemistry	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Engineering	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Geography - Meteorology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Geology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Physics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Biomedical Equipment Technology	GC, MC
Biotechnology and Molecular Biosciences	GC
Electronics Engineering Technology	MC
Electronics Technology	MC

Engineering Technology   EM, GC, PV, SM
Environmental and Natural Resource Conservation   PC
Environmental and Natural Resource Stewardship   PC
Equine Science   SC
Food Science and Technology I   SM
Food Science and Technology II   SM
Geospatial Technologies   MC
Landscape Aide   MC
Landscape Horticulture   MC
Landscape Specialist   MC
Mortuary Science   CG
Nanotechnology   RS
Occupational Safety and Health Technology   GW
Sustainability   CG, GC, MC, PV,
                                                                                RS, SM
Sustainability and Ecological Literacy   EM, RS, SM
Sustainable Agriculture   MC
Veterinary Assisting   MC
Veterinary Technology   MC
Workforce Development: Introduction to Sustainable Food Systems   RS

Visual and Performing Arts

Alteration Specialist   MC, PC
Animation   GC, MC, PC
Animation and Time-Based Media   GC, MC, PC
Apparel Construction   MC, PC
Associate in Arts, Fine Arts, Emphasis in Art   CG, EM, GC, GW, MC,
                                                                                PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Dance   CG, EM, GC, GW, MC,
                                                                                PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Music   CG, EM, GC, GW, MC,
                                                                                PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Musical Theatre   CG, EM, GC, GW, MC,
                                                                                PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Theatre   CG, EM, GC, GW, MC,
                                                                                PC, PV, RS, SC, SM
Audio Production Technologies   GC, MC, PC, PV, SC
Beginning Piano Pedagogy   MC
Ceramics   MC
Commercial Photography   GC, PC
Costume Design and Production, Level I   MC, PC
Costume Design and Production, Level II   PC
Dance Performance and Technology   SC
Digital Arts: Digital Photography   MC
Digital Media Arts   GC, PC
Disc Jockey Techniques   MC, SC
Disc Jockey Techniques I   MC, SC

Disc Jockey Techniques II	MC, SC
Documentary Film Production	GC
Drawing and Painting	MC
Editing	SC
Electronic Music	GC, MC, PC, SC
Fashion Design	MC, PC
Fashion Design: Entrepreneur	PC
Fashion Design: Level I	MC, PC
Fashion Design: Level II	PC
Fashion Illustration	PC
Fashion Merchandising and Design	MC
Film and Media Production	GC
Graphic Design	MC, PC
Illustration	CG, MC, PC
Illustration and Sequential Art	CG, MC, PC
Image Consultant	MC
Interior Design	MC, PC, SC
Intermediate Piano Pedagogy	MC
Motion Picture Production	SC
Motion Picture, Television, and New Media Production	SC
Music	PC
Music Business I	CG, GC, MC, PC, PV, SC, SM
Music Business II	CG, GC, MC, PC, PV, SC, SM
Music Industries: Music Business	CG, GC, MC, PC, PV, SC, SM
Pattern Design, Level I	PC
Pattern Design, Level II	PC
Photography	CG, GC, MC, PC
Retail Sales Manager	MC
Screenwriting	SC
Sequential Art	CG, MC, PC
Technical Theatre	MC, PC, SC
Technical Theatre: Audio Technician	GC, MC, PC, PV
Technical Theatre: Cosplay I	MC
Technical Theatre: Cosplay II	MC
Technical Theatre: Costuming	GC, MC, PC, PV
Technical Theatre: Hair and Makeup	MC
Technical Theatre: Lighting	MC, PC, PV
Technical Theatre: Properties	MC, PC, PV, SC
Technical Theatre: Puppetry	MC, PC, PV
Technical Theatre: Set/Scenic Construction	MC, PC
Technical Theatre: Stage Crew Technician	GC, MC, PC, PV, SC
Textile and Apparel: Fashion Stylist	MC
Time-Based Media	MC, PC
Visual Communication	SC
Visual Communication: Creative Branding	SC
Visual Communication: Design	SC
Visual Communication: Digital Process Management	SC

ADMINISTRATION

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B.A., Arizona State University; M.A., California
School of Professional Psychology; Ph.D., Northern
Arizona University

MIKE 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

RICHARD (RICK) CHERNICKY
Carpentry/Framing
A.A.S., B.A., Edinboro State University

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

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

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

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

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

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

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

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

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

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

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

CHRISTIANNE NIEUWSMA
Mathematics
M.S., University of Illinois

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

ANDREA RIVERS
English
B.A., University of California at Davis; M.A., St. Mary's College; M.A., Northern Arizona University

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

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

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

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- Costal 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

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

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

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

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

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

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

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

CARL WHITESEL III
Engineering
A.A.S., Midlands Technical College; B.S.E.T., M.S.,
University of North Carolina at Charlotte;
M.S.E., Ph.D., Arizona State University

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

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

EMERITUS DISTINCTION

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

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

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

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

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

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

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

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

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

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

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

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

WILMA HALL PATTERSON
Biology – Faculty Emeritus
B.S., M.S., Arizona State University; EdD,
Nova University

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

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

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

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

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

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

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

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

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

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

CAMPUS MAP

NCC

NORTH PARKING LOT

N

PAC-C

PAC

A

24TH STREET

FS

LS

PS

AR

OA

NAU

MU

LA

BE

Athletic Fields

A

LRC

CB

SU

IS

AD

SMCL

GYM

SS

TC

AAEC

SES

MAIN ENTRANCE

SOUTH PARKING LOT

SOUTH MOUNTAIN COMMUNITY COLLEGE
7050 S. 24th Street Phoenix, AZ 85042

A | Amphitheatre

AD | Administration

AAEC | AZ Agribusiness & Equine Center Annex

AR | Art

BE | Business Education

CB | Classroom Building

FS | Facilities Services

GYM | Gymnasium Fitness Center

IS | Engineering Lab

LA | Liberal Arts

LRC | Learning Resource Center

LS | Life Sciences

MU | Music

NAU | Northern Arizona University

NCC | North Campus Complex

OA | Office Annex

PAC | Performing Arts Center

PAC-C | PAC-Classrooms

PS | Physical Sciences

SES | Student Enrollment Services

SMCL | South Mountain Community Library

SS | Student Services

SU | Student Union

TC | Technology Center

Bookstore

Cafeteria

Fitness Center

Police 602-243-8100

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Emergency Phone

Restrooms

Community Entrepreneurship Center

International Ed. Services

Computer Lab

Division Offices

Language Arts (LA Building)

Math and Science (PS Building)

Counseling (SS Building)

myCareer, Library & Center for Teaching & Learning (BE Building)

Communication, Fine Arts & Social Sciences (PAC Building)

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