“Our service strategy, ‘Your Success is Our Success,’ guides all our daily interactions on campus.

Whatever you come to Estrella Mountain to achieve, we know that the successful completion of your goals is the most important measure of success for our college.”

- Homero López, Ph.D.
Estrella Mountain President
ESTRELLA MOUNTAIN COMMUNITY COLLEGE HELPS YOU FIND YOUR OWN WAY TO SUCCESS

If you are just returning to school after a long absence or would just feel better if you had a little extra support – start this catalog with the Services and Resources section - page 11. You’ll get a clear picture of how many people and programs are available to help you define and achieve your goals.

If you know you’re headed for a four year degree – take a look at the Transfer Program offerings beginning on page 29. Then visit the Services and Resources section to access the student services specialist you’ll need to help you design a successful program of study.

If you need to get a GED or improve your English, math or reading skills…check out all the offerings on pages 135, 156, 165, and 175. These classes build a firm foundation of skills whether you choose to continue in college or enter the job market.

If you or your company are interested in Total Quality Management or customer service, or you know that more advanced computing or networking technology skills could give you that quality edge in your work environment….see the Training and Career Programs section on page 72, the computing offerings on page 146 and the Networking Technology offerings on page 144.

If you’ve recently retired and finally have the leisure time to pursue some lifelong interests - take a look at the computing offerings on page 146 or learn a new language, pages 158, 175, and 177 or “get going” on keeping in shape, page 170-172.

If you’re about to graduate from high school and are unsure of what lies ahead…see page 12. Getting more education can make the difference in your earning power for the rest of your life!

Bienvenidos a su colegio de la comunidad de Estrella Mountain. Estrella Mountain Community College es una institucion educativa que le ofrece varios y distintos programas de instruccion al nivel colegial. Para obtener asistencia en español, llame (623) 935-8002.
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MARICOPA COMMUNITY COLLEGES

MISSION

The Maricopa Community Colleges create and continuously improve affordable, accessible, effective and safe learning environments for the lifelong educational needs of the diverse communities we serve.

Our colleges fulfill this mission through...

• University Transfer Education
• General Education
• Developmental Education
• Workforce Development
• Student Development Services
• Continuing Education
• Community Education

STRATEGIC GOALS

In order to carry out our Mission and achieve our Vision, the following are the Goals of the Maricopa Community Colleges Governing Board.

I. Enhance the creation of a student-centered learning environment which:
   • fosters personal development
   • provides essential skills and relevant knowledge students need to achieve success
   • serves as an innovative model for cultural diversity in a changing global environment
   • ensures access to technology

II. Collaborate with our many communities to understand and satisfy their needs and expectations to provide quality educational services within available resources. Particular emphasis must be given to the growing at-risk and senior communities.

III. Proactively identify and resolve issues associated with the roles, responsibilities and authorities of federal, state and local governmental entities, as well as accrediting agencies.

IV. Increase our financial stability by seeking and obtaining new sources of revenue in order to remain a competitive provider of quality educational services.

V. Promote a work environment which fosters cooperation and collaboration among our faculty and staff and enables them to better serve our communities.

VISION

The Maricopa Community Colleges strive to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our faculty and staff are committed to respecting diversity, continuous quality improvement, and the efficient use of resources. We are a learning organization guided by our shared values.
MISSION

Estrella Mountain Community College provides opportunities for our students to achieve success in educational and personal goals.

We are an institution of higher education serving the West Valley communities through:

- General Education
- Transfer Education
- Developmental Education
- Workforce Development
- Student Support Services
- Community Education

MISSION GOALS

General Education
Provide the knowledge and abilities that enable students to achieve academic and personal goals.

Transfer Education
Provide quality transfer courses and programs that enable students to achieve success at four-year institutions.

Developmental Education
Provide quality developmental courses and programs that prepare students for educational and personal success.

Workforce Development
Provide specialized quality training, courses and services that meet the needs of businesses and individuals.

Student Support Services
Provide quality services and resources that meet the needs of students and support learning.

Community Education
Provide a wide variety of opportunities that meet the needs of life-long learners.

As the 10th and newest member of the Maricopa Community College District, Estrella Mountain is grounded in a tradition of educational excellence. Estrella Mountain accesses a wealth of experience and resources through its association with the larger District which currently is the largest community college district in the nation. Contributing to the District mission, Estrella Mountain Community College is committed to upholding the District’s quality tradition while continually developing new and relevant paths of success for all in the Estrella Mountain family.

Adapted by the MCCD Governing Board in April 1998
CORE VALUES

Our Core Values represent important elements of life at Estrella Mountain. They serve as enduring guides for all employees in meeting the needs of many communities.

Collaboration and Teamwork
Work together toward common goals
Promote an ongoing exchange of ideas

Diversity
Recognize that perspectives are shaped by backgrounds and experiences
Promote positive attitudes toward each other

Integrity
Commit to the highest principles of academic and professional standards

Creative and Continuous Learning
Commit to the success of students and employees
Encourage innovation
Promote a caring and supportive environment

Respect and Fairness
Treat each other with respect
Act fairly and honestly with all

VISION

We will meet your needs and expand your aspirations through creative learning experiences.

Our environment emphasizes caring, teamwork, and flexibility.

In partnership with us, you will gain knowledge, abilities, and values essential to success in a highly complex and technological world.

We are committed to building better communities… one life at a time.
Estrella Mountain Community College is a nationally recognized leader within the Maricopa Community College District. Estrella Mountain provides educational and workforce training opportunities for residents of western metropolitan Phoenix. Increasing demands of student growth in the area have prompted the college to begin looking at additional resources, education and training opportunities, technologies and facilities. The campus currently serves approximately 12,000 students annually and enrollment is anticipated to more than double by 2014.

Since its inception, the college has been committed to developing a strong foundation of general education, forming close community and business partnerships, and providing a customer-driven approach to program development. This focus, along with unique strengths in strategic planning, campus design, public art and the integration of technology, have all contributed to Estrella Mountain’s success.

Estrella Mountain offers quality instruction, personal attention and a wealth of support services that are designed to help students define and achieve their academic, career and personal goals. Outstanding faculty and staff are committed to the college service strategy, “Your Success is Our Success.”

Estrella Mountain has been designated a Hispanic Serving Institution (HSI) by the U.S. Department of Education. The college is the site for the NASA Center for Success in Math and Science, which serves as the core driver of student success in mathematics and science studies. College faculty and staff are working to ensure that underrepresented groups – especially growing numbers of Hispanic youth in western Maricopa County – are fully prepared to pursue careers requiring mastery of these academic disciplines.

College training within businesses, agencies and municipalities contributes to the economic development of the West Valley. Partnerships with public schools, higher education and community organizations continue to expand offerings in teacher education, health care and culinary arts. The integration of the SouthWest Skill Center into Estrella Mountain has resulted in the development of a full continuum of workforce training and educational opportunities for West Valley residents.

In addition to offering Associate in Arts (AA), Associate in Elementary Education (AAEE), Associate in Science (AS), Associate in Business (ABUS), Associate in Applied Science (AAS) and Associate in General Studies (AGS) degrees, Estrella Mountain offers Associate in Transfer Partnership Degrees, in cooperation with Arizona State University Main and ASU West, in the areas of Business, Elementary Education, Psychology and Social Work. The college also offers the Arizona General Education Curriculum (AGEC), a 35-credit hour general education program that fulfills lower general education requirements at any transfer partner institution, as well as certificates of completion in a variety of occupational areas.

Estrella Mountain is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
Estrella Mountain opened the doors of its Avondale campus in the fall of 1992. The campus, at full build out, will encompass 135 acres. Currently, the college stands at 232,536 square feet. The college recently upgraded the campus’s network infrastructure to include wireless technology, making it possible for students, staff and faculty to access the network and Internet virtually from any point on campus.

The Estrella Mountain facilities are beautifully designed and enhance the student experience. The architecture has been recognized through the prestigious Arthur E. Mann Award of Excellence for Architecture. Also, the integration of public art on campus earned the college a first place Crescordia Award by the Valley Forward Association of Phoenix. Additionally, awards of recognition have been received for the college’s integration of technology, as well as for its energy conserving cogeneration system.

**Estrella Hall**
Named for the Spanish word for star, Estrella Hall, at the center of campus, serves as the campus’ communications hub. Included in the 54,500 square foot building are an integrated library and computing center with the capacity of more than 200 microcomputer stations, electronic classrooms, a learning enhancement center, community conference rooms, study rooms and administrative and faculty offices.

**Montezuma Hall**
Montezuma Hall is named for the tallest mountain in the Sierra Estrellas. The building provides enhanced educational opportunities for Estrella Mountain’s rapidly growing student population, housing classrooms; science laboratories; the NASA Center for Success in Math and Science; adjunct faculty offices; faculty offices; and an innovative Center for Teaching and Learning, a totally adaptable multimedia environment.

**Komatke Hall**
Komatke is the Native American term for the Estrella Mountains. Komatke Hall, comprised of three major building structures, houses the award-winning One-Stop Student Service Center, which offers advisement/enrollment, registration, financial aid, veterans’ services, placement and GED testing and a self-directed information center. Serving as the hub for student activity, the building also houses a student life complex, bookstore, cashier, career center, counseling services, security offices, food services at the Courtyard Grille, as well as administrative offices, and conference and production centers.

Additional enhancements include the Plaza Gallery, museum-quality art cases and a culinary arts education and training facility, featuring Regions Restaurant, with international cuisine prepared and serviced by students. The three structures of Komatke Hall border a beautifully landscaped outdoor gathering space, with a winding water feature as its nucleus.
Fitness Center
The Fitness Center features state-of-the-art equipment and amenities, creating an ideal environment for getting in shape. Features include a free-weight training area, the latest exercise equipment, a sprung-wood aerobics floor, popular group exercise classes and outdoor exercise spaces. The center also features shower and locker room facilities, as well as high-tech additions like televisions, and computer stations.

SouthWest Skill Center
The SouthWest Skill Center is located immediately north of Estrella Mountain’s Fitness Center. The SouthWest Skill Center provides occupational training to students throughout the West Valley and develops specialized training programs to address industry needs such as Business Technology, Medical Assistant, Medical Terminology & Transcription, Nurse Assistant and Practical Nurse. The building holds training classrooms, computer labs, a learning center and community resources for workforce development.

Physical Plant
Reflecting the college’s concern with energy conservation and the environment, Estrella Mountain has a 290-kilowatt cogeneration system in place. This system saves approximately 30 percent in energy costs per year. Estrella Mountain received the 1993 International Association of Energy Engineers Energy Project of the Year Award for this cogeneration system, as well as for other energy conservation methods.
At Estrella Mountain, you immediately access a wide range of services and resources designed with your success in mind. Taking advantage of these services and resources will help you define and reach your highest goals, will contribute to your academic success, and will enhance your life for many years to come.
Student Services at Estrella Mountain has always focused on a commitment to offer quality and convenience to the students and community. To further this commitment, an innovative way of providing service has been created called One-Stop Enrollment. As the name implies, the One-Stop Model gives students “one-stop” service by providing all services such as placement testing, advisement, financial aid, registration, quick stop services, and payment all in one area for student convenience.

**Admissions and Records Services 623-935-8888**
www.emc.maricopa.edu/onlineservices
- Processes Student Information Forms as well as special admission
- Determines residency for tuition purposes and processes changes in residency for tuition purposes
- Processes class registrations and drop/adds in person, phone or web
- Monitors academic probations and suspensions
- Processes refund appeals
- Maintains official college transcripts for all students and responds to requests for transcripts and letters of enrollment verification
- Evaluates transcripts
- Evaluates applications for degree and certificate completion
- Web registration available at www.emc.maricopa.edu/onlineservices
- Touch-Tone Phone Registration - 480-731-8255
- Detailed guidelines covering registration are included in this catalog beginning on page 199 in the MCCD Policies and Procedures section.

**Cashier Services 623-935-8888**
www.emc.maricopa.edu/administrative/business_services/cashiers.htm
- Process tuition and fee payments
- Process refunds (when appropriate)
- Process and mail scholarship and financial aid checks
- Distribute payroll checks
- Provide check cashing services
- Provide student invoices

**Financial Aid, Veterans’ & Scholarship Services 623-935-8930**
www.emc.maricopa.edu/financialaid/
- Assist students with obtaining funding for their education including grants, loans, federal work-study and scholarships
- Assistance with completion of financial aid forms
- Provide information and application assistance for those eligible for Veteran’s benefits
- Certify and monitor Veterans’ enrollment
- For more information on Financial Aid and Veterans benefits please see pages 203 & 205.
Advisement Services - 623-935-8597
www.estrellamountain.edu/advisement/
- Assist students with selecting classes appropriate to program of study
- Interpret placement testing scores
- Verification of graduation eligibility
- Unofficial evaluation of college transcripts
- Provide information on college and university transfer process
- Provide assistance with on-line resources such as Course Applicability System (CAS) - http://az.transfer.org/cas/
- Transfer Student Ombudsman (TSO)

Testing Services - 623-935-8860
- Administer placement testing - English, Reading, Mathematics, and English as a Second Language
- Administer GED Exam

Miscellaneous Services - 623-935-8888
- Issue Student ID’s
- Issue parking stickeres

Quick Stop Services
- Accept financial aid and Veteran’s documents
- Respond to basic financial aid and advisement questions

Bookstore
Komatke Hall
623- 935-8875
www.efollet.com
The Estrella Mountain Bookstore is managed by Follett College Stores and provides textbook and academic supplies required by students and staff at Estrella Mountain. Additional gift and Estrella Mountain specialty items are available. Students may purchase computer software through the Bookstore at a special discount. Textbooks and software are also available through: www.efollett.com. Call the Bookstore directly for current hours of operation.

Career Exploration
Komatke Hall
623- 935-8909
Career services are available to assist both current and prospective students in exploring and evaluating career opportunities that are consistent with their interests and educational goals.
Available assistance includes:
- Career and educational life planning sessions
- Occupational Information System software and internet web searches
- Career assessments to explore job opportunities in the world of work
- Resume writing, interviewing, and job-seeking seminars
- Post secondary employment/training directory information

Students are encouraged to visit Estrella Mountain Online Career Center at http://www.maricopa.edu/counseling/ to access information related to career development. Appointments with qualified counselors are free of charge. Attendance at free workshops and seminars is encouraged.
Center for Teaching and Learning  
Montezuma Hall  
623-935-8070  
The Estrella Mountain Center for Teaching and Learning was established to provide faculty a comprehensive set of support services focusing on good practices in teaching and learning. Programmatic support includes faculty orientations, forums on teaching and learning, faculty luncheon series, curriculum development projects and the teaching and learning resource center. The Center also offers faculty a new experimental learning space which is equipped with the latest in multimedia technology, along with space for developmental work. The Center for Teaching and Learning is located on the northwest corner of Montezuma Hall.

Counseling  
Komatke Hall  
623-935-8909  
Counseling services are provided to promote student development by helping you to define and achieve your personal, educational and occupational goals. At Estrella Mountain there is always access to a helping hand in times of difficulty. The counseling staff encourages you to visit, to share successes and to talk out problems whenever you need some encouragement in your college experience.

College Safety & Security  
Komatke Hall  
Located on the north side of the building adjacent to the Ceremonial Plaza. Many dedicated staff members work behind the scenes to insure that your physical surroundings are pleasant and safe so that you can be comfortable to pursue your education. You may contact College Safety via Estrella Mountain’s web page or by calling:

Emergencies: 623-935-8911  
Non-emergency: 623-935-8915  
Cellular Phone: 623-764-7560

In the unlikely occurrence of an extreme safety emergency: Go to one of the emergency (blue lighted) telephones on campus ...press the call button and it will automatically connect you with the Safety & Security Office ...state the nature of your emergency.

Disability Resources and Services  
Komatke Hall  
623.935.8935 or 623.935.8928 TDD  
www.ramona.shingler@emcmail.maricopa.edu  
Students with disabilities are encouraged to contact the DRS office at the beginning of the admissions process to discuss accommodation needs and to request for an alternative format of printed materials. Some accommodations may require 3-4 weeks notification (i.e., sign language interpreters). For concerns or grievances regarding ADA or Section 504, please contact the Dean of Student Services at 623.935.8812 or 623.935.8928 TDD.

Food Services  
Komatke Hall  
623-935-8948  
The Courtyard Grill on-site restaurant offers students an inexpensive place to grab a bite to eat. Located at Komatke Hall, the food services management encourages students to use both the indoor and outdoor eating areas whether they are customers of the restaurant or are carrying a lunch from home. For added convenience, vending machines are located on both floors of Montezuma Hall and in front of Komatke Hall.
JOB PLACEMENT
Komatke Hall
623-935-8909
http://ntweb.dist.maricopa.edu/careers/
Listings of both part-time and full-time jobs are located in Komatke Hall in the Student Services area. On-campus interviews are held throughout the school year by employers around the valley who recruit and hire students. Students can also access the Maricopa Center Network at http://ntweb.dist.maricopa.edu/careers/ a job search engine that matches job candidates with employers based on measurable competencies. This is a free system, Internet accessible 24 hours a day.

Student Insurance/Accident and Health
Komatke Hall
623-935-8910
Enrolled students are automatically provided insurance coverage for college-related accidents. The plan provides secondary coverage when a student has individual insurance and will pay the remaining reasonable charges within the limits of the policy. Forms can be obtained through Student Life.

SPECIAL ASSISTANCE
Komatke Hall
If you are returning to school after a long absence, are challenged by a disability, or require some other form of special accommodation, Estrella Mountain stands ready to provide individualized support as needed. Contact one of the following areas to receive specialized support.

High School Outreach Services
623-935-8905
Offering: Assistance with admission forms
Registration assistance
Ombudsmen activities
Financial aid information
Bilingual assistance for Spanish speaking students

Re-Entry Services
623-935-8909
Offering: Skills building seminars
Registration assistance
Personal development seminars
College Transition

High School Dual Enrollment
623-935-8443
The high school dual enrollment program is for students under 18 years of age who would like to get a head start on their college education. Admission to the program requires written permission of parents, the high school counselor/administrator, and Estrella Mountain. Students taking advantage of dual enrollment should be advised that, as college students, they will be subject to all of the requirements, policies, and regulations described in this catalog. The courses they take will become a part of their official college transcripts, which must be reported when attending future colleges and universities.
Transfer Information  
Komatke Hall  
623-935-8821  
www.estrellamountain.edu/advisement/  
Transfer information and resources are available to assist in making the transition to another college or university. Meeting with an advisor will help chart progress toward completion of an Associate Degree and transfer requirements. In addition, the Course Applicability System (CAS) is available to help determine how courses transfer to the state universities, and can assist in matching coursework with university degree requirements. At the point of transfer, Estrella Mountain’s Transfer Student Ombudsman (TSO) is available to assist students who encounter problems in transferring to Arizona’s public universities.

INSTITUTIONAL ADVANCEMENT  
Estrella Hall  
623-935-8050  
The purpose of institutional advancement at the college is to enhance the reputation of the college in the external community. The functions include preparation of targeted external publications, public relations campaigns, partnership development, fundraising and special projects to build the Estrella Mountain Scholarship Endowment and to garner support for other institution wide initiatives of the college.

Student Life  
Komatke Hall  
623-935-8807  
www.emc.maricopa.edu/studentservices/studentlife/  
Deciding to attend college can be the opportunity of a lifetime. It opens doors to new friendships, offers a different social life and can help build leadership and team skills that will impact students for the rest of their lives. In addition to the academic growth that students experience at Estrella Mountain, there is a myriad of student activities available to help build students’ confidence and abilities as they contribute to both the campus community and the community at large.
CLUBS AND ACTIVITIES

CLUBS

Black Student Union
Advisors: Iris Love 623-935-8828

The purpose of the Black Student Union is to stimulate education by providing an awareness, recognition of and appreciation toward contributions by the Black American culture to the United States of America and to the world.

Christian Student Association
Advisor: Angela Kroll 623-935-8925

The Christian Student Association (CSA) is an organization that promotes and supports Christian values, leadership and awareness among Christian community college students. The CSA is not based on any particular religion or church affiliation, and is open to all community college students.

Leo Club
Advisors: Cheryl Bradshaw 623-935-8470

The purpose of the Leo Club is to stimulate a strong interest in community services, to provide fellowship among community service enthusiasts and to promote leadership and communication skills among its members.

Future Teachers of America Club
Advisors: Ray Simpson 623-935-8924
Dr. Deborah Raffin 623-935-8441

The purpose of the organization is to create a student network that will allow the students to bond, share knowledge and experiences. While participating in club activities we will develop excellent communications skills, volunteerism, and leadership skills. This club will be designed to enhance and work alongside pre-existing organizations on campus such as America Reads and Inspire.Teach.

M.E.Ch.A.
Advisors: Jason Zapata Martinez 623-935-8467

M.E.Ch.A. (Movimiento Estudiantil Chicano de Aztlan) is an organization that promotes and supports higher education for Chicano/Hispano students. M.E.Ch.A. also encourages student involvement in cultural and social issues, on and off campus, especially those affecting the Chicano/Hispano community.
Native American Student Association  
Advisor: Becky Richey  623-935-8187

The purpose of NASA is to encourage student awareness of Native American cultures; increase student involvement in all appropriate facets of college operations; provide opportunities where students may experience personal growth and development; provide a setting where intra- and interpersonal relationships can be strengthened through the interaction among a variety of people from diverse backgrounds; and to celebrate the richness of a traditional heritage.

Social Awareness Club  
Advisor: Olga Tsoudis  623-935-8139

The purpose of the Social Awareness Club focuses on bringing awareness of social issues to the campus community. The club focuses on activation, awareness, and tolerance. Some of the social issues include gun control, the environment, healthcare and cultural diversity.

STUDENT COMMITTEE PARTICIPATION

The operation of Estrella Mountain Community College is driven by a belief in customer service. This often requires student representation on various campus committees from catalog development to public art to institutional effectiveness. Students are often asked to volunteer time to contribute their ideas and to learn how their college plans and delivers service to students like themselves.

HONORARY GROUPS

Phi Theta Kappa  
Advisor: Clarissa Davis-Ragland  623-935-8594

Phi Theta Kappa, the International Honorary Society for Community Colleges, is committed to promoting scholarship, leadership, service, and fellowship among talented community college students. Beta Alpha Xi, the Estrella Mountain Chapter of Phi Theta Kappa, achieved an outstanding Five Star Ranking in its five years of existence. Each semester, students who have completed twelve (12) credit hours with a 3.5 grade point average receive an invitation to join the organization.

Honors Program  
Coordinator: Clarissa Davis-Ragland  623-935-8594

See page 136 of the catalog for a detailed description of the Honors Program.

SERVICE LEARNING

Komatke Hall  
623- 935-8802

We encourage all students to consider the community through Estrella Mountain’s Service Learning Program. Check with your instructor to see if there is a Service Learning component in which you can participate to complete your class requirements.

Spend your energies where:
♦ You feel rewarded
♦ You gain satisfaction
♦ You feel responsible
♦ You feel growth
The focal point of the campus is Estrella Hall, a building which houses the Information Commons, that integrates computing, library and learning enhancement services. The Information Commons offers an information-rich environment, which supports the entire campus community – students, faculty, staff, and community users. Students at Estrella Mountain have full access to this remarkable facility and the support services it provides to facilitate and enrich their college experience.

The Information Commons offers personal computing support for the entire campus. The Commons presently houses over 125-networked workstations, with each workstation offering access to local, regional, national and international instructional and information resources through the campus network and the Internet.

**Services offered 623- 935-8150:**

- One-on-one support in the use of academic and application software
- Access to computing resources including the Internet
- Self-Paced Program: orientation, administration, and instructional support
- Training sessions: software application-training sessions are provided in a variety of formats, individual, small group, workshop, and as scheduled by instructors.
- Support in accessing and using information resources
- Assistance in accessing online resources
- Access and training in use of Blackboard
- Remote access options

For more information regarding services or to schedule services for your students, please contact the Information Commons Desk at 623- 935-8150.
LIBRARY RESOURCES
623-935.8191
http://www.estrellamountain.edu/library

The Estrella Mountain’s Library creates a connection between people and information that extends anywhere, anytime. The library seeks to meet the information needs of the digital information world as well as the traditional research needs of every student. Our Web site provides 24 hour access to thousands of electronic books and millions of magazine and journal articles. The physical collection contains over 12,000 books, 100 print journals and magazines and 1600 multi-media items. In addition to the materials available at Estrella Mountain’s Library, students may access and request materials from any of the other nine Maricopa Community College Libraries. Student ID cards serve as library cards and are required to make use of these services.

Instruction is provided through classes, small groups, and one-on-one interaction. All instruction is integrated and coordinated with the teaching and learning program at Estrella Mountain. Information Literacy instruction is designed to increase students’ academic success.

For more information regarding services or to schedule services for your students please contact the Consultation Desk at 623-935-8191.

LEARNING SUPPORT CENTERS

Learning Enhancement & Writing Support Center
623-935-8189
http://www.emc.maricopa.edu/academics/lsc

The Learning Enhancement & Writing Support Center (LEWSC) at Estrella Mountain provides supportive, collaborative, and knowledgeable academic assistance to students, faculty and staff. The following services are provided by the Learning Enhancement & Writing Support (LEWSC) located in Estrella Hall, 1st floor, to the right of the Information Commons:

When is it open? Monday - Thursday 7:00am - 8:00pm  
                  Friday 7:00am - 5:00pm  
                  Closed Saturdays, Sundays and Holidays

What do we support? Reading, English, ESL (English as a Second Language), all Liberal Arts, Social and Behavioral Sciences (i.e. Psychology) and Occupational (i.e. Accounting, General Business and Economics).

Do I need an appointment? Drop-in tutoring available for all writing assistance and most contents, appointments needed for Occupational subjects and college success strategies.

What are the services? Writing assistance for all subjects, make-up testing, email paper critiquing (tutor@emcmail.maricopa.edu) strategies for college success, study rooms (some with computer access) study groups, individualized tutoring (via Disability Resources), textbooks and resources within center, online tutoring services (writing and educational websites).
The NASA Center for Success in Math & Science serves as the cornerstone for student success in Math and Science. The mission is to create a continuous support structure for students to insure their persistence from middle school through high school and on to college and/or advanced degrees. The Center’s strategies are grounded in the best practices and are focused in three areas:

**Outreach**  
Middle/high school students  
K-12 partnering teachers  
Parents/families

**Retention**  
Instructional support programs  
Student Service support programs  
Faculty coordinated programs

**Transfer**  
University Programs  
Industry Internship and employment programs  
Alumni Programs

At the NASA Center the focus is on the retention. The following services are offered:

- Individualized tutoring in Mathematics, Biology, Chemistry, Geology and Physics.
- Drop in tutoring-Peer Tutors assist students working within specific content areas.
- Graphing calculators - Lease Program
- Wireless laptop computers for use in the NASA Center
- Educational software and videos for Math and Science courses.
- Access to science equipment such as: anatomical modes and microscopes
- Access to Chemistry molecular model sets and charts
- Math and Science textbooks available for use in the NASA Center
- Quiet study rooms
- Workshops and seminars for Student Success
- Phone tutoring for mathematics
- Online tutoring services (educational websites)

**Hours of operation (Fall and Spring):**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thurs</td>
<td>7:00AM-10:00PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00AM-5:00PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00AM-5:00PM</td>
</tr>
</tbody>
</table>

**Summer Hours:**  
Monday - Thursday  7:00AM-9:00PM

For more information regarding services please call the NASA Center at 623-935-8221.
Put Your Abilities on the Line: Assessment of Student Learning Outcomes

Communication and Critical Thinking are currently being integrated into a wide variety of Estrella Mountain courses. By integrating these abilities into a variety of courses offered at the college, students benefit twice. They learn course content and they develop these important abilities to enhance student success in academic and professional pursuits.

At Estrella Mountain, Communication and Critical Thinking are defined as follows:

**Communication**
A student who effectively communicates:
- responds to an audience
- demonstrates a clear sense of purpose
- organizes information
- delivers information using appropriate language

**Critical Thinking**
A student who thinks critically, processes, synthesizes and applies information to solve problems by:
- identifying the problem
- developing and implementing strategies
- evaluating information
- reaching conclusions
- responding to the problem

Each spring semester, students will be invited to participate in the assessment of their Communication and Critical Thinking abilities.
General Education

At Estrella Mountain, students experience a collaborative and stimulating environment which stresses a solid foundation of general education. Each facet of the Estrella Mountain experience is designed to provide students with the necessary information, knowledge, abilities, intellectual concepts, and the perspectives they need to achieve their academic and personal goals.

Our curricular patterns enhance critical thinking and communication skills. They reflect an emphasis on the study of composition, literacy and critical inquiry, numeracy, humanities, fine arts, the social and behavioral sciences, the natural sciences, as well as cultural diversity, global and/or historical awareness.

Recognizing the importance of breadth of knowledge, the ability to apply that knowledge, and a view of learning as a lifetime activity, faculty and staff are committed to providing all students with a teaching and learning environment in which everyone experiences growth.
# UNIVERSITY TRANSFER AND PATHWAYS

## AZ Transfer Pathways

Each public university major is matched with one of the following Maricopa Community Colleges Associate Degree Pathways. Some majors at the Arizona public universities are not matched with any of the Transfer Pathway Degrees below, due to sequencing or upper division requirements, and are designed as Transfer Guide-Exceptional Requirements (TG-XR). Students should consult with an advisor to determine the specific degree requirements for the selected major.

<table>
<thead>
<tr>
<th>Associate in Arts (AA)</th>
<th>Associate in Arts Elementary Education (AAEE)</th>
<th>Associate in Business (ABus)</th>
<th>Associate in Science (AS)</th>
<th>Additional Programs for University Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC A 60-64 Credits</td>
<td>AGEC A Elementary Education 60-63 Credits</td>
<td>AGEC B Business General Requirements ABus-GR Pathway 62-63 credits All Business Majors except ACC &amp; CIS</td>
<td>AGEC S 60-64 Credits</td>
<td>MCCCD General Education Core Approved Lower Division Transfer Courses --Major Dependent (19 Credits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGEC B Business Special Requirements ABus-SR Pathway 62-63 credits CIS Majors (ACC TG-XR)</td>
<td></td>
<td>Approved Lower Division Transfer Courses --Major Dependent (Credits Vary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGEC B 1. Core Areas 35 Credits 2. Awareness Areas (Communication, Reading) 0-6 Credits Common Lower Division Requirements (Select courses to complete a minimum of 62 credits but no more than a total of 63 semester credits)</td>
<td></td>
<td>General Education Core Areas (16 Credits) General Education Distribution Areas (28-29 Credits) Elective Courses (15-16 Credits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGEC B 1. Core Areas 35 Credits 2. Awareness Areas (Communication, Reading) 0-6 Credits Common Lower Division Requirements (Select courses to complete a minimum of 62 credits but no more than a total of 63 semester credits)</td>
<td></td>
<td>General Education Core Areas (15 Credits) General Education Distribution Areas (9-10 Credits) Required Courses (Credits Vary) Restricted Electives (Credits Vary)</td>
</tr>
</tbody>
</table>

### Additional Programs for University Transfer

<table>
<thead>
<tr>
<th>Associate in Transfer Partnership (ATP)</th>
<th>60 Credits</th>
<th>MCCCD General Education Core Approved Lower Division Transfer Courses --Major Dependent (19 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in General Science (AGS)</td>
<td>60 Credits</td>
<td>General Education Core Areas (16 Credits) General Education Distribution Areas (28-29 Credits) Elective Courses (15-16 Credits)</td>
</tr>
<tr>
<td>Associate in Applied Science (AAS)</td>
<td>60 Credits</td>
<td>General Education Core Areas (15 Credits) General Education Distribution Areas (9-10 Credits) Required Courses (Credits Vary) Restricted Electives (Credits Vary)</td>
</tr>
</tbody>
</table>
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 Office of Admissions and Records 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, except in cases where the certificate requires fewer than 12 credit units.

3. have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.

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

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

5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements

Some specific programs have higher grade requirements. It is the student’s responsibility to be aware of these program requirements.

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

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

8. have paid required degree or certificate application fee.

See fee schedule for charges.
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) Associate in Arts; (4) Associate in Science; (5) Associate in Business; (6) Associate in General Studies; (7) Associate in Transfer Partnership; and (8) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCD Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

GRADUATE GUARANTEE POLICY
The Governing Board believes so strongly in the quality of its colleges’ occupational training programs that it guarantees graduate competence.

1. Graduation from an Associate of Applied Science (AAS) is designed to prepare a person for entry-level employment in a specific career field. A graduate’s ability to perform approved program competencies will be judged by employers. Should the employer of a graduate who has earned an AAS Degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.

2. Because technical occupations change rapidly, initial employment in an AAS Degree-related field must occur within one year of graduation from the AAS Degree program in question.

Retraining needs to occur as cost effectively as possible. The graduate’s employer must present a list of the graduate’s skill deficiencies to the appropriate dean at the graduate’s alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.

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 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.
CATALOG UNDER WHICH A STUDENT GRADUATES (AR2.2.5)

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

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

**EXAMPLE A:**
Admitted & Earned Course Credit at a Public Community  
College or University: Fall '93 (Active)  
Continued at a Public Community College: Spring '94, Fall '94 (Active)  
Transferred to a University: Spring '95 (1993 or Any Subsequent Catalog)

**EXAMPLE B:**
Admitted & Earned Course Credit at a Public Community  
College or University: Fall '92 (Active)  
Enrolled But Earned All Ws, Zs, or Fs: Spring '93 (Inactive)  
Enrolled in Audit Courses Only: Fall '93 (Inactive)  
Nonattendance: Spring '94 (Inactive)  
Transferred to a University: Fall '94 (1994 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 '92 (Active)  
Nonattendance: Spring '93, Fall '93, Spring '94 (Inactive)  
Readmitted & Earned Course Credit at a Public Community  
College: Fall 94 (Active)  
Transferred to a University: Spring '95 (1994 or Any Subsequent Catalog)

**EXAMPLE B:**
Admitted & Earned Course Credit at a Public Community  
College or University: Fall 92 (Active)  
Nonattendance: Spring '93 (Inactive)  
Readmitted & Earned Course Credit at a Public Community  
College: Summer '93 (Active)  
Nonattendance: Fall '93, Spring '94 (Inactive)  
Transferred to a University: Fall '94 (1992 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
Continued at a Public Community College
Nonattendance
Readmitted & Earned Course Credit at a Public Community College
Transferred to a University

University Department Time Limit for Coursework
In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

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

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 35-semester-credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. The MCCCD AGEC transfers as a block without loss of credit.

All credits used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

For students planning to pursue an associate degree or transfer to an Arizona public community college or university, the AGEC A is a component of the MCCCD Associate in Arts, the AGEC B is a component of the MCCCD Associate in Business, and the AGEC S is a component of the MCCCD Associate in Science.

Purpose of the AGECs

There are three types of MCCCD AGECs. They are the AGEC A, the AGEC B, and the AGEC S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors at the Arizona public universities can be accessed via the following web address:

http://www.abor.asu.edu/4_special_programs/atass/index.html

Click on Student Information
Select Degrees and Pathways
Scroll down to the bottom of the page and select the letter of the major you’re interested in.

1. The AGEC A is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGEC A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGEC A Mathematics requirement is less stringent than the AGEC B and AGEC S. AGEC A and AGEC B Natural Sciences requirements are less stringent than AGEC S.

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. AGEC S articulates with the Associate in Science. 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 to satisfy the Natural Sciences [SQ/SG] requirement.
Academic Policies that Govern the AGEC A, AGEC B, and AGEC S:

- require 35 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better; Credit units transferred from outside of the district need to be at a grade of “C” or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent;

- use the following policies to help students complete the required Core and Awareness Areas without exceeding the 35 semester credits;
  1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area requirement.

- follows the general education policy below;

General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or the 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 course evaluations and/or general education designations.

- require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG. The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript.

- require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;

- include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;

- accept one of the courses that is cross-referenced with other courses;

- provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B, or AGEC S with a minimum 2.0 on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

AGEC Requirements

The 35 semester credits required for each of the three AGECs follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/
Select Program Information, scroll down to Program Sorting/Reporting
Select AGEC Course Matrix or Select the Current Academic Year
Select the desired General Education Designation
The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGEC A, B, or S list.

**A. Core Areas:**

<table>
<thead>
<tr>
<th>Credits</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First-Year Composition (FYC)</td>
<td>6</td>
</tr>
<tr>
<td>2. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
</tbody>
</table>

To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA], and a second course from Computer/Statistics/Quantitative Applications [CS].


**AGEC A requires:**

<table>
<thead>
<tr>
<th>Credits</th>
<th>3</th>
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</thead>
</table>
| a. Mathematics [MA] A (3 credits) AND  
  NOTE: requires a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite. | |
| b. Computer/Statistics/Quantitative Applications [CS] (3 credits) | |

**AGEC B requires:**

<table>
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<th>Credits</th>
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</table>
| a. Mathematics [MA] B (3 credits) AND  
  NOTE: requires a course in brief calculus or a higher level mathematics course. | |
| b. Computer/Statistics/Quantitative Applications [CS] (3 credits) | |

**AGEC S requires:**

<table>
<thead>
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<th>Credits</th>
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</table>
| a. Mathematics [MA] S (3 credits) AND  
  NOTE: requires the first course in a calculus sequence or any mathematics course for which that course is a prerequisite. | |
| b. Computer/Statistics/Quantitative Applications [CS] (3 credits) | |

4. Humanities and Fine Arts [HU] 6

Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

5. Social and Behavioral Sciences [SB] 6

Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

6. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

AGEC A and AGEC B require four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The Natural Sciences requirement [SQ/SG] differs for AGEC S.

AGEC S requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.
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. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

B. Awareness Areas:
Students must satisfy two Awareness areas: Cultural Diversity in United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete any of the three MCCCD AGECs because courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

1. Cultural Diversity in the United States [C]
   AND
2. Global Awareness [G]
   OR
3. Historical Awareness [H]

**AGEC Area Requirements Descriptions/Definitions**

**CORE AREAS**

**First-Year Composition (FYC)**
6 credits
A total of six semester credits must be completed with a grade of “C” or better in the First-Year Composition Core area. Courses must emphasize skills necessary for college-level learning and writing skills.

**Literacy and Critical Inquiry [L]**
3 credits
A total of three semester credits must be completed with a grade of “C” or better in the Literacy and Critical Inquiry Core area. In the [L] course, typically at the sophomore level, students 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 requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

**Mathematical Studies**
6 credits
A total of six semester credits must be completed with a grade of “C” or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. A second course must be selected from Computer/Statistics/Quantitative Applications [CS].

The Mathematical Studies requirement is intended to ensure that students have skill in basic mathematics, can use mathematical analysis in their chosen fields, and can understand how computers make mathematical analysis more powerful and efficient.

First, the acquisition of essential skill in basic mathematics requires the student to complete a course in college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite.
Second, the real-world application of mathematical reasoning requires the student to take a course in statistics or the use of quantitative analysis to solve problems of substance.

Third, the use of the computer to assist in serious analytical work is required. Computers are widely used to study the implications of social decisions or to model physical systems.

**Mathematics [MA] AGEC A**
The AGEC A Mathematics Core area requires a course in college mathematics, college algebra, pre-calculus, or any other mathematics course for which college algebra is a prerequisite.

**Mathematics [MA] AGEC B**
The AGEC B Mathematics Core area requires a course in Brief Calculus or a higher level mathematics course.

**Mathematics [MA] AGEC S**
The AGEC S Mathematics Core area requires the first course in the calculus sequence or any mathematics course for which that course is a prerequisite.

**Computer/Statistics/Quantitative Applications [CS]**
AGEC A, B, and S [CS] option requires:
courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, courses that involve the use of computer programming languages or software in the development of skills in analytical thinking.

**Humanities and Fine Arts [HU]**
6 credits
A total of six semester credits must be completed with a grade of “C” or better in the Humanities and Fine Arts Core area. Students are encouraged to choose coursework from more than one discipline for a total of six semester credits. The Humanities and Fine Arts Core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

The humanities are concerned with questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral, aesthetic, and other human values. The humanities investigate these questions in both the present and the past and make use of philosophy, foreign languages, linguistics and communications studies, religious studies, literature, and fine arts.

The fine arts constitute the artist’s creative deliberation about reality, meaning, knowledge, and values.

**Social and Behavioral Sciences [SB]**
6 credits
A total of six semester credits must be completed with a grade of “C” or better in the Social and Behavioral Sciences Core area. Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.

The Social and Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological, or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.
Natural Sciences [SQ/SG]  8 credits
A total of eight semester credits must be completed with a grade of “C” or better in the Natural Sciences Core area. Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

Natural Sciences [SQ] A & B
The AGEC A and B Natural Sciences Core area requires one laboratory course in natural sciences that includes a substantial introduction to the fundamental behavior of matter and energy in physical or biological systems.

Natural Sciences [SG] A & B
The AGEC A and B Natural Sciences Core area requires a second laboratory course in the natural sciences, for example, from anthropology, astronomy, biology, chemistry, experimental psychology, geology, microbiology, physical anthropology, physical geography, physics, plant biology

Natural Sciences [SQ], [SG] S
The AGEC S Natural Sciences Core area requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.

SQ = Natural Science-Quantitative
SG = Natural Science-General

Awareness Areas
Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

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

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

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

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

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

Historical Awareness [H]

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

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

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

Description

The Maricopa County Community College District Associate in Arts degree requires 60-64 semester credits for the program of study. The degree includes the following components:

I. General Education:
   - Arizona General Education Curriculum for Arts (AGEC-A) MCCCD Additional Requirements

II. General Electives

Purpose of the Degree

The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. The degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

The semester credits used to satisfy the MCCCD Associate in Arts will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website: http://az.transfer.org/cas/atass/student/modpath.html

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.

- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) 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. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.

Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.

Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.

If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements
The 60-64 semester credits required for the Associate in Arts follow. See the list titled MCCCD Courses That Can be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/ This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education
The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

MCCCDAGEC-A

1. Core Areas: 35
   a. First-Year Composition (FYC) 6
   b. Literacy and Critical Inquiry [L] 3
   c. Mathematical Studies [MA/CS] 6

To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
1) Mathematics [MA] A (3 credits)
Select a course in college mathematics or college algebra
or pre-calculus
or any other mathematics course for which college algebra
is a prerequisite.

AND

2) Computer/Statistics/Quantitative Applications [CS]
(3 credits)

d. Humanities and Fine Arts [HU] 6
Students are encouraged to choose course work from more than
one discipline for a total of six semester credits.

e. Social and Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than
one discipline
for a total of six semester credits.

f. Natural Sciences [SQ/SG] 8
To complete the Natural Sciences requirement: Select four (4)
semester credits of [SQ] and four (4) semester credits of [SG] for
a total of eight (8) semester credits, OR eight (8) semester credits
of [SQ]. Students cannot take eight (8) semester credits of [SG] to
meet the Natural Sciences requirement.

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. Students should also access the AZ Course
Equivalency Guide (CEG) within the AZ Course Applicability
System (AZCAS) for information on equivalencies.

2. Awareness Areas:
Students must satisfy two Awareness Areas: Cultural Diversity in the
United States [C] and either Global Awareness [G] or Historical Awareness
[H]. However, it is not necessary for students to exceed thirty-five semester
credits to complete the Awareness Areas because courses can satisfy a
Core Area and one or two Awareness Areas simultaneously. Therefore no
additional semester credits are required to satisfy the two Awareness Areas.

   Cultural Diversity in the United States [C]
   AND
   Global Awareness [G] OR
   Historical Awareness [H]

3. MCCCD Additional Requirements 0-6
Students must satisfy Oral Communication and Critical Reading areas.
However, it is not necessary for students to exceed the thirty-five semester
credits required in order to complete the MCCCD Additional Requirements
because courses can satisfy a Core Area and MCCCD Additional
Requirements simultaneously. Therefore no additional semester credits are
required to satisfy Oral Communication and Critical Reading.
a. Oral Communication

A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:
COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR
equivalent as indicated by assessment

II. General Electives

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA, but who are undecided on the university to which they will transfer, courses satisfying the General Electives area should be selected from the list of Common Courses, Arizona Transfer Pathway Guides, and/or University Transfer Guides in order for the courses to apply in the major upon transfer.

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: http://az.transfer.org/cas/students/transfer_guides.htm

Students must select MCCCD courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Arts degree.

Students who are undecided on a major or university should consult an advisor. Not all majors have common courses, so it is recommended that students consult with an advisor for a list of common courses or assistance with selecting appropriate electives.
ASSOCIATE IN SCIENCE DEGREE (AS)

Description
The Maricopa County Community College District Associate in Science degree requires 60-64 semester credits for the program of study. The degree includes the following components:

I. General Education:
   Arizona General Education Curriculum for Science (AGEC-S)
   MCCCD Additional Requirements

II. General Electives

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

The semester credits used to satisfy the MCCCD Associate in Science will apply to university graduation requirements of the university major for which the Associate in Science is designed. Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website: http://az.transfer.org/cas/atass/student/modpath.html

Academic Policies that Govern the Associate in Science Degree

- Completion of the Associate in Science or the AGEC-S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.

- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

- The General Education Requirements for AGEC-S may be completed in 35 semester credits with the following stipulations
  o Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  o A courses cannot be used to satisfy more than one Core Area

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) 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. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.

Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science Degree.

Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.

If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

The 60-64 semester credits required for the Associate in Science follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/ This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

The MCCCD General Education includes two areas: MCCCD AGEC-S and MCCCD Additional Requirements.

MCCCDAGEC-S

1. Core Areas: 35
   a. First-Year Composition (FYC) 6
   b. Literacy and Critical Inquiry [L] 3
   c. Mathematical Studies [MA/CS] 6

   To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].
1) Mathematics [MA] S (3 credits)
Select a calculus course MAT220 or MAT221, or any mathematics course for which MAT220 or MAT221 is a prerequisite.
AND
2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

d. Humanities and Fine Arts [HU] 6
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
e. Social and Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
f. Natural Sciences [SQ/SG] 8
To complete the Natural Sciences requirement:
Select eight (8) semester credits of either general chemistry (CHM151 & CHM151LL, and CHM152 & CHM152LL)
OR
Eight (8) semester credits of university physics (PHY115 & PHY116, or PHY121 & PHY131)
OR
Eight (8) semester credits of general biology, (BIO181 & BIO182) appropriate to the major.

2. Awareness Areas:
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

   Cultural Diversity in the United States [C]
   AND
   Global Awareness [G] OR
   Historical Awareness [H]

3. MCCCD Additional Requirements 0-6
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. Oral Communication
A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.
Select from the following options:
COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)
b. Critical Reading
A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-S Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR equivalent as indicated by assessment

II. General Electives
Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS, but who are undecided on the university to which they will transfer, courses satisfying the General Electives area should be selected from the list of Common Courses, Arizona Transfer Pathway Guides, and/or University Transfer Guides in order for the courses to apply in the major upon transfer.

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: http://az.transfer.org/cas/students/transfer_guides.htm

Students must select MCCCD courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Science degree.

Students who are undecided on a major or university should consult an advisor. Not all majors have common courses, so it is recommended that students consult with an advisor for a list of common courses or assistance with selecting appropriate electives.

**Associate in Science Total Credits:** 60-64
ASSOCIATE IN BUSINESS, GENERAL REQUIREMENTS DEGREE (ABUS GR)

Description
The Maricopa County Community College District Associate in Business General Requirements (ABus GR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

I. MCCCD General Education, which includes Arizona General Education Curriculum for Business (AGEC-B)
II. Common Lower Division Program Requirements
III. General Electives.

Purpose of Degree
The ABus GR degree is designed for students who plan to transfer to Arizona’s public universities into majors that articulate with the Associate in Business General Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. All business majors except Accountancy and Computer Information Systems should follow the ABus GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

The degree transfers as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABus GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

Academic Policies that Govern the Associate in Business General Requirements Degree:

- requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits;
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits
  1. Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)
follows the general education policy below;

**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.

requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System AZCAS. The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;

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 Business General Requirements;

accepts one of the courses that is cross-referenced with other courses;

provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

### Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

Select Program Information, scroll down to Program Sorting/Reporting
Select AGEC Course Matrix
Select Current Academic Year or the Current Academic Year
Select desired General Education Designation

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGECA, B, or S list.

### I. MCCCD General Education Credits

<table>
<thead>
<tr>
<th>A. MCCCD AGEC B</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Core Areas:</td>
<td></td>
</tr>
<tr>
<td>a. First-Year Composition (FYC)</td>
<td>6</td>
</tr>
<tr>
<td>b. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
<tr>
<td>c. Mathematical Studies [MA/CS]</td>
<td>6</td>
</tr>
</tbody>
</table>

To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] B (3 credits)
   MAT212, Brief Calculus, or a higher level mathematics course
   AND
2) Computers/Statistics/Quantitative Applications) [CS] (3 credits).

Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].
d. Humanities and Fine Arts [HU] 6
   Students are encouraged to choose course work from more than one
discipline for a total of six semester credits.

e. Social and Behavioral Sciences [SB] 6
   Students are encouraged to choose course work from
more than one discipline for a total of six semester credits.

f. Natural Sciences [SQ/SG] 8
   To complete the Natural Sciences requirement:
Select four (4) semester credits of [SQ] and four (4) semester
credits of [SG] for a total of (8) semester credits, OR
eight (8) semester credits of [SQ].
   Students **cannot** take eight (8) semester credits of [SG] to meet
the Natural Sciences requirement.

   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. Students should also access the AZ Course Equivalency
Guide (CEG) within the AZ Course Applicability System (AZCAS) for
information on equivalencies.

2. Awareness Areas
   Students must satisfy two Awareness Areas: Cultural Diversity in the
United States [C] and either Global Awareness [G] or Historical Awareness
[H]. However, it is not necessary for students to exceed thirty-five semester
credits to complete the Awareness Areas because courses can satisfy a
Core Area and one or two Awareness Areas simultaneously. Therefore no
additional semester credits are required to satisfy the two Awareness Areas.

   Cultural Diversity in the United States [C]
   AND
   Global Awareness [G] OR
   Historical Awareness [H]

II. Common Lower Division Program Requirements: 27-28
   A total of 27-28 credits is required to satisfy the Common Lower Division
Program Requirements. However, if students select courses that simultaneously
satisfy multiple areas of the degree, then the number of semester credits required
for Common Lower Division Program Requirements is reduced. Additional
semester credits may be required in General Electives to complete the minimum
62-63 total program semester credits.
   Complete the following:
   Accounting:
*ACC111 & ACC230 & ACC240
OR
**ACC211 & ACC212 6-7
*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.
**MCCCD ACC111 and ACC112 together are equivalent to ACC211.
CIS105 [CS] 3
ECN111 [SB] 3
ECN112 [SB] 3
GBS205 3
GBS220 or MAT172 [MA] 3
GBS221 [CS] 3
Business Elective: 3

Select from the following options:

- CIS158 [CS] COBOL Programming I
- CIS159 [CS] Visual Basic Programming I
- CIS162AA [CS] C: Level I
- CIS162AB [CS] C++: Level I
- CIS162AC [CS] Visual C++: Level I
- CIS163AA [CS] Java Programming: Level I
- GBS151 Introduction to Business
- GBS233 [L] Business Communication
- MGT251 Human Relations in Business
- MGT253 Owning and Operating a Small Business
- REA179 Real Estate Principles I

III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

**ABus GR Degree Total Credits: 62-63**
ASSOCIATE IN BUSINESS, SPECIAL REQUIREMENTS DEGREE (ABUS SR)

Description
The Maricopa County Community College District Associate in Business, Special Requirements (ABus SR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

I. MCCCD General Education which includes the Arizona General Education Curriculum for Business (AGEC B)
II. Common Lower Division Program Requirements,
III. General Electives.

Purpose of the Degree
The ABus SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona’s public universities and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements is designed for all other business majors. Additional information on academic majors can be accessed via the following web site:
http://www.abor.asu.edu/4_special_programs/atass/index.html

Click on Student Information
Degrees and Pathways
Scroll down to the bottom of the page
Select the letter of the major you’re interested in.

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business Special Requirements will apply to university graduation requirements of the university major for which the ABus SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

Academic Policies that Govern the Associate in Business Special Requirements Degree:

• requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

• uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits;

1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
2. A course cannot be used to satisfy more than one Core Area requirement.

• uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits

Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)
Academic Policies that Govern the Associate in Business Special Requirement Degree Continued:

• follows the general education policy below;

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 course evaluations and/or general education designations.

• requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;

• 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 Business Special Requirements;

• accepts one of the courses that is cross-referenced with other courses;

• provides for exemption from Arizona university admission requirements for students who complete the ABus SR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements
The 62-63 semester credits required for the Associate in Business Special Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

Select Program Information, scroll down to Program Sorting/Reporting
Select AGEC Course Matrix or
Select Current Academic Year
Select Desired General Education Designation

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGEC A, B, or S list.

I. MCCCD General Education
   A. MCCCD AGEC B
      1. Core Areas:
         a. First-Year Composition (FYC) 6
         b. Literacy and Critical Inquiry [L] 3
         c. Mathematical Studies [MA/CS] 6
            To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].
1) Mathematics [MA] B (3 credits)
MAT212, Brief Calculus, or a higher level mathematics course
AND
Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

d. Humanities and Fine Arts [HU] 6
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
e. Social and Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
f. Natural Sciences [SQ/SG] 8
To complete the Natural Sciences requirement:
Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits, OR eight (8) semester credits of [SQ].
Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

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. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.
Cultural Diversity in the United States [C]
AND
Global Awareness [G] OR
Historical Awareness [H]

II. Common Lower Division Program Requirements: 27-28
A total of 27-28 credits is required for the Common Lower Division Program Requirements. Common courses meeting general studies areas are noted with the general education designations encased in brackets.
Academic Policies that Govern the Associate in Business Special Requirement Degree Continued:

Complete the following:
Accounting:
*ACC111 & ACC230 & ACC240
OR
**ACC211 & ACC212 6-7
* MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.
**MCCCD ACC111 and ACC112 together are equivalent to ACC211.
Programming I (Visual Basic):
CIS159 [CS]
Programming II (Java)
CIS163AA [CS]
GBS205 3
GBS220 or MAT172 [MA] 3
GBS221 [CS] 3
ECN111 [SB] 3
ECN112 [SB] 3

III. General Electives 0-6

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits for the program. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

ABus SR Total Credits: 62-63
ASSOCIATE IN ARTS (AA)
ELEMENTARY EDUCATION (EE)

Description
The MCCCD Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components:

I. MCCCD General Education Arizona
   Arizona General Education Curriculum for Arts (AGEC-A)
   Additional MCCCD Requirements

II. Elementary Education Requirements
   Education Foundations
   Elective for Arizona Professional Teacher Standards

Purpose of the Degree
The AAEE is designed for the student who plans to transfer to an Elementary Education program at an Arizona’s public higher education institution and/or who plans to become a classroom instructional aide.

The degree transfers as a block without loss of credit to Arizona’s public universities. All semester credits applied to the MCCCD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. (For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the college catalog.)

Academic Policies that Govern the Associate in Arts Elementary Education Degree:

- Requires completion of 60-63 semester credits in courses numbered 100 and above with a grade of “C” or better;

- Is governed by the following policies to enable students to satisfy AGEC-A requirements without exceeding the 35 semester credits:

  Courses can satisfy a Core Area Requirement and one or more Awareness Areas simultaneously.

  Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.

  A course cannot satisfy more than one Core Area Requirement.

  A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.

Effective Fall 2000, the course evaluation and/or general education designation listed in the CEG/AZCAS (Course Equivalency Guide/Arizona Course Applicability System) 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.
*Note: The Second Summer 2000 term is the last term that the course evaluation and/or the general education designation as listed in the printed Course Equivalency Guide (CEG) is valid for the academic year in which the student completes the course. Summer session is included with the previous academic year.

All courses applied to AGEC-A must transfer as an equivalent course, a departmental elective credit, or general elective credit (E) at all Arizona public universities according to the CEG within the CAS.

- Follows MCCCD graduation policies within the college catalog;
- Recognizes both courses and their modular equivalents; either a course or its modular equivalents satisfy the Associate in Arts in Elementary Education requirements;
- Recognizes both courses and their modular equivalent; either a course or its modular equivalents satisfy the Associate in Arts in Elementary Education requirements.
- Provides exemption from Arizona public university admission requirements for students who complete the AAEE with a minimum 2.0 on a 4.0=A scale for Arizona residents, and a minimum 2.5 on a 4.0=A scale for non-residents.

**Degree Requirements**

I. MCCCD General Educationa Requirements

A. MCCCD AGEC - A

1. Core Areas 35-38

   a. First-Year Composition [FYC] 6
      ENG101/102 OR ENG107/108


      1) MA—MAT142 College Mathematics, or higher
         (NOTE: MAT156 and MAT157 are excluded) AND
      2) CS—CIS105 Survey of Computer Information Systems, or BPC110 Computer Usage and Applications

   c. Literacy and Critical Inquiry [L] 3
      Select 3 semester credits from the following courses:
      COM225 Public Speaking, or COM230 Small Group Communication

   d. Humanities and Fine Arts [HU] 6

      1. Select (3) semester credits from the following courses:
         ARH100 Introduction to Art
         ARH101 Prehistoric through Gothic Art
         ARH102 Renaissance through Contemporary Art
         AND
2. Select (3) semester credits from the following courses:
   - ENH110 Introduction to Literature
   - ENH241 American Literature Before 1860
   - ENH242 American Literature After 1860
   - EDU/ENH291 Children’s Literature
   - HUM250 or HUM251 Ideas and Values in the Humanities
   - THE111 Introduction to Theatre
   - THE220 Modern Drama
   - DAH100 Introduction to Dance
   - DAH201 World Dance Perspectives

e. Social and Behavioral Sciences [SB] 6
   1. Select 3 semester credits from the following courses:
      - HIS103 United States History to 1870
      - HIS104 United States History 1870 to Present
      AND

2. Select 3 semester credits from the following courses:
   - PSY101 Introduction to Psychology
   - GCU121 World Geography I: Eastern Hemisphere
   - GCU122 World Geography II: Western Hemisphere
   - ECN111 Macroeconomic Principles
   - ECN112 Microeconomic Principles
   - POS110 American National Government
   - ECH/CFS176 Child Development

f. Natural Sciences—Science-Quantitative [SQ] and Science-General [SG] 8
   To complete the Natural Sciences requirement, select a total of 8 semester credits from the following categories. At least 4 credits must be SQ courses. You can select 4 semester credits of SG and 4 semester credits of SQ for a total of 8 semester credits. Natural Sciences courses must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory are awarded separate credit, both will be counted as equivalent to one course in that discipline.

Select SQ and SG courses from the following categories:

1. Life Sciences
   AND
2. Physical Sciences
   OR
   Earth/Space Sciences

2. Awareness Areas 0
   The MCCCD AAEE requires coursework in two Awareness Areas:
   Cultural Diversity in the U.S. [C]
   And
   Historical Awareness [H]
   OR
   Global Awareness [G]

Courses can satisfy a Core Area Requirement and one or more Awareness Areas, or can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.
3. MCCCD Additional Requirements 0-3
   a. Oral Communication
      Satisfied by COM225 or COM 230 taken for Literacy and Critical
      Inquiry Requirement
   b. Critical Reading
      CRE101 or exemption by testing

II. Elementary Education Requirements 25
   A total of 25 semester credits are required to satisfy the Elementary
   Education Requirements.
   A. Education Foundations 15
      Complete the following courses to satisfy the Education Foundations
      requirements:
      EDU221 Introduction to Education
      EDU222 Introduction to the Exceptional Learner
      EDU230 Cultural Diversity in Education
      MAT156 Mathematics for Elementary Teachers I
      MAT157 Mathematics for Elementary Teachers II

   B. Electives for Arizona Professional Teacher Standards 10
      A total of 10 semester credits are required to satisfy the Electives for
      Arizona Professional Teacher Standards: 3 credits in an additional
      Education course and 7 credits in Content Area Electives.
      Courses must transfer to all public Arizona universities as Elective
      Credit, Departmental Elective, or Equivalent to a university course as
      indicated in the Arizona Course Equivalency Guide in effect when the
      course is taken. Courses identified as Non-transferable in the Arizona
      Course Equivalency Guide cannot be used to satisfy this requirement.

      1) Additional Education Course Requirement
         Select any EDU course (except EDU250) to satisfy this requirement.
      2) Content Area Electives
         Select 7 credits from the following:

         Any ARH, ART, CIS, BPC, ENG, ENH, GPH, HIS, MHL, MTC, POS,
         THE, THP prefixed course(s)
         Any EDU prefixed course(s) (except EDU250)
         Any MAT (courses numbered higher than 142 except MAT156 and
         MAT157)
         Any Foreign Language course(s)
         Any Natural Science course(s)
         CFS/ECH176 Child Development

AAEETOTALCREDITS: 60-63
ASSOCIATE IN GENERAL STUDIES DEGREE (AGS)

Description

The Maricopa County Community College District Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to choose any elective courses numbered 100 or above to complete the degree. Therefore, this degree may be less appropriate for students who intend to transfer to a baccalaureate-granting institution.

Students who demonstrate skills comparable to those in Critical Reading and/or Mathematics and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

Academic Policies that Govern the Associate in General Studies Degree:

• requires a minimum of 60 semester credits in courses numbered 100 and above. AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

• requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. Courses applied to other areas may be completed with a minimum grade of “D”;

• uses the following policies for course(s) satisfying multiple program areas;

  1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are **bold** print and underscored in the Core areas and Distribution areas.

  2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.

  3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.

• 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 General Studies;

• accepts one of the courses that is cross-referenced with other courses;

• provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0= A scale for Arizona residents and a minimum 2.5 on a 4.0= A scale for non-residents.
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/Equivalent as indicated by assessment

Mathematics (3 credits)
Equivalent course/ Satisfactory completion of a higher level Mathematics course.

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

ACC Accounting 115/115AA/115AB/115BA/115BB
AGB Agribusiness 139
AJS Administration of Justice Studies 117/119/205
BPC Business-Personal Computers Any BPC Course(s)
CFS Child/Family Studies 180
CIS Computer Information Systems Any CIS Course(s) (Except CIS183AA)
CSC Computer Science Any CSC Course(s)
CTR Court Reporting 101/102
DFT Drafting Technology 103/105/any 105 module/150/151/200/201/251/any 251 module/253/any 253 module/any 254 module/any 256 module
ECE Engineering Science 102/102AA/103/103AB/139
ECH Early Childhood Education 238
EEE Electrical Engineering 120
HLE Electronic 115/131/150/181/241/243/245/281
ENG English 100AE
FON Food & Nutrition 100/100AA/100AC/100AD/140BC
GPH Physical Geography 217/219
HRM Hotel Restaurant Management 126
JRN Journalism 133
LAS Legal Assisting 229
LBT Library Technology 106
MAT Mathematics 206
MET Manufacturing Technology 105AA/264
MTC Music Theory/Composition 191
NET Networking Technology 181/181AA/181AB/247
OAS Office Automation Systems 111AA/111AB/113/113AA&113AB/119/130/any 130
 module/any 135 module/any 235 module
PSY Psychology 230
QCT Quality Control Technology 274
SBS Small Business 211
SMT Semiconductor Manufacturing Technology 131/131AA/131AB/150
TCM Telecommunications 106
TVL Travel Agent Technology 203/205
VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

**Humanities and Fine Arts (9 credits)**

Students are encouraged to choose courses from more than one discipline.
Select nine (9) credits from the following:

- **AIS** American Indian Studies 213
- **AJH** Administration of Justice Studies 123
- **ARH** Art Humanities Any ARH Course(s)
- **ASB** Anthropology 211/222/223
- **COM** Communication 241
- **DAH** Dance Humanities 100/201
- **EDU** Education 291/292/294
- **ENG** English 200/260
- **ENH** English Humanities Any ENH Course(s)
- **FRE** French 265/266
- **HCR** Health Care Related 210
- **HIS** History 109/243
- **HUM** Humanities Any HUM course(s)
- **INT** Interior Design 115/120/225
- **LAT** Latin 201/202
- **MHL** Music: History/Literature 140/143/145/146/147/153/155
- **PHI** Philosophy Any PHI Course(s) (EXCEPT 113)
- **REL** Religious Studies Any REL Course(s)
- **SPA** Spanish 265/266
- **SPH** Spanish Humanities 150/151/245
- **STO** Storytelling 292/294
- **TCM** Telecommunication 145
- **THE** Theater 111/205/206/210/220/260
- **THP** Theater/Performance/Production 241
- **WST** Women’s Studies 209/284/285

**Social and Behavioral Sciences (9 credits)**

Students are encouraged to choose courses from more than one discipline

- **AIS** American Indian Studies 101/105/140/141/160/170
- **AFR** African American Studies 110/203/204
- **AJH** Administration of Justice Studies 101/119/200/259/270
- **ASB** Anthropology 100/102/211/214/222/223/230/235/238/245
- **ASM** Anthropology 104
- **CFS** Child/Family Studies 157/159/176/205/259
- **COM** Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/111/200/250/263
- **ECH** Early Childhood Education 176
- **ECN** Economics Any ECN Course(s)
- **EDU** Education 221/222
- **EMT** Emergency Medical Technology 258
- **FSC** Fire Science 258
FUS  Future Studies 101
GBS  General Business 280
GCU  Cultural Geography 102/121/122/141/221/253
HES  Health Science 100
HIS  History any HIS Course(s)
IBS  International Business 109
MCO  Mass Communications 120
PHI  Philosophy 243
POS  Political Science Any POS course(s)
REC  Recreation 120/160
REL  Religious Studies 243
SBU  Society and Business 200
SOC  Sociology Any SOC course(s) (EXCEPT 242)
SWU  Social Work 102/171/258/292*
TEC  Textiles and Clothing 105/106
WED  Wellness Education 100/110
WST  Women’s Studies 100/105/110/120/160/161
YAQ  Yaqui Indian History & Culture 100

Natural Sciences (7-8 credits)
Two lecture course(s) and one corresponding laboratory courses 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, 183
ASB  Anthropology 231
ASM  Anthropology 104, 265
AST  Astronomy 101/102/111/112/113/114
GLG  Geology Any GLG course(s)
GPH  Physical Geography 111/112/113/210/211/212/214
ISS  Interdisciplinary Science Studies 111/112
PHS  Physical Science 110/120
PHY  Physics 101/111/112/115/116/121/131/252
PSY  Psychology 290AB/290AC

Literacy & Critical Inquiry (3 credits)
AIS  American Indian Studies 213
CCS  Chicana and Chicano Studies 101
COM  Communication 207/222/225/230/241
CRE  Critical Reading 101
DAH  Dance Humanities 201
ENG  English 111/200/213/215/216/217/218
ENH  English Humanities 254/255
FON  Food & Nutrition 206
GBS  General Business 233
GPH  Physical Geography 211
HUM  Humanities 250/251
IGS  Integrated Studies 290AA&290AB/291/293
JRN  Journalism 201/212
MCO  Mass Communications 220
MHL  Music: History/Literature 140
PHI  Philosophy 103/106/225
POS  Political Science 115
PSY  Psychology 290AB/290AC
REL  Religious Studies 203/205/225
THE  Theater 220
THP  Theater Performance/Production 241

Elective Courses (15-16 credits)
May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

*Indicates and effective term Spring 2004
Purpose of the Degree

The Maricopa County Community College District Associate in Transfer Partnership (ATP) degree is designed to meet the needs of the Maricopa Community College students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

The Associate in Transfer Partnership degree is an articulated academic program of study established among the student, the accredited baccalaureate degree-granting institution selected by the student, and the primary Maricopa Community College the student attends. The program of study will “parallel” the student’s four-year degree as designated by the baccalaureate degree-granting institution. That is, the courses and number of credit hours in the degree will consist of the Freshman and Sophomore lower division course degree requirements of the major as jointly planned and agreed on with the community college and the accredited institution to which the student plans to transfer.

The ATP degree requires a core of general education credits in the following general education categories: First-Year Composition (6 credits); Mathematics (3 credits); Natural Sciences (4 credits); and Humanities and Fine Arts/Social and Behavioral Sciences or related area general education requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following web site:

http://www.dist.maricopa.edu/academic/curric/

Click on Program Information to access ATPs.

Exemption From Arizona University Admission Requirements

The Associate in Transfer Partnership degree provides for exemption from Arizona university admission requirements for students who complete the degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

The ATP degree does not assure admission to the specific program at the baccalaureate degree-granting institution. Students participating in the ATP degree will be treated as “native” students by the upper division institution in terms of course evaluation and course changes.

Advising is a critical element of the transfer partnership degree, and students must work closely with a community college academic advisor prior to entering into a transfer partnership agreement. Once a transfer partnership agreement has been initiated by the student, approved and signed off by a community college academic advisor and university authorized official, the student is responsible for periodic meetings with the community college advisor and, if/when determined necessary, with the appropriate baccalaureate degree-granting institution academic advisor. Upon completion of 36 hours, the student must receive formal advising at a Maricopa Community College before the remainder of their classes can be scheduled.
ELEMENTS OF THE ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE

ELEMENT CREDITS

MCCCDD General Education Core 19

Approved Lower Division Transfer Courses Variable
(Major dependent with maximum to be
determined by receiving baccalaureate
degree granting institution)

Associate in Transfer Partnership Degree Total Hours 60 minimum

Associate in Transfer Partnership degrees are available in the following areas. Other ATP degrees may be added later depending on curricular needs:

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<tr>
<th>Business</th>
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<td>Elementary Education</td>
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<td>Housing &amp; Urban Development</td>
<td>Kinesiology</td>
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<td>Accountancy</td>
<td>Computer Information Systems</td>
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<td>Construction</td>
<td>Food &amp; Nutrition</td>
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<td>American Indian Studies</td>
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<td>K-8 Classroom Instructional Support</td>
<td>Nonprofit/Youth &amp; Human Service</td>
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<td></td>
<td>Leadership &amp; Management</td>
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</table>
ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

Purpose of 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 by completing an occupational program presented in the college catalog. Students should consult this catalog to determine specific program requirements.

Academic Policies that Govern the AAS Degree

- requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

- requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. See specific AAS occupational degree for specific program grade requirements;

- follows the graduation policies within the general catalog;

- includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.

- requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.

- Shared Programs are programs offered at multiple colleges but not available at all college. 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 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 area are excluded;

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

- requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;

- accepts one of the courses that is cross-referenced with other courses;

- provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.
GENERAL EDUCATION CORE
(15 credits - grade of “C” or better.)
Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)
ENG English [101/107] & [102/108/111]

Oral Communication (3 credits)
COM Communication 100/100AA & 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading (3 credits)
CRE Critical Reading 101/111/Equivalent as indicated by assessment

Mathematics (3 credits)

GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

Humanities and Fine Arts (2-3 credits)
Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/222/223
COM Communication 241
DAH Dance Humanities 100/201
EDU Education 291/292/294
ENG English 200/260
ENH English Humanities Any ENH Course(s)
FRE French 265/266
HCR Health Care Related 210
HIS History 243
HUM Humanities Any HUM course(s)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/147/153/155
PHI Philosophy Any PHI Course(s) (EXCEPT 113)
REL Religious Studies Any REL Course(s)
SPA Spanish 265/266
SPH Spanish Humanities 150/151/245
STO Storytelling 292/294
TCM Telecommunication 145
THE Theater 111/205/206/210/220/260
THP Theater/Performance/Production 241
WST Women’s Studies 209/284/285

*Indicates an effective term of Spring 2004
Social and Behavioral Sciences (3 credits)
Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 101/105/140/141/160/170
AFR African American Studies 110/203/204
AJS Administration of Justice Studies 101/200/225/258/259/270
ASB Anthropology 100/102/211/214/222/223/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communications 100/100AA & 100AB & 100AC/110/110AA & 110AB & 100AC/110/110AA & 110AB & 110AC/230/250/263
ECH Early Childhood Education 176
ECN Economics Any ECN course(s)
EDU Education 221/222
EMT Emergency Medical Technology 258
FSC Fire Science Technology 258
FUS Future Studies 101
GCS General Business 280
GCU Cultural Geography 102/121/122/141/221/253
HES Health Science 100
HIS History Any HIS course(s)
IBS International Business 109
MCO Mass Communications 120
PHI Philosophy 243
POS Political Science Any POS course(s)
REC Recreation 120/160
REL Religious Studies 243
SBU Society and Business 200
SOC Sociology Any SOC course(s) (EXCEPT 242)
SWU Social Work 102/171/258/292*
TEC Textiles and Clothing 105/106
WED Wellness Education 100/110
WST Women’s Studies 100/105/110/120/160
YAQ Yaqui Indian History and Culture 100

Natural Sciences (4 credits)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

AGS Agricultural Science 164
ASB Anthropology 231
ASM Anthropology 104/265
AST Astronomy 101/102/111/112/113/114
GLG Geology Any GLG course(s) (EXCEPT 140/251MC
GPH Physical Geography 111/112/113/212/214
ISS Interdisciplinary Science Studies 111/112
PHS Physical Science 110/120
PHY Physics 101/111/112/115/116/121/131/252
PSY Psychology 290AB/290AC

*Indicates an effective term of Spring 2004
Purpose of the Academic Certificate
The Maricopa Community College District Academic Certificate is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general education component even though requirements of the certificate may include courses that currently meet specific general education designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

Academic Policies that Govern the Academic Certificate:

• generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;

• requires a cumulative GPA of 2.0 or better for completion;

• follows the graduation policies within the general catalog;

• accepts one of the courses that is cross-referenced with other courses;

• includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements:

• does not presume block transfer value. Consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;

• may have admission criteria established by the college if and when appropriate;

• is for the most part college specific
### MCCCD COURSES THAT CAN BE USED TO SATISFY MCCCD AGEC-A, AGEC-B, AND/OR AGEC-S

(The MCCCD Curriculum office maintains this document on a semester basis.)

1. Courses can satisfy a Core area and one or two Awareness Areas simultaneously.
2. A course cannot be used to satisfy more than one Core Area requirement.

#### General Studies Designations

- **C** Cultural Diversity in the United States
- **FYC** First-Year Composition
- **G** Global Awareness
- **HU** Humanities and Fine Arts
- **L** Literacy and Critical Inquiry
- **SB** Social and Behavioral Sciences
- **MA** Mathematics studies
- **SQ** Natural Sciences
- **SG** Natural Sciences
- **H** Historical Awareness
- **CS** Computer/Statistics/Quantitative Applications

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<td>Community Relations</td>
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<td>ARK201</td>
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<td>Intermediate Arabic I</td>
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<td>POS100</td>
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<td>Issues in American Politics</td>
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<td>Lesbian, Gay and Bisexual Studies</td>
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<td>PSY157</td>
<td>African/Black Psychology</td>
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<td>PSY218</td>
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<td>PSY235</td>
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<td>PSY250A</td>
<td>Social Psychology</td>
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<td>PSY258</td>
<td>Domestic Problems and Crises</td>
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<td>Personality Development</td>
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<td>PSY277</td>
<td>Psychology of Human Sexuality</td>
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<td>PSY280</td>
<td>Organizational Psychology</td>
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<td>PSY281</td>
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<td>PSY292</td>
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<td>REC160</td>
<td>Leisure and Society</td>
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<td>REL201</td>
<td>Classics of Western Religions</td>
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<td>REL202</td>
<td>Classics of Asian Religions</td>
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<td>REL203</td>
<td>American Indian Religions</td>
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<td>REL205</td>
<td>Religion and the Modern World</td>
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<td>REL213</td>
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<td>African-American Religions</td>
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<td>REL243</td>
<td>World Religions</td>
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</tbody>
</table>
At Estrella Mountain, you find training and career programs in technical and vocational fields to help you find a job or improve your current skills. Programs exist to help you earn a degree or certificate in Administration of Justice, Computer Applications Technology, Computer Hardware and Desktop Support, Culinary Studies, Desktop Publishing, Hospitality/Hotel Management, Industrial Operations Technology, Microsoft Networking Technology, Microsoft Product Specialist, Microsoft Systems Administration, Microsoft Systems Engineer, Microsoft Solutions Development, Networking Technology: Cisco, Oracle, Organizational Leadership, Power Plant Technology, Programming and System Analysis, Small Business Management, Teacher Assisting, Total Quality Management and Web Developer. In addition, Level One and some courses in Level Two of the Health Care Curriculum are offered for nursing and allied health students.
CERTIFICATE AND DEGREE PROGRAMS

ADMINISTRATION OF JUSTICE STUDIES

Division Chair – Occupational Programs: Steve Shriver  (623) 935-8461

Degree: Associate in Applied Science (AAS), Administration of Justice
(NOTE:  See page 64 for AAS degree requirements)
Certificate: Administration of Justice

Administration of Justice AAS Degree Requirements

Program Description: The Administration of Justice curriculum is designed to prepare men and women for careers within the criminal justice system, including, but not limited to: law enforcement, the courts, probation and parole, corrections, and the various social service agencies that support the criminal justice system. It is interdisciplinary in nature and provides the student with a broad knowledge of the conceptual occupational issues and concerns existent within the criminal justice system. The program also provides criminal justice practitioners with the opportunity for continued education and academic growth and development.

Note: Students who have completed an Arizona POST certified Academy may be waived from the following courses: AJS101, AJS109, AJS260, AJS270 and AJS275, AJS107 and AJS205 through the “credit by evaluation” process. Students without prior experiences in the field of law enforcement should consult with the program director. Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner.
(Note: +indicates course has prerequisites and/or corequisites.)
(Note: Students must earn a grade of “C” or better for all courses within the Required Courses Area.)

Required Courses: (33 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AJS101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJS109</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS123</td>
<td>Ethics and the Administration of Justice (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>PAD101</td>
<td>Survey of Public Administration (3)</td>
<td>3</td>
</tr>
<tr>
<td>AJS131</td>
<td>Police Management Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>+ AJS132</td>
<td>Police Management Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>AJS211</td>
<td>Police Planning</td>
<td>3</td>
</tr>
<tr>
<td>AJS225</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>AJS249</td>
<td>Community Policing</td>
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<tr>
<td>AJS260</td>
<td>Procedural Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS270</td>
<td>Community Relations</td>
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</tr>
<tr>
<td>AJS275</td>
<td>Criminal Investigations I</td>
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Restricted Electives: (6 Credits)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AJS110</td>
<td>Law and Legal Review I</td>
<td>3</td>
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<tr>
<td>AJS124</td>
<td>Correctional Institutions</td>
<td>3</td>
</tr>
<tr>
<td>AJS133</td>
<td>Correctional Supervision I</td>
<td>3</td>
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<tr>
<td>AJS200</td>
<td>Current Issues in Criminal Justice</td>
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<tr>
<td>AJS201</td>
<td>Rules of Evidence</td>
<td>3</td>
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<tr>
<td>AJS205</td>
<td>Criminal Justice Reporting Writing</td>
<td>3</td>
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</table>
AJS210    Constitutional Law    3
AJS212    Juvenile Justice Procedures    3
AJS220    Organized Crime    3
AJS230    The Police Function    3
AJS107    Patrol Procedures    3

General Studies Requirements: (25 Credits)
Core: (15 Credits)

First-Year Composition
Any approved general studies courses in the First-Year Composition area.  6

Oral Communication
Any approved general studies course in the Oral Communication area.  3

Critical Reading
Any approved general studies course in the Critical Reading area.  3

Mathematics
Any approved general studies course in the Mathematics area.  3

Distribution: (10 Credits)

Humanities & Fine Arts
Any approved general education course in the Humanities and Fine Arts area.  3

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

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

Administration of Justice Studies Certificate Requirements

Program Description: The Administration of Justice curriculum is designed to prepare men and women for careers within the criminal justice system, including, but not limited to: law enforcement, the courts, probation and parole, corrections, and the various social service agencies that support the criminal justice system. It is interdisciplinary in nature and provides the student with a broad knowledge of the conceptual occupational issues and concerns existent within the criminal justice system. The program also provides criminal justice practitioners with the opportunity for continued education and academic growth and development.

Note: Students who have completed an Arizona POST certified Academy may be waived from the following courses: AJS101, AJS109, AJS260, AJS270 and AJS275, AJS107 and AJS205 through the “credit by evaluation” process. Students without prior experiences in the field of law enforcement should consult with the program director. Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner.

(Note: +indicates course has prerequisites and/or corequisites.)

(Note: Students must earn a grade of “C” or better for all courses within the Required Courses Area.)

Required Courses: (33 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
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<td>AJS101</td>
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<tr>
<td>AJS109</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS123</td>
<td>Ethics and the Administration of Justice (3)</td>
<td>3</td>
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<tr>
<td>PAD101</td>
<td>Survey of Public Administration (3)</td>
<td>3</td>
</tr>
<tr>
<td>AJS131</td>
<td>Police Management Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>+AJS132</td>
<td>Police Management Techniques II</td>
<td>3</td>
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<tr>
<td>AJS211</td>
<td>Police Planning</td>
<td>3</td>
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<tr>
<td>AJS225</td>
<td>Criminology</td>
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<td>AJS249</td>
<td>Community Policing</td>
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<td>AJS260</td>
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<td>AJS270</td>
<td>Community Relations</td>
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<tr>
<td>AJS275</td>
<td>Criminal Investigations I</td>
<td>3</td>
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**COMPUTER APPLICATIONS TECHNOLOGY**

**Division Chair - Instructional Computing: Valerie Akuna (623) 935-8079**

**Degree:** Associate in Applied Science (AAS), Computer Applications Technology  
(NOTE: See page 64 for AAS degree requirements.)

**Certificate:** Computer Applications Technology

**Computer Applications Technology AAS Degree Requirements**

**Program Description:** This program consists of 64 credits and includes courses in the following microcomputer areas: general usage and applications, operating systems, word processing, database, spreadsheets, and desktop publishing. Other skills which are integrated with the microcomputer training are accounting, English and Math.

Many of the courses are offered in a self-paced format to enable students to enter and complete the program in a timely and flexible manner. Students take the courses for personal development of microcomputer skills and to prepare for or enhance employment. The degree program is designed to prepare students for entry level occupations in the rapidly expanding field of computer information systems. Upon completion of the program, students should be able to operate a microcomputer and use a variety of software in a professional manner.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study.

**NOTE:** Students must earn a grade of “C” or better for each course in the Required Courses category.

**Required Courses: (30 Credits)**

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<tr>
<td>BPC/CIS114*</td>
<td>Electronic Spreadsheet (any module)</td>
<td>3</td>
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<td>BPC/CIS117*</td>
<td>Database Management (any module)</td>
<td>3</td>
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<tr>
<td>BPC/CIS118*</td>
<td>Desktop Presentation Software (any module)</td>
<td>3</td>
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<tr>
<td>BPC/CIS120*</td>
<td>Microcomputer Graphics (any module)</td>
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<tr>
<td>BPC/CIS121AE</td>
<td>Windows Operating System: Level I</td>
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<tr>
<td>BPC/CIS133AA</td>
<td>The Internet/World Wide Web: Level I (1) AND</td>
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</tr>
<tr>
<td>+BPC/CIS133BA</td>
<td>The Internet/World Wide Web: Level II (1) AND</td>
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</tr>
<tr>
<td>+BPC/CIS133CA</td>
<td>The Internet/World Wide Web: Level III (1) OR</td>
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<tr>
<td>+ BPC/CIS133DA</td>
<td>The Internet/World Wide Web (3)</td>
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</tr>
<tr>
<td>+ BPC/OAS135*</td>
<td>Word Processing Software (any module)</td>
<td>2</td>
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<tr>
<td>+ BPC138*</td>
<td>Desktop Publishing (any module)</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>+CIS190</td>
<td>Introduction to Local Area Networks</td>
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<tr>
<td>OAS120</td>
<td>Financial Record Keeping</td>
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**Restricted Electives: (9 Credits)**

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<tr>
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<td>Computer Graphics: Adobe Illustrator</td>
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<td>CIS120DC</td>
<td>Computer Graphic: Macromedia Flash</td>
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<tr>
<td>CIS120DB</td>
<td>Comp</td>
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<tr>
<td>BPC/CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop</td>
<td>3</td>
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<tr>
<td>+ BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS/MMT140</td>
<td>Survey of Multimedia Technology</td>
<td>2</td>
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<tr>
<td>+ CIS150</td>
<td>Programming Fundamentals</td>
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### Computer Applications Technology AAS Degree Requirements (Cont.)

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<th>Course Code</th>
<th>Course Title</th>
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<td>+CIS159</td>
<td>Visual Basic Programming I</td>
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<td>+CIS233DA</td>
<td>Web Design and Publishing</td>
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<tr>
<td>OAS101AA</td>
<td>Computer Typing I: Keyboard Mastery (1) OR</td>
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<tr>
<td>OAS102</td>
<td>Computer Typing II: Document Production (3)</td>
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<tr>
<td>TQM101</td>
<td>Quality Customer Service</td>
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</table>

### General Studies Requirements: (25 Credits)

#### Core: (15 Credits)

**First Year Composition:**
- +ENG101 First Year Composition (3) AND +ENG111 Technical Writing (3)
  - (ENG102 First Year Composition is acceptable if ENG111 is not available) 6

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

**Critical Reading:**
- Any approved general education course in the Critical Reading area or (Note: equivalent as indicated by assessment) 3

**Mathematics:**
- +MAT 102 Mathematical Concepts/Applications 3

### Distribution: (10 Credits)

**Humanities & Fine Arts:**
- Any approved general education course in the Humanities and Fine Arts area. 3

**Natural Science:**
- Any approved general education course from the Natural Science area 4

**Social & Behavioral Sciences:**
- ECN 112 Microeconomic Principles 3

(Note: +indicates course has prerequisites and/or corequisites.)

* indicates courses cannot be used to satisfy both “Required Courses” and “Restricted Electives” area.

### Computer Applications Technology Certificate Requirements

**Program Description:** This program consists of 26 credits and includes courses in the following microcomputer areas: general usage and applications, operating systems, word processing, database, spreadsheets, and desktop publishing. With proper choices, a student who completes the Certificate may apply all those courses toward the AAS Degree program.

Many of the courses are offered in a self-paced format to enable students to enter and complete the program in a timely and flexible manner. Students take the courses for personal development of microcomputer skills and to prepare for or enhance employment. Upon completion of the program, students should be able to operate a microcomputer and use a variety of software in a professional manner.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study.
### Computer Applications Technology Certificate Requirements (Cont.)

#### Required Courses: (20 Credits)

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<tr>
<td>BPC/CIS114*</td>
<td>Electronic Spreadsheet (any module)</td>
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</tr>
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<td>BPC/CIS117*</td>
<td>Database Management (any module)</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS133AA</td>
<td>The Internet/World Wide Web: Level I (1) AND</td>
<td></td>
</tr>
<tr>
<td>+BPC/CIS133BA</td>
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<tr>
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<td>The Internet/World Wide Web: Level III (1) OR</td>
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<tr>
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<td>The Internet/World Wide Web (3)</td>
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</tr>
<tr>
<td>+BPC/OAS135*</td>
<td>Word Processing Software (any module)</td>
<td>2</td>
</tr>
<tr>
<td>+BPC138*</td>
<td>Desktop Publishing (any module)</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
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</tr>
<tr>
<td>OAS120</td>
<td>Financial Record Keeping</td>
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**NOTE:** Students must earn a grade of “C” or better for each course in the Required Courses category.

#### Restricted Electives: (6 Credits)

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<td>Desktop Presentation Software (any module)</td>
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<td>BPC/CIS120DB</td>
<td>Computer Graphics: Adobe Illustrator</td>
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<td>CIS120DC</td>
<td>Computer Graphic: Macromedia Flash</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop</td>
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<tr>
<td>+CIS/MMT140</td>
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<tr>
<td>+CIS233DA</td>
<td>Web Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OAS101AA</td>
<td>Computer Typing I: Keyboard Mastery (1) OR</td>
<td></td>
</tr>
<tr>
<td>OAS102</td>
<td>Computer Typing II: Document Production (3)</td>
<td>1-3</td>
</tr>
<tr>
<td>TQM101</td>
<td>Quality Customer Service</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites.)

* indicates courses cannot be used to satisfy both “Required Courses” and “Restricted Electives” area.

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### COMPUTER HARDWARE AND DESKTOP SUPPORT

**Division Chair - Instructional Computing:** Valerie Akuna  (623) 935-8079

**Certificate:** Computer Hardware and Desktop Support

**Computer Hardware and Desktop Support Certificate Requirements**

**Program Description:** The Certificate of Completion in Computer Hardware and Desktop Support is designed to provide training to work in an entry-level computer maintenance and help-desk position. Students will be provided the opportunity to apply technical concepts, fundamentals, and interpersonal skills in a help-desk environment through an internship.

Computer hardware and help-desk professionals can work in several different scenarios. They may build computers, analyze and troubleshoot hardware problems, repair and refurbish computers, install and configure software, train end-users on application usage, and assist end-users with computer hardware and software problems. In addition to being technically competent, it is important to have strong interpersonal skills. Career opportunities include help desk technician, computer repair technician, manufacturing, and sales. The salary range is $20,000 to $37,000 depending on experience and position. This area is expected to grow by 46% by the year 2005 as more computer equipment is used.
Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study.

**Required Courses: (16-20 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC110 Computer Usage and Applications (3) OR</td>
<td></td>
</tr>
<tr>
<td>CIS105 Survey of Computer Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS121AB MS-DOS Operating System</td>
<td>1</td>
</tr>
<tr>
<td>+BPC170 Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+BPC171 Recycling Used Computer Technology</td>
<td>1</td>
</tr>
<tr>
<td>+BPC270 Microcomputer Maintenance II</td>
<td>3</td>
</tr>
<tr>
<td>CIS102 Interpersonal and Customer Service Skills for IT Professionals</td>
<td>1</td>
</tr>
<tr>
<td>+CIS190 Introduction to Local Area Networks (3) OR</td>
<td></td>
</tr>
<tr>
<td>CNT140 Cisco Networking Fundamentals (4) OR</td>
<td></td>
</tr>
<tr>
<td>MST140 Microsoft Networking Essentials (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>+CIS290AA Computer Information Systems Internship (1) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS290AB Computer Information Systems Internship (2) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS290AC Computer Information Systems Internship (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS296WA-WD Cooperative Education (any module) (1-4)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

**NOTE:** Students must earn a grade of “C” or better in all courses within the program.

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**CULINARY STUDIES**

**Division Chair - Occupational Education:** Steve Shriver (623) 935-8461

**Degree:** Associate in Applied Science (AAS) Culinary Studies

(Note: See page 64 for AAS degree Requirements)

**Certificate:** Basic Culinary Studies

Culinary Studies

**Program Description:** The Culinary Studies Associate in Applied Science is designed to train students who wish to become professional chefs and cooks. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, customer service, and basic nutrition concepts and menu planning.

**Admissions Criteria:** Entrance into the program is by application and acceptance only. Students must have ENG101 or ENG107 and MAT090 or MAT091 or MAT102 or equivalent. Prior to being considered for and acceptance into the program, students must complete the program prerequisites area.

**Note:** Students must obtain Maricopa County Food Handlers Card at the conclusion of the first semester.

**Program Prerequisites: (6-8 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ENG101 First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG107 First-Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>+MAT090 Developmental Algebra (5) OR</td>
<td></td>
</tr>
<tr>
<td>+MAT091 Introductory Algebra (4) OR</td>
<td></td>
</tr>
<tr>
<td>+MAT092 Introductory Algebra (3) OR</td>
<td></td>
</tr>
<tr>
<td>+MAT102 Mathematical Concepts/Applications (3)</td>
<td>3-5</td>
</tr>
</tbody>
</table>
### Culinary Studies AAS Degree Requirements (Cont.)

#### Required Courses: (36 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FON100</td>
<td>Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HRM126</td>
<td>Food Cost Systems</td>
<td>2</td>
</tr>
<tr>
<td>HRM140</td>
<td>Food Production Concepts</td>
<td>3</td>
</tr>
<tr>
<td>FON118</td>
<td>Commercial Baking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>+FON144</td>
<td>Gourmet Foods</td>
<td>3</td>
</tr>
<tr>
<td>FON179</td>
<td>Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>FON182</td>
<td>American Regional Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>FON183</td>
<td>International Cuisines</td>
<td>3</td>
</tr>
<tr>
<td>+FON190</td>
<td>Professional Cooking Practicum</td>
<td>7</td>
</tr>
</tbody>
</table>

(Note: It is highly recommended that student take HRM140 before FON190.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM244</td>
<td>Quality Sanitation Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM275</td>
<td>Restaurant Management</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Restricted Electives: (3 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM110</td>
<td>Introduction of Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT101</td>
<td>Techniques of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>TQM101</td>
<td>Quality Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>FON102</td>
<td>Menu Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

### General Studies Requirements: (25-27 Credits)

#### Core: (15-17 Credits)

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

**Oral Communication:**

Any approved general education course in the Oral Communication area. 3

**Critical Reading:**

Any approved general education course in the Critical Reading area. 3

**Mathematics:**

Any approved general education course in the Mathematics (MAT) area. 3-5

#### Distribution: (10 Credits)

### Humanities & Fine Arts:

Any approved general education course in the Humanities and Fine Arts area. 2-3

### Social & Behavioral Sciences:

- ECN111 Macroeconomic Principles (3) OR
- PSY101 Introduction to Psychology (3) OR
- SOC101 Introduction to Sociology (3) 3

**Natural Science:**

Any approved general education course from the Natural Science area 4

(Note: + indicates course has prerequisites and/or corequisites)

NOTE: Students must earn a grade of “C” or better in all courses within the program.
Culinary Studies Certificate Requirements

Program Description: The Culinary Studies Certificate of Completion is designed to train students who wish to become professional chefs and cooks. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, customer service, and basic nutrition concepts and menu planning.

Admissions Criteria: Entrance into the program is by application and acceptance only. Students must have ENG101 or ENG107 and MAT090 or MAT091 or MAT102 or equivalent. Prior to being considered for and acceptance into the program, students must complete the program prerequisites area.

Note: Students must obtain Maricopa County Food Handlers Card at the conclusion of the first semester.

Program Prerequisites: (6-8 Credits) Credits
+ENG101 First-Year Composition (3) OR
+ENG107 First-Year Composition for ESL (3) 3
+MAT090 Developmental Algebra (5) OR
+MAT091 Introductory Algebra (4) OR
+MAT092 Introductory Algebra (3) OR
+MAT102 Mathematical Concepts/Applications (3) 3-5

Required Courses: (30 Credits) Credits
FON100 Introductory Nutrition 3
HRM126 Food Cost Systems 2
HRM140 Food Production Concepts 3
FON118 Commercial Baking Techniques 3
+FON144 Gourmet Foods 3
FON179 Garde Manger 3
FON182 American Regional Cuisine 3
+FON190 Professional Cooking Practicum 7
(Note: It is highly recommended that student take HRM140 before FON190.)
HRM244 Quality Sanitation Management 3

Restricted Electives: (3 Credits) Credits
HRM110 Introduction to Hospitality and Tourism Management 3
CIS105 Survey of Computer Information Systems 3
MGT101 Techniques of Supervision 3
TQM101 Quality Customer Service 3

Basic Culinary Studies Certificate Requirements

Program Description: The Basic Culinary Studies Certificate of Completion is designed to train students who wish to become professional chefs and cooks. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, customer service, and basic nutrition concepts and menu planning.

Admissions Criteria: Entrance into the program is by application and acceptance only. Students must have ENG101 or ENG107 and MAT090 or MAT091 or MAT102 or equivalent. Prior to being considered for and acceptance into the program, students must complete the program prerequisites area.

Note: Students must obtain Maricopa County Food Handlers Card at the conclusion of the first semester.
Basic Culinary Studies Certificate Requirements (Cont.)

**Program Prerequisites: (6-8 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>MAT090</td>
<td>Developmental Algebra (5) OR</td>
<td></td>
</tr>
<tr>
<td>MAT091</td>
<td>Introductory Algebra (4) OR</td>
<td></td>
</tr>
<tr>
<td>MAT092</td>
<td>Introductory Algebra (3) OR</td>
<td></td>
</tr>
<tr>
<td>MAT102</td>
<td>Mathematical Concepts/Applications (3)</td>
<td>3-5</td>
</tr>
</tbody>
</table>

**Required Courses: (16 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM140</td>
<td>Food Production Concepts</td>
<td>3</td>
</tr>
<tr>
<td>FON179</td>
<td>Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>FON190</td>
<td>Professional Cooking Practicum</td>
<td>7</td>
</tr>
<tr>
<td>HRM244</td>
<td>Quality Sanitation Management</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: It is highly recommended that students take HRM140 before FON190.)

**NOTE:** Students must earn a grade of “C” or better in all courses within the program.

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**DESKTOP PUBLISHING**

**Division Chair - Instructional Computing:** Valerie Akuna  (623) 935-8079

**Certificate:** Desktop Publishing

**Desktop Publishing Certificate Requirements**

**Program Description:** The Desktop Publishing certificate is designed to prepare students to work with and design professional publications. Courses focus on training the student in project management, internet navigation, desktop design, web page design, and graphics design.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study.

**Required Courses: (24 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3) OR</td>
<td></td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS120DB</td>
<td>Computer Graphics: Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop</td>
<td></td>
</tr>
<tr>
<td>BPC/CIS133AA</td>
<td>The Internet/World Wide Web: Level I (1) AND</td>
<td></td>
</tr>
<tr>
<td>+BPC/CIS133BA</td>
<td>The Internet/World Wide Web: Level II (1) AND</td>
<td></td>
</tr>
<tr>
<td>+CIS133CA</td>
<td>The Internet/World Wide Web: Level III (1) OR</td>
<td></td>
</tr>
<tr>
<td>BPC/CIS133DA</td>
<td>The Internet/World Wide Web (3)</td>
<td>3</td>
</tr>
<tr>
<td>+BPC138BA</td>
<td>Windows Desktop Design/Pub. Using Quark Express</td>
<td>3</td>
</tr>
<tr>
<td>+BPC138CA</td>
<td>Windows Desktop Design/Pub. Using Pagemaker</td>
<td></td>
</tr>
<tr>
<td>+CIS233AA</td>
<td>Web Design and Publishing I (1) AND</td>
<td></td>
</tr>
<tr>
<td>+CIS233BA</td>
<td>Web Design and Publishing II (1) AND</td>
<td></td>
</tr>
<tr>
<td>+CIS233CA</td>
<td>Web Design and Publishing III (1) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS233DA</td>
<td>Web Design and Publishing (3)</td>
<td>3</td>
</tr>
<tr>
<td>+BPC238BA</td>
<td>Windows Adv. Desktop Design/Pub. Using Quark Express OR</td>
<td></td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisities)

**NOTE:** Students must earn a grade of “C” or better in all courses within the program.
Division Chair - Occupational Education: Steve Shriver (623) 935-8461

Degree: Associate in Applied Science (AAS), Hospitality/Hotel Management
(NOTE: See page 64 for AAS degree requirements.)

Certificate: Hospitality/Hotel Management

Hospitality/Hotel Management AAS Degree Requirements

Program Description: The Hospitality/Hotel Management program is designed to train graduates for management careers in the hotel industry. The hospitality industry is among the fastest growing in the United States, offering numerous career opportunities. This program also transfers to four–year colleges and universities.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes.

Required Courses: (32 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HRM110</td>
<td>Introduction to Hospitality and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM120</td>
<td>Hotel Facility Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM126</td>
<td>Food Service Cost Systems</td>
<td>2</td>
</tr>
<tr>
<td>HRM130</td>
<td>Guest Services Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM140</td>
<td>Food Production Concepts</td>
<td>3</td>
</tr>
<tr>
<td>HRM244</td>
<td>Quality Sanitation Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM270</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HRM275</td>
<td>Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>+HRM280</td>
<td>Hotel and Restaurant Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT101</td>
<td>Techniques of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Restricted Electives: (minimum of 7 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>+HRM260</td>
<td>Hospitality Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>+HRM296WA</td>
<td>Cooperative Education</td>
<td>1</td>
</tr>
<tr>
<td>HRM298AA</td>
<td>Special Projects</td>
<td>1</td>
</tr>
<tr>
<td>TQM101</td>
<td>Quality Customer Service</td>
<td>3</td>
</tr>
</tbody>
</table>

General Studies Requirements: (25-27 Credits)

Core: (15-17 Credits)

First-Year Composition:

+ ENG101  | First-Year Composition (3) AND
+ ENG102  | First-Year Composition (3)       | 6       |

Oral Communication:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100</td>
<td>Introduction to Human Communication</td>
<td></td>
</tr>
<tr>
<td>COM100AA</td>
<td>Intro to Human Communication Part I</td>
<td></td>
</tr>
<tr>
<td>COM100AB</td>
<td>Into to Human Communication Part II</td>
<td></td>
</tr>
<tr>
<td>COM100AC</td>
<td>Into to Human Communication Part III</td>
<td></td>
</tr>
<tr>
<td>COM110</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>+COM225</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>+COM230</td>
<td>Small Group Communication</td>
<td></td>
</tr>
</tbody>
</table>
Hospitality/Hotel Management AAS Degree Requirements (Cont.)

Critical Reading:
+ CRE101 Critical and Evaluative Reading I OR equivalent by assessment 3

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

Distribution: (10 Credits)

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

Social and Behavioral Sciences:
ECN111 Macroeconomic Principles (3) OR
PSY101 Introduction to Psychology (3) OR
SOC101 Introduction to Sociology (3) 3

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

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

Hospitality/Hotel Management Certificate Requirements

Program Description: The Hospitality/Hotel Management program is designed to train graduates for management careers in the hotel industry. The hospitality industry is among the fastest growing in the United States, offering numerous career opportunities. This program also transfers to four-year colleges and universities.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes.

Required Courses: (32 Credits) Credits
CIS105 Survey of Computer Information Systems 3
HRM110 Introduction to Hospitality and Tourism Management 3
HRM120 Hotel Facility Management 3
HRM126 Food Service Cost Systems 2
HRM130 Guest Services Management 3
HRM140 Food Production Concepts 3
HRM244 Quality Sanitation Management 3
HRM270 Hospitality Marketing 3
HRM275 Restaurant Management 3
+ HRM280 Hotel and Restaurant Law 3
MGT101 Techniques of Supervision 3

Restricted Electives: (6 credits) Credits
ACC111 Accounting Principles I 3
+ HRM260 Hospitality Human Resources Management 3
TQM101 Quality Customer Service 3

(Note: + indicates course has prerequisites and/or corequisites)
NOTE: Students must earn a grade of “C” or better for each course listed in the “Required Course” area.
### INDUSTRIAL OPERATIONS TECHNOLOGY

**Division Chair - Occupational Education:** Steve Shriver (623) 935-8461

**Degree:** Associate in Applied Science (AAS), Industrial Operations Technology  
*(NOTE: See page 64 for AAS degree requirements.)*

**Certificates:** Industrial Operations Technology

**Program Description:** The Industrial Operations Technology Associate in Applied Science prepares students for employment in industrial plants where they will maintain production line equipment. The program is designed to provide an in-depth study of industrial electricity, motors, and controls, transformers and wiring for industrial applications, programmable logic controls, controls and instrumentation, electro/mechanical devices, industrial air conditioning, and fluid power.

**Admissions Criteria:** Completion of math ASSET test with a minimum score of 43 and departmental approval.

**Required Courses:** (36 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM110</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ELC105</td>
<td>Electricity for Industry</td>
<td>3</td>
</tr>
<tr>
<td>+ELC105LL</td>
<td>Electricity for Industry Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ELC115</td>
<td>Motors, Controls and Wiring Diagrams</td>
<td>3</td>
</tr>
<tr>
<td>+ELC115LL</td>
<td>Motors, Controls and Wiring Diagrams Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ELC219</td>
<td>Programmable Controllers</td>
<td>4</td>
</tr>
<tr>
<td>+FAC186</td>
<td>Electro-Mechanical Devices</td>
<td>3</td>
</tr>
<tr>
<td>+FAC210</td>
<td>Facilities Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>+FAC210LL</td>
<td>Facilities Air Conditioning Systems Lab</td>
<td>1</td>
</tr>
<tr>
<td>+FAC220</td>
<td>Controls and Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>+FAC220LL</td>
<td>Controls and Instrumentation Lab</td>
<td>1</td>
</tr>
<tr>
<td>+GTC181</td>
<td>Introduction to Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td>MAT103AA</td>
<td>Mathematics for Industrial Applications I</td>
<td>2</td>
</tr>
<tr>
<td>+MAT103AB</td>
<td>Mathematics for Industrial Applications II</td>
<td>2</td>
</tr>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Restricted Electives:** (11 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFT105</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>MET100AA</td>
<td>Tool Room I: Introduction to Machine Processes</td>
<td>2</td>
</tr>
<tr>
<td>+MET100AB</td>
<td>Tool Room II: Machine, Processes, and Employment</td>
<td>2</td>
</tr>
<tr>
<td>MET140</td>
<td>Computer-Aided Drafting for Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>+MET103AA</td>
<td>Lathe I: Basic Manual Lathe Operations</td>
<td>1</td>
</tr>
<tr>
<td>+MET103AB</td>
<td>Lathe II: Secondary Manual Lathe Operations</td>
<td>1</td>
</tr>
<tr>
<td>+MET104AA</td>
<td>Mill I: Basic Machine Operations</td>
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</tr>
<tr>
<td>+MET104AB</td>
<td>Mill II: Vertical Mill Attachments</td>
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<tr>
<td>OSH101</td>
<td>Introduction to Environmental Hazardous Materials Technology</td>
<td>3</td>
</tr>
<tr>
<td>OSH102</td>
<td>Introduction to Industrial Hygiene</td>
<td>3</td>
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<tr>
<td>OSH106</td>
<td>Industrial Safety</td>
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<tr>
<td>OSH118</td>
<td>OSHA Standards and Regulations</td>
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<tr>
<td>WLD106</td>
<td>Arc Welding</td>
<td>5</td>
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<tr>
<td>+WLD206</td>
<td>Advanced Welding - Heliarc and Wire Feed</td>
<td>5</td>
</tr>
</tbody>
</table>
General Studies Requirements: (16 Credits)
Core: (9 Credits)

First-Year Composition
+ENG101 First-Year Composition (3) AND
+ENG111 Technical Writing (3) 6
(Note: ENG102 First-Year Composition is acceptable only if ENG111 is not available.)

Oral Communication
(Note: Met by COM110 in Required Course Area.) 0

Critical Reading
+CRE101 Critical and Evaluative Reading I (3) OR
(Note: Equivalent by assessment.)

Mathematics
(Note: Waived. Waiver submitted and on file at District Curriculum Office for MAT103AA and MAT103AB addressing the embedded competencies within occupational program.) 0

Distribution: (7 Credits)
Humanities & Fine Arts
Any approved general education course in the Humanities and Fine Arts area. 3

Social Behavioral Sciences
(Note: Met by SOC101 in Required Course Area.) 0

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

Industrial Operations Technology Certificate Requirements

Program Description: The Industrial Operations Certificate of Completion prepares students for employment in industrial plants where they will maintain production line equipment. The program is designed to provide an in-depth study of industrial electricity, motors, and controls, transformers and wiring for industrial applications, programmable logic controls, controls and instrumentation, electro/mechanical devices, industrial air conditioning, and fluid power.

Admissions Criteria: Completion of math ASSET test with a minimum score of 43 and departmental approval.

Required Courses: (36 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM110</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ELC105</td>
<td>Electricity for Industry</td>
<td>3</td>
</tr>
<tr>
<td>+ELC105LL</td>
<td>Electricity for Industry Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ELC115</td>
<td>Motors, Controls and Wiring Diagrams</td>
<td>3</td>
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<tr>
<td>+ELC115LL</td>
<td>Motors, Controls and Wiring Diagrams Lab</td>
<td>1</td>
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<tr>
<td>+ELC219</td>
<td>Programmable Controllers</td>
<td>4</td>
</tr>
<tr>
<td>+FAC186</td>
<td>Electro-Mechanical Devices</td>
<td>3</td>
</tr>
<tr>
<td>+FAC210</td>
<td>Facilities Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>+FAC210LL</td>
<td>Facilities Air Conditioning Systems Lab</td>
<td>1</td>
</tr>
<tr>
<td>+FAC220</td>
<td>Controls and Instrumentation</td>
<td>3</td>
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<tr>
<td>+FAC220LL</td>
<td>Controls and Instrumentation Lab</td>
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<tr>
<td>+GTC181</td>
<td>Introduction to Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td>MAT103AA</td>
<td>Mathematics for Industrial Applications I</td>
<td>2</td>
</tr>
<tr>
<td>+MAT103AB</td>
<td>Mathematics for Industrial Applications II</td>
<td>2</td>
</tr>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites.)
(Note: Students must earn a grade of "C" or better in all courses within the program.)
**Linux Networking Administration  AAS Degree Requirements**

**Program Description:** The Associate in Applied Science in Linux Networking Administration will help to prepare students for a variety of industry recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will ensure a student’s knowledge and skill level in preparation for employment or for improving current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study.

**Admissions Criteria:** None

(Note: + indicates course has prerequisites and/or corequisites.)

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

**Required Courses:** (24 Credits) | Credits
--- | ---
CIS126DL | Linux Operating System (3) or
CIS126AL | Linux Operating System I (1) and
+CIS126BL | Linux Operating System II (1) and
+CIS126CL | Linux Operating System III (1) 3
+CIS238DL | Linux System Administration 3
+CIS240DL | Linux Network Administration 3
+CIS271DL | Linux Security 3
+CIS239DL | Linux Shell Scripting 3
CNT140 | Cisco Networking Basics (4) or
MST140 | Microsoft Networking Essentials (3) or
+GIS190 | Introduction to Local Area Networks (3) 3-4
+BPC170 | Computer Maintenance I: A+ Prep (3) or
+BPC273 | Advanced Server Computer Maintenance: (3) 3
MST150 | Microsoft Windows Professional (any module) 3

**Restricted Electives:** (12 Credits)

CIS105 | Survey of Computer Information Systems (3) or
BPC110 | Computer Usage and Applications (3) 3
MST140 | Microsoft Networking Essentials (3) or
CNT140 | Cisco Networking Basics (4) or
+GIS190 | Introduction to Local Area Networks (3) 3-4
+BPC/CIS224 | Project Management Microsoft Project for Windows 3
+CIS270 | Essentials of Network and Information Security 3
BPC/CIS121AB | MS-DOS Operating System 1
**Linux Networking Administration AAS Degree Requirements (Cont.)**

<table>
<thead>
<tr>
<th>Course Code/CF</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (any module)</td>
<td>3</td>
</tr>
<tr>
<td>+MST152</td>
<td>Microsoft Windows Server (any module)</td>
<td>4</td>
</tr>
<tr>
<td>+MST155</td>
<td>Implementing Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>+MST157</td>
<td>Implementing Windows Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>+MST232</td>
<td>Managing a Windows Network Environment</td>
<td>3</td>
</tr>
<tr>
<td>+CNT150</td>
<td>Cisco Network Router Technologies</td>
<td>4</td>
</tr>
<tr>
<td>+CNT160</td>
<td>Cisco Switching Basics and Intermediate Routing</td>
<td>3</td>
</tr>
<tr>
<td>+CNT170</td>
<td>Cisco Project-Based Learning</td>
<td>3</td>
</tr>
<tr>
<td>+CNT120</td>
<td>Adobe Web Design</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>CIS120DC</td>
<td>Computer Graphics: Macromedia Flash</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS133DA</td>
<td>The Internet/World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>+CIS233DA</td>
<td>Web Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>+BPC170</td>
<td>Computer Maintenance I: A+ Prep (3) or</td>
<td></td>
</tr>
<tr>
<td>+BPC270</td>
<td>Microcomputer Maintenance II</td>
<td>3</td>
</tr>
<tr>
<td>+BPC273</td>
<td>Advanced Server Computer Maintenance: Server+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+CIS296WC</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>CIS298AC</td>
<td>Special Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Studies Requirements: (25 Credits)**

**Core: (15 Credits)**

**First-Year Composition:**
- +ENG101       First-Year Composition (3) AND
- +ENG102       First-Year Composition (3)            6

**Oral Communication:**
Any approved course in the Oral Communication area 3
(Note: Equivalent as indicated by assessment)

**Critical Reading:**
- +CRE101       Critical and Evaluative Reading I or
  (Note: Equivalent as indicated by assessment) 3

**Mathematics:**
- +MAT102       Mathematical Concepts/Applications or
  (Note: Higher) 3

**Distributions: (10 Credits)**

**Humanities and Fine Arts**
Any approved general education course in the Humanities and Fine Arts area.

**Social Behavioral Sciences:**
Any approved general education course in Social and Behavioral Sciences area.

**Natural Sciences:**
Any approved general education course in the Natural Science area.
Linux Associate Certificate Requirements

Program Description: The Linux Associate certificate will help to prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will ensure a student’s knowledge and skill level in preparation for employment or for improving current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes.
(Note: Students must earn a grade of “C” or better for all courses required within the program.)
(Note: +indicates course has prerequisites and/or corequisites)

Admission Criteria: None

Required Courses: (12 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS126DL</td>
<td>Linux Operating System (3) or</td>
<td></td>
</tr>
<tr>
<td>CIS126AL</td>
<td>Linux Operating System I (1) and</td>
<td></td>
</tr>
<tr>
<td>+CIS126BL</td>
<td>Linux Operating System II (1) and</td>
<td></td>
</tr>
<tr>
<td>+CIS126CL</td>
<td>Linux Operating System III (1)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS238DL</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>+CIS240DL</td>
<td>Linux Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>+CIS271DL</td>
<td>Linux Security</td>
<td>3</td>
</tr>
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</table>

Restricted Electives: (12 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS/BPC121AB</td>
<td>MS DOS Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials (3) or</td>
<td></td>
</tr>
<tr>
<td>CNT140</td>
<td>Cisco Networking Basics (4) or</td>
<td>3-4</td>
</tr>
<tr>
<td>+CIS 190</td>
<td>Introduction to Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (any module) (3)</td>
<td>3</td>
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<tr>
<td>+CNT150</td>
<td>Cisco Networking Router Technologies</td>
<td>4</td>
</tr>
<tr>
<td>BPC/CIS133DA</td>
<td>The Internet/World Wide Web (3) or</td>
<td></td>
</tr>
<tr>
<td>+CNT120</td>
<td>Adobe Web Design</td>
<td>3</td>
</tr>
<tr>
<td>+CIS233DA</td>
<td>Web Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS224</td>
<td>Project Management Microsoft Project for Windows</td>
<td>3</td>
</tr>
<tr>
<td>+BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+BPC273</td>
<td>Advanced Server Computer Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>+CIS239DL</td>
<td>Linux Shell Scripting</td>
<td>3</td>
</tr>
<tr>
<td>+CIS270</td>
<td>Essentials of Network and Information Security</td>
<td>3</td>
</tr>
</tbody>
</table>
Linux Networking Administration Certificate Requirements

Program Description: The Linux Networking Administration certificate will help to prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will ensure a student’s knowledge and skill level in preparation for employment or for improving current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

(Note: Students must earn a grade of “C” or better for all courses required within the program.)

(Note: +indicates course has prerequisites and/or corequisites)

Admission Criteria: None

Required Courses: (24 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS126DL</td>
<td>Linux Operating System (3) or</td>
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</tr>
<tr>
<td>CIS126AL</td>
<td>Linux Operating System I (1) and</td>
<td></td>
</tr>
<tr>
<td>+ CIS126BL</td>
<td>Linux Operating System II (1) and</td>
<td></td>
</tr>
<tr>
<td>+ CIS126CL</td>
<td>Linux Operating System III (1)</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS238DL</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS240DL</td>
<td>Linux Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS271DL</td>
<td>Linux Security</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS239DL</td>
<td>Linux Shell Scripting</td>
<td>3</td>
</tr>
<tr>
<td>CNT140</td>
<td>Cisco Networking Basics (4) or</td>
<td></td>
</tr>
<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials (3) or</td>
<td></td>
</tr>
<tr>
<td>+ CIS190</td>
<td>Introduction to Local Area Networks (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>+ BPC170</td>
<td>Computer Maintenance I: A+ Prep (3) or</td>
<td></td>
</tr>
<tr>
<td>+ BPC273</td>
<td>Advanced Server Maintenance: Server+ Prep (3)</td>
<td>3</td>
</tr>
<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (any module)</td>
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Restricted Electives: (12 Credits)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3) or</td>
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<td>MST150</td>
<td>Microsoft Windows Professional (any module)</td>
<td>3</td>
</tr>
<tr>
<td>+MST152</td>
<td>Microsoft Windows Server (any module)</td>
<td>4</td>
</tr>
<tr>
<td>+MST155</td>
<td>Implementing Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>+MST157</td>
<td>Implementing Windows Directory Services</td>
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</tr>
<tr>
<td>+MST232</td>
<td>Managing a Windows Network Environment</td>
<td>3</td>
</tr>
<tr>
<td>+CNT150</td>
<td>Cisco Network Router Technologies</td>
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</tr>
<tr>
<td>+CNT160</td>
<td>Cisco Switching Basics and Intermediate Routing</td>
<td>3</td>
</tr>
<tr>
<td>+CNT170</td>
<td>Cisco Wide Area Networks (WAN) Technologies</td>
<td>3</td>
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<tr>
<td>+CNT120</td>
<td>Adobe Web Design</td>
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<tr>
<td>BPC/CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop</td>
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<td>CIS120DC</td>
<td>Computer Graphics: Macromedia Flash</td>
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<td>BPC/CIS133DA</td>
<td>The Internet/World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>+CIS233DA</td>
<td>Web Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>+BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+BPC270</td>
<td>Microcomputer Maintenance II</td>
<td>3</td>
</tr>
<tr>
<td>+BPC273</td>
<td>Advanced Server Computer Maintenance: Server+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+CIS296WC</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>CIS298AC</td>
<td>Special Projects</td>
<td>3</td>
</tr>
</tbody>
</table>
## Linux Professional Certificate Requirements

**Program Description:** The Linux Professional certificate will help to prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will ensure a student’s knowledge and skill level in preparation for employment or for improving current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

(Note: Students must earn a grade of “C” or better for all courses required within the program.)

(Note: +indicates course has prerequisites and/or corequisites)

**Admission Criteria:** None

### Required Courses: (6 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS126DL</td>
<td>Linux Operating System (3)</td>
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</tr>
<tr>
<td>CIS126AL</td>
<td>Linux Operating System I (1) and</td>
<td></td>
</tr>
<tr>
<td>+CIS126BL</td>
<td>Linux Operating System II (1) and</td>
<td></td>
</tr>
<tr>
<td>+CIS126CL</td>
<td>Linux Operating System III (1)</td>
<td></td>
</tr>
<tr>
<td>+CIS238DL</td>
<td>Linux System Administration</td>
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</table>

### Restricted Electives: (6 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS/BPC121AB</td>
<td>MS DOS Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials (3) or</td>
<td></td>
</tr>
<tr>
<td>CNT140</td>
<td>Cisco Networking Basics (4) or</td>
<td>3-4</td>
</tr>
<tr>
<td>+CIS190</td>
<td>Introduction to Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (any module) (3)</td>
<td>3</td>
</tr>
<tr>
<td>+CNT150</td>
<td>Cisco Networking Router Technologies</td>
<td>4</td>
</tr>
<tr>
<td>+CIS240DL</td>
<td>Linux Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>+CIS271DL</td>
<td>Linux Security</td>
<td>3</td>
</tr>
<tr>
<td>+CIS270</td>
<td>Essentials of Network and Information Security</td>
<td>3</td>
</tr>
<tr>
<td>+BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
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<tr>
<td>+BPC273</td>
<td>Advanced Server Computer Maintenance: Server+</td>
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</tr>
</tbody>
</table>

## MICROSOFT NETWORKING TECHNOLOGY

**Division Chair - Instructional Computing:** Valerie Akuna (623) 935-8079

**Degree:** Associate in Applied Science (AAS), Microsoft Networking Technology

(Note: See page 64 for AAS degree requirements.)

**Certificates:**
- Microsoft Product Specialist
- Microsoft Systems Administration
- Microsoft Systems Engineer

### Microsoft Networking Technology AAS Degree Requirements

**Program Description:** The Associate in Applied Science in Microsoft Networking Technology provides training for a supervisory-level position working with Windows networks. The program develops skills to implement a network infrastructure and install, configure, monitor, optimize, and troubleshoot Windows server, and Windows client workstations. Courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Administrator (MCSD), and Microsoft Certified Systems Engineer (MCSE) examinations. The curriculum is taught by Microsoft Certified Professionals.
Microsoft Networking Technology AAS Degree Requirements (Cont.)

**Job Description:** A Microsoft Networking administrator will be required to perform various tasks such as developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, interoperating with various operating systems, working with local area networks as well as metropolitan area networks and wide area networks, training end users, and working as a system administrator.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study.

(Note: + indicates course has prerequisites and/or corequisites)
(Note: ++ indicates any module.)

**NOTE:** Students must earn a grade of “C” or better for all courses required within the program. Overall program minimum GPA, = 2.00.

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**Program Prerequisites:** None

<table>
<thead>
<tr>
<th>Required Courses: (24-25 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area Note:</strong> Selected courses will not apply in both Required Courses and Restricted Electives area.</td>
<td></td>
</tr>
<tr>
<td>BPC/CIS121AB MS-DOS Operating System</td>
<td>1</td>
</tr>
<tr>
<td>+BPC170 Computer Maintenance I: A+ Prep</td>
<td>3</td>
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<tr>
<td>CIS102 Interpersonal and Customer Service Skills for IT Professionals</td>
<td>1</td>
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<td>CIS126DA UNIX Operating System (3) OR</td>
<td></td>
</tr>
<tr>
<td>CIS126AA UNIX Operating System: Level I (1) AND</td>
<td></td>
</tr>
<tr>
<td>+CIS126BA UNIX Operating System: Level II (1) AND</td>
<td></td>
</tr>
<tr>
<td>+CIS126CA UNIX Operating System: Level III (1)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS190 Introduction to Local Area Networks OR (3)</td>
<td></td>
</tr>
<tr>
<td>CNT140 Cisco Networking Basics (4) OR</td>
<td></td>
</tr>
<tr>
<td>MST140 Microsoft Networking Essentials (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>MST150++ Any MST150 course</td>
<td>3</td>
</tr>
<tr>
<td>(Note: Selected course will not apply to both required courses and restricted electives area.)</td>
<td></td>
</tr>
<tr>
<td>+MST152++ Any MST152 course</td>
<td>3-4</td>
</tr>
<tr>
<td>(Note: Selected course will not apply to both required courses and restricted electives area.)</td>
<td></td>
</tr>
<tr>
<td>+MST155 Implementing Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>+MST232 Managing a Windows Network Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Restricted Electives: (13 Credits)**

**Area Note:** Selected courses will not apply in both required courses and restricted electives area.

**Note:** Students should select thirteen (13) credits from the following courses in consultation with a program advisor:

- BPC110 Computer Usage and Applications (3) OR
- CIS105 Survey of Computer Information Systems (3) 3
- +BPC171 Recycling Used Computer Technology 1-3
- +BPC270 Microcomputer Maintenance II 3
- +CIS150 Programming Fundamentals 3
Microsoft Networking Technology AAS Degree Requirements (Cont.)

+ CIS159 Visual Basic Programming I 3
+ CIS162AB C++: Level I (3) OR
+ CIS162AC Visual C++: Level I (3) 3
+ CIS191 Novell Netware System Administration 3
+ CIS296A+ Computer Information Systems Internship (Any Module) (1-3) OR
+ CIS296W+ Cooperative Education (Any Module) (1-4) 1-4
(Note: Students may select no more than four (4) credits combined from CIS290AA-AC and CIS296WA-WD courses.)
+ CNT150 Cisco Networking Router Technologies 4
  MST150++ Any MST150 course 3
(Note: Selected course will not apply in both required courses and restricted electives area.)
+ MST152++ Any MST152 course 3-4
(Note: Selected course will not apply in both required courses and restricted electives area.)
+ MST157 Implementing Window Directory Services 3
+ MST242 Microsoft Exchange Server 4
+ MST244 Microsoft SQL Server Administration 3
+ MST252 Microsoft Windows Network Upgrade 3
+ MST253 Designing a Microsoft Windows 2000 Directory Services Infrastructure 3
+ MST254 Microsoft SQL Server Design & Implementation 3
+ MST255 Designing Windows Network Infrastructure 3
+ MST259 Designing Windows Network Security 3
MST298A++ Special Projects (Any module) 1-3

General Education Requirements: (25 Credits)
Core: (15 Credits)

First-Year Composition:
+ ENGI01 First-Year Composition (3) AND
+ ENGI02 First-Year Composition (3) OR
+ ENGI07 First-Year Composition for ESL (3) AND
+ ENGI08 First-Year Composition for ESL (3) 6

Oral Communication:
Any approved general education course in the Oral Communication area 3

Critical Reading:
+ CREI01 Critical and Evaluative Reading I (3) OR
  equivalent as indicated by assessment 3

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

DISTRIBUTION: (10 Credits)

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

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

Natural Sciences:
Any approved general education course in the Natural Sciences area 4
Microsoft Product Specialist Certificate Requirements

Program Description: The Certificate of Completion in Microsoft Product Specialist provides training for an entry-level position working with Windows networks. Knowledge and skills are developed to install, configure, customize, optimize, and troubleshoot Windows servers and Windows client workstations. Courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE) examinations. The curriculum is taught by Microsoft Certified Professionals.

Job Description: A Microsoft Product Specialist will be required to perform various tasks such as installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, and working with system administrators and end users.

(Note: Students must earn a grade of “C” or better for all courses required within the program. Overall program minimum G.P.A. = 2.00.)
(Note: + indicates course has prerequisites and/or corequisites.)
(Note: ++ indicates any module.)

Program Prerequisites: (3 Credits)

CIS105 Survey of Computer Information Systems (3) OR Permission of Department or Division 3

Required Courses: (13-15 Credits)

BPC/CIS121AB MS-DOS Operating System 1
+BPC170 Computer Maintenance I: A+ Prep 3
+CIS190 Introduction to Local Area Networks (3) OR
CNT140 Cisco Networking Basics (4) OR
MST140 Microsoft Networking Essentials (3) 3-4
MST150++ Any MST150 course 3-4
MST152++ Any MST152 course 3-4

(Note: Students must earn a grade of “C” or better for all courses required within the program. Overall program minimum G.P.A. = 2.00.)
(Note: + indicates course has prerequisites and/or corequisites.)
(Note: ++ indicates any module.)

Microsoft Systems Administration Certificate Requirements

Program Description: The Certificate of Completion in the Microsoft Systems Administration provides training for professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft Server operating systems. Courses in the program also prepare for Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE) examinations.

Job Description: The Microsoft Certified Systems Administrator (MCSA) will be required to implement, to manage, and to troubleshoot networks containing messaging services, file and print servers, and firewalls in addition to configuring Internet access, to enabling remote access for users, and to managing client computers.

(Note: Students must earn a grade of “C” or better for all courses required within the program. Overall program minimum G.P.A. = 2.00.)
(Note: + indicates course has prerequisites and/or corequisites.)
(Note: ++ indicates any module.)
Program Prerequisites: (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3) OR</td>
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<td></td>
<td>Permission of Department or Division</td>
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Required Courses: (20-21 Credits)

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC/CIS121AB</td>
<td>MS-DOS Operating System</td>
<td>1</td>
</tr>
<tr>
<td>+ BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS190</td>
<td>Introduction to Local Area Networks (3) OR</td>
<td></td>
</tr>
<tr>
<td>CNT140</td>
<td>Cisco Networking Basics (4) OR</td>
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<td>MST140</td>
<td>Microsoft Networking Essentials (3)</td>
<td>3-4</td>
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<tr>
<td>MST150++</td>
<td>Any MST150 course</td>
<td>3</td>
</tr>
<tr>
<td>MST152++</td>
<td>Any MST152 course</td>
<td>4</td>
</tr>
<tr>
<td>+ MST155</td>
<td>Implementing Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>+ MST232</td>
<td>Managing Windows Network Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

Microsoft Systems Engineer Certificate Requirements

Program Description: The Certificate of Completion in Microsoft Systems Engineer provides training for an intermediate- to supervisory-level position working with Windows networks. The program develops skills to install, configure, customize, optimize, and troubleshoot Windows servers, Windows client workstations, Microsoft Backoffice products. Courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE) examinations. The curriculum is taught by Microsoft Certified Professionals.

Job Description: A Microsoft Systems Engineer will be required to perform various tasks such as developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, training end users, and working as a system administrator.

(Note: Students must earn a grade of “C” or better for all courses required within the program. Overall program minimum GPA = 2.00.)

(Note: + indicates course has prerequisites and/or corequisites.)

(Note: ++ indicates any module.)

Program Prerequisites: (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3) OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permission of Department or Division</td>
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Required Courses: (32-33 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BPC/CIS121AB</td>
<td>MS-DOS Operating System</td>
<td>1</td>
</tr>
<tr>
<td>+ BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS190</td>
<td>Introduction to Local Area Networks (3) OR</td>
<td></td>
</tr>
<tr>
<td>CNT140</td>
<td>Cisco Networking Basics (4) OR</td>
<td></td>
</tr>
<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>MST150++</td>
<td>Any MST150 course</td>
<td>3</td>
</tr>
<tr>
<td>MST152++</td>
<td>Any MST152 course</td>
<td>4</td>
</tr>
<tr>
<td>+ MST155</td>
<td>Implementing Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>+ MST157</td>
<td>Implementing Windows Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>+ MST232</td>
<td>Managing a Windows Network Environment</td>
<td>3</td>
</tr>
<tr>
<td>+ MST244</td>
<td>Microsoft SQL Server Administration</td>
<td>3</td>
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<tr>
<td>+ MST253</td>
<td>Designing a Microsoft Windows 2000 Directory Services</td>
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<tr>
<td></td>
<td>Infrastructure (3) OR</td>
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<tr>
<td>+ MST259</td>
<td>Designing Windows Network Security (3)</td>
<td>3</td>
</tr>
<tr>
<td>+ MST255</td>
<td>Designing Windows Network Infrastructure</td>
<td>3</td>
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</tbody>
</table>
NETWORKING TECHNOLOGY: CISCO

Division Chair - Instructional Computing: Valerie Akuna (623) 935-8079

Degree: Associate in Applied Science (AAS), Networking Technology: Cisco
(NOTE: See page 64 for AAS degree requirements.)

Certificates: Networking Administration: Cisco
Networking Technology: Cisco

Networking Technology: Cisco AAS Degree Requirements

Program Description: Estrella Mountain Community College, a Cisco Systems recognized Regional Academy, prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Associate of Applied Science in Networking Technology: Cisco provides training for a supervisory position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); use the MS-DOS operating systems; troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network; develop methods for customer service; and describe the basic components of electronic systems. Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Job Description: A Cisco Networking Administrator will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs). Additional skills that are necessary include using the MS-DOS operating systems, troubleshooting problems with various common hardware and software configurations, performing administrative tasks in a network, developing methods for customer service, and utilizing electronic systems.

Opportunities: Cisco Systems is the world’s largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Administrators are outstanding.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year.

Required Courses: (25 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC/CIS121AB</td>
<td>MS-DOS Operating System</td>
<td>1</td>
</tr>
<tr>
<td>+ BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
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<tr>
<td>CIS102</td>
<td>Interpersonal and Customer Service Skills for IT Professionals</td>
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<tr>
<td>CIS126DA</td>
<td>UNIX Operating System (3) OR</td>
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</tr>
<tr>
<td>CIS126AA</td>
<td>UNIX Operating System: Level I (1) AND</td>
<td></td>
</tr>
<tr>
<td>+ CIS126BA</td>
<td>UNIX Operating System: Level II (1) AND</td>
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</tr>
<tr>
<td>+ CIS126CA</td>
<td>UNIX Operating System: Level III (1) OR</td>
<td></td>
</tr>
<tr>
<td>+ CIS191</td>
<td>Novell NetWare System Administration (3) OR</td>
<td></td>
</tr>
<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (3)</td>
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<tr>
<td>CNT140</td>
<td>Cisco Networking Basics</td>
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</tr>
<tr>
<td>+ CNT150</td>
<td>Cisco Networking Router Technologies</td>
<td>4</td>
</tr>
<tr>
<td>+ CNT160</td>
<td>Cisco Switching Basics and Intermediate Routing</td>
<td>3</td>
</tr>
<tr>
<td>+ CNT170</td>
<td>Cisco Wide Area Networks (WAN) Technologies</td>
<td>3</td>
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<tr>
<td>ELT100</td>
<td>Survey of Electronics</td>
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### Restricted Electives: (15 Credits)

<table>
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<th>Course Title</th>
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<td>Computer Usage and Application</td>
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<td>CIS105</td>
<td>Survey of Computer Information Systems (3)</td>
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<td>CIS126DA</td>
<td>UNIX Operating System (3)</td>
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<tr>
<td>CIS126AA</td>
<td>UNIX Operating System: Level I (1) AND</td>
<td>1</td>
</tr>
<tr>
<td>+ CIS126BA</td>
<td>UNIX Operating System: Level II (1) AND</td>
<td>1</td>
</tr>
<tr>
<td>+ CIS126CA</td>
<td>UNIX Operating System: Level III (1) OR</td>
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</tr>
<tr>
<td>+ CIS191</td>
<td>Novell NetWare System Administration (3) OR</td>
<td>3</td>
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<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (3)</td>
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</tr>
<tr>
<td>+ CIS190</td>
<td>Introduction to Local Area Networks OR</td>
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<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials</td>
<td>3</td>
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<tr>
<td>+ CIS270</td>
<td>Essentials of Network and Information Security</td>
<td>3</td>
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<td>+ CIS296WA-WD</td>
<td>Cooperative Education (1-4)</td>
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<tr>
<td>CIS298AA-AC</td>
<td>Special Projects</td>
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<tr>
<td>+ MST145</td>
<td>Microsoft Client System Administration</td>
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</tr>
<tr>
<td>+ MST240</td>
<td>Microsoft Transmission Control Protocol/Internet Protocol (TCP/IP)</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)
(Note: Students must earn a grade of “C” or better for each course listed in the “Required Course” area.)
(Note: A course cannot be used to satisfy both Required Courses and Restricted Electives areas.)

### General Education Requirements: (25 Credits)

#### Core: (15 Credits)

**First-Year Composition:**
- + ENG101 First Year Composition AND 3
- + ENG102 First Year Composition 3

**Oral Communication:**
- COM100 Introduction to Human Communication (3) OR 3
- COM110 Interpersonal Communication (3) OR 3
- + COM230 Small Group Communication (3) 3

**Critical Reading:**
- + CRE101 Critical and Evaluative Reading I (3) OR 3
  Equivalent as indicated by assessment.

**Mathematics:**
- + MAT102 Mathematical Concepts/Applications 3

**Distribution: (10 Credits)**

#### Humanities and Fine Arts:
- Any approved general education course in the Humanities and Fine Arts area 3

#### Social and Behavioral Sciences:
- Any approved general education course in the Social and Behavioral Sciences area 3

#### Natural Sciences:
- Any approved general education course in the Natural Sciences area 4
Networking Technology: Cisco Certificate Requirements

Program Description: Estrella Mountain Community College, a Cisco Systems recognized Regional or Local Academy, prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Certificate of Completion in Networking Technology: Cisco provides training for a supervisory position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs), use the MS-DOS operating systems; troubleshoot problems with various common hardware and software configurations; and perform administrative tasks in a network; Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year.

(Note: + indicates course has prerequisites and/or corequisites)

NOTE: Students must earn a grade of “C” or better for each course listed in the “Required Courses” area.

Required Courses: (21 Credits)

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<th>Course Title</th>
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<td>+ BPC170</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>CIS126DA</td>
<td>UNIX Operating System (3) OR</td>
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</tr>
<tr>
<td>CIS126AA</td>
<td>UNIX Operating System: Level I (1) AND</td>
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<tr>
<td>+ CIS126BA</td>
<td>UNIX Operating System: Level II (1) AND</td>
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<td>+ CIS126CA</td>
<td>UNIX Operating System: Level III (1) OR</td>
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<td>Novell NetWare System Administration (3) OR</td>
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<td>Microsoft Windows Professional (3)</td>
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<tr>
<td>+ CNT150</td>
<td>Cisco Networking Router Technologies</td>
<td>4</td>
</tr>
<tr>
<td>+ CNT160</td>
<td>Cisco Switching Basics and Intermediate Routing</td>
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</tr>
<tr>
<td>+ CNT170</td>
<td>Cisco Wide Area Networks (WAN) Technologies</td>
<td>3</td>
</tr>
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</table>

Networking Administration: Cisco Certificate Requirements

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

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year.

Required Courses: (14 Credits)

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<tr>
<td>+ CNT150</td>
<td>Cisco Networking Router Technologies</td>
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</tr>
<tr>
<td>+ CNT160</td>
<td>Cisco Switching Basics and Intermediate Routing</td>
<td>3</td>
</tr>
<tr>
<td>+ CNT170</td>
<td>Cisco Wide Area Networks (WAN) Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

NOTE: Students must earn a grade of “C” or better for each course listed in the “Required Courses” area.
ORACLE

Oracle Database Administration Certificate Requirements

Program Description: This program provides students with the latest Oracle Database Administration skills necessary to perform the duties of an Oracle DBA as well as the requisite knowledge needed for the Oracle Certified Professional (OCP) Program examinations.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year.

Program Prerequisites: (8 Credits)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BPC/CIS123AA</td>
<td>1</td>
</tr>
<tr>
<td>CIS105</td>
<td>3</td>
</tr>
<tr>
<td>CIS122AC</td>
<td>1</td>
</tr>
<tr>
<td>+ ENG101</td>
<td>3</td>
</tr>
<tr>
<td>OAS108</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Courses: (16 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ CIS119DO</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS119DP</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS119DQ</td>
<td>2</td>
</tr>
<tr>
<td>+ CIS119DR</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS164AG</td>
<td>2</td>
</tr>
<tr>
<td>MGT101</td>
<td>3</td>
</tr>
<tr>
<td>MGT175</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

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

ORGANIZATIONAL LEADERSHIP

Division Chair - Occupational Education: Steve Shriver  (623) 935-8461

Degree: Associate in Applied Science (AAS), Organizational Leadership

Certificate: Organizational Leadership

Organizational Leadership AAS Degree Requirements

Program Description: This program is designed to provide students with knowledge and skills to meet the challenges of a changing workplace. Courses will prepare students by developing leadership and communication skills and techniques for planning, directing and evaluating business situations. This program will also present procedures for effective allocation of time, money, materials, space and personnel.

Required Courses: (17-18 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>3</td>
</tr>
<tr>
<td>BPC110</td>
<td>3</td>
</tr>
<tr>
<td>GBS110</td>
<td>3</td>
</tr>
<tr>
<td>+ GBS233</td>
<td>2-3</td>
</tr>
<tr>
<td>+ TQM105</td>
<td>2-3</td>
</tr>
<tr>
<td>MGT175</td>
<td>3</td>
</tr>
<tr>
<td>GBS151</td>
<td>3</td>
</tr>
<tr>
<td>MGT101</td>
<td>3</td>
</tr>
<tr>
<td>MGT229</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

NOTE: Students must earn a grade of “C” or better for each course in the “Required Courses” area.
Restricted Electives: (19-22 Credits)
Students must choose 19-22 industry/job specific elective credits and have them approved by the department chair. These industry/job specific credits must include a minimum of 9 credits with a common prefix. These restricted electives must be chosen from the core requirements of an AAS Degree program, Certificate, or a specialized program of study.

General Education Requirements: (25-27 Credits)
Core: (15-17 Credits)
First-Year Composition:
+ Any approved general education course in the First-Year Composition area 6
Oral Communication:
+ Any approved general education course in the Oral Communications area 3
Critical Reading:
+ Any approved general education course in the Critical Reading area 3
Mathematics:
+ MAT102 Mathematical Concepts/Applications (3) OR
+ MAT120 Intermediate Algebra (5) OR
+ MAT122 Intermediate Algebra (3) 3-5
Distribution: (10 Credits)
Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area 3
Social and Behavioral Sciences:
Any approved general studies course in the Social and Behavioral Sciences area 3
Natural Sciences:
Any approved general education course in the Natural Sciences area 4
(Note: + indicates course has prerequisites and/or corequisites)
NOTE: Students must earn a grade of “C” or better for each course in the “Required Courses” area.

Organizational Leadership Certificate Requirements
Program Description: This program is designed to provide students with knowledge and skills to meet the challenges of a changing workplace. Courses will prepare students by developing leadership and communication skills and techniques for planning for, directing and evaluating business situations. This program will also present procedures for effective allocation of time, money, materials, space and personnel.

Required Courses: (17-18 Credits)  Credits
CIS105 Survey of Computer Information Systems (3) OR 3
BPC110 Computer Usage and Applications (3) 3
GBS110 Human Relations in Business and Industry (3) OR 3
MGT251 Human Relations in Business (3) 3
+ GBS233 Business Communications (3) OR 3
+ TQM105 Writing for Quality Results (2) 2-3
MGT175 Business Organization and Management 3
GBS151 Introduction to Business 3
MGT101 Techniques of Supervision (3) OR 3
MGT229 Management and Leadership I (3) 3
(Note: + indicates course has prerequisites and/or corequisites)
NOTE: Students must earn a grade of “C” or better for each course in the “Required Courses” area.
**POWER PLANT TECHNOLOGY**

Division Chair - Occupational Education: Steve Shriver  (623) 935-8461

**Power Plant Technology AAS Degree Requirements**

Program Description: The Associate of Applied Science in Power Plant Technology is designed to provide power plant staff/apprentices with trade-related classroom training as required by the US Department of Labor, Bureau of Apprenticeship and Training, and the State of Arizona, Apprenticeship Division. This program consists of a core curriculum that is common to all power plant apprenticeships. The apprentice selects a track of study - mechanical, electrical, instrumentation, heating ventilation and air conditioning, welding or machining – to complete specialized, craft-related training.

**Admission Criteria:**
Acceptance to Power Plant Technology program.

**Required Courses: (21 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC101AA</td>
<td>Introduction to Microcomputers I: IBM</td>
<td>1</td>
</tr>
<tr>
<td>GTC/FAC/MIT/OSH106</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>GTC/MET107</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>+ GTC/MET108</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>GTC216</td>
<td>Properties of Materials</td>
<td>3</td>
</tr>
<tr>
<td>PPT101</td>
<td>Hand and Power Tools</td>
<td>1</td>
</tr>
<tr>
<td>PPT103</td>
<td>Print Reading and Plant Drawings</td>
<td>1</td>
</tr>
<tr>
<td>PPT118</td>
<td>Conduct of Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>PPT200</td>
<td>Industry Events</td>
<td>1</td>
</tr>
<tr>
<td>PPT202</td>
<td>Plant Systems and Components I</td>
<td>2</td>
</tr>
<tr>
<td>+ PPT203</td>
<td>Plant Systems and Components II</td>
<td>2</td>
</tr>
<tr>
<td>PPT204</td>
<td>Measuring and Test Equipment</td>
<td>1</td>
</tr>
</tbody>
</table>

**Restricted Elective: (17 Credits)**

Students will select one of the following tracks and complete 17 craft-related credits from the list of restricted elective courses indicated in each specialty track below.

**Track I: Power Plant Technology: Mechanical**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPT102</td>
<td>Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>PPT104</td>
<td>Properties of Materials</td>
<td>1</td>
</tr>
<tr>
<td>PPT105</td>
<td>Air Compressor Principles</td>
<td>1</td>
</tr>
<tr>
<td>PPT106</td>
<td>Diesel Engine Systems</td>
<td>1</td>
</tr>
<tr>
<td>PPT107</td>
<td>Lubrication</td>
<td>1</td>
</tr>
<tr>
<td>PPT108</td>
<td>Turbines</td>
<td>1</td>
</tr>
<tr>
<td>PPT109</td>
<td>Pipefitting Auxiliaries I</td>
<td>2</td>
</tr>
<tr>
<td>PPT110</td>
<td>Valves Maintenance I</td>
<td>2</td>
</tr>
<tr>
<td>PPT112</td>
<td>Principles of Machining</td>
<td>3</td>
</tr>
<tr>
<td>PPT113</td>
<td>Pumps I</td>
<td>2</td>
</tr>
<tr>
<td>PPT114</td>
<td>Drive and Gear Components</td>
<td>1</td>
</tr>
<tr>
<td>PPT115</td>
<td>Hydraulics and Pneumatics</td>
<td>2</td>
</tr>
<tr>
<td>PPT116</td>
<td>Introduction to Welding and Metal Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>PPT117</td>
<td>Forklift Operations</td>
<td>1</td>
</tr>
<tr>
<td>PPT119</td>
<td>Instrument Air Compressor Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>PPT205</td>
<td>Rigging</td>
<td>2</td>
</tr>
<tr>
<td>PPT206</td>
<td>Bearings</td>
<td>1</td>
</tr>
<tr>
<td>PPT207</td>
<td>Heat Exchangers</td>
<td>1</td>
</tr>
<tr>
<td>PPT208</td>
<td>Thermal Insulation</td>
<td>0.5</td>
</tr>
<tr>
<td>+ PPT209</td>
<td>Pipefitting Auxiliaries II</td>
<td>2</td>
</tr>
</tbody>
</table>
### Power Plant Technology AAS Degree Requirements (Cont.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPT210</td>
<td>Valve Maintenance II</td>
<td>3</td>
</tr>
<tr>
<td>PPT211</td>
<td>Couplings</td>
<td>0.5</td>
</tr>
<tr>
<td>PPT212</td>
<td>Control Valves and Actuators</td>
<td>1</td>
</tr>
<tr>
<td>PPT213</td>
<td>Pumps II</td>
<td>3</td>
</tr>
<tr>
<td>PPT214</td>
<td>Machine Alignment</td>
<td>3</td>
</tr>
<tr>
<td>PPT215</td>
<td>Relief and Safety Valves</td>
<td>1</td>
</tr>
<tr>
<td>PPT217</td>
<td>Refueling Overview</td>
<td>1</td>
</tr>
<tr>
<td>PPT218</td>
<td>Lathe Operations</td>
<td>2</td>
</tr>
<tr>
<td>PPT219</td>
<td>Milling Machine Operations</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Track II: Power Plant Technology: Electrical

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC119</td>
<td>Concepts of Electricity and Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELC120</td>
<td>Solid State Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ELC210</td>
<td>AC Machinery and DC Machinery</td>
<td>3</td>
</tr>
<tr>
<td>ELC217</td>
<td>Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELC218</td>
<td>Variable Frequency Drives</td>
<td>3</td>
</tr>
<tr>
<td>ELT101</td>
<td>Mathematics for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>ELT102</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>ELT113</td>
<td>Basic Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELT131</td>
<td>Digital and Logic Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELT195</td>
<td>Solid State Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELT251</td>
<td>Electronic Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>NET183AA</td>
<td>Operating Systems/PC</td>
<td>2</td>
</tr>
<tr>
<td>PPT102</td>
<td>Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>PPT115</td>
<td>Hydraulics and Pneumatics</td>
<td>2</td>
</tr>
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</table>

#### Track III: Power Plant Technology: Instrumentation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT101</td>
<td>Mathematics for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>ELT102</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>ELT113</td>
<td>Basic Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELT131</td>
<td>Digital and Logic Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELT251</td>
<td>Electronic Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>NET183AA</td>
<td>Operating Systems/PC</td>
<td>2</td>
</tr>
<tr>
<td>PPT102</td>
<td>Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>PPT115</td>
<td>Hydraulics and Pneumatics</td>
<td>2</td>
</tr>
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</table>

#### Track IV: Power Plant Technology: Heating, Ventilation and Air Conditioning

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FAC101</td>
<td>Refrigeration Components and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>FAC101LL</td>
<td>Refrigeration Components and Applications I Lab</td>
<td>1</td>
</tr>
<tr>
<td>FAC105</td>
<td>Electricity for Industry</td>
<td>3</td>
</tr>
<tr>
<td>FAC105LL</td>
<td>Electricity for Industry Lab</td>
<td>1</td>
</tr>
<tr>
<td>FAC115</td>
<td>Motors, Controls and Wiring Diagrams</td>
<td>3</td>
</tr>
<tr>
<td>FAC115LL</td>
<td>Motors, Controls and Wiring Diagrams Lab</td>
<td>1</td>
</tr>
<tr>
<td>FAC210</td>
<td>Facilities Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>FAC210LL</td>
<td>Facilities Air Conditioning Systems Lab</td>
<td>1</td>
</tr>
<tr>
<td>HVA112</td>
<td>Heating and Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>HVA112LL</td>
<td>Heating and Air Conditioning Lab</td>
<td>1</td>
</tr>
<tr>
<td>HVA143</td>
<td>Load Calculation and Duct Design</td>
<td>3</td>
</tr>
<tr>
<td>HVA234</td>
<td>HVAC and Refrigeration Installation</td>
<td>3</td>
</tr>
<tr>
<td>HVA234LL</td>
<td>HVAC and Refrigeration Installation Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Track V: Power Plant Technology: Welding

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD101</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td>WLD106</td>
<td>Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td>+WLD201</td>
<td>Welding II</td>
<td>3</td>
</tr>
<tr>
<td>+WLD206</td>
<td>Advanced Welding – Heliarc and Wire Feed</td>
<td>5</td>
</tr>
<tr>
<td>+WLD208</td>
<td>Advanced Arc Welding – Certification</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Track VI: Power Plant Technology: Machining

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET102</td>
<td>Machine Processes, Theory and Application</td>
<td>5</td>
</tr>
<tr>
<td>MET105</td>
<td>Computer-Aided Drafting for Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MET110</td>
<td>Survey of Manufacturing Materials</td>
<td>1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>MET114</td>
<td>Machine Trades Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>+MET115</td>
<td>Geometric Dimensioning and Tolerancing – Technologist Level</td>
<td>3</td>
</tr>
<tr>
<td>+MET122</td>
<td>Inspection Techniques</td>
<td>3</td>
</tr>
<tr>
<td>+MET203</td>
<td>Machine Tools</td>
<td>5</td>
</tr>
<tr>
<td>+MET206</td>
<td>CNC Programming</td>
<td>3</td>
</tr>
<tr>
<td>+MET236</td>
<td>CAD/CAM Computer Numerical Control (CNC) Programming</td>
<td>3</td>
</tr>
<tr>
<td>+MET260</td>
<td>Tooling and Fixturing</td>
<td>3</td>
</tr>
<tr>
<td>+MET264</td>
<td>Manufacturing Process Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Studies Requirements: (22 Credits)**

**Core: (12 Credits)**

**First-Year Composition:**

- +ENG101 First-Year Composition (3) AND
- +ENG102 First-Year Composition (3) OR
- +ENG111 Technical Writing (3)

**Oral Communication:**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3)

**Critical Reading:**

- +CRE101 Critical and Evaluative Reading I (3) OR
- +CRE111 Critical Reading for Business and Industry (3) OR
- Equivalent by Assessment

**Mathematics:**

Waived.

0

**Distribution: (10 Credits)**

**Humanities and Fine Arts:**

Any approved general education course in the Humanities and Fine Arts area

3

**Social and Behavioral Sciences:**

Any approved general education course in the Social and Behavioral Sciences area

3

**Natural Sciences:**

- +PHY110 Fundamentals of Physical Science

4

(Note: + indicates course has prerequisites and/or corequisites)

**NOTE:** Students must earn a grade of “C” or better for all courses required within the program.
**PROGRAMMING AND SYSTEM ANALYSIS**

Division Chair - Instructional Computing: Valerie Akuna  (623) 935-8079

Degree: Associate in Applied Science (AAS), Programming and System Analysis  
(NOTE: See page 64 for AAS degree requirements.)

Certificate: Programming and System Analysis

**Programming and System Analysis AAS Degree Requirements**

**Program Description:** This program is designed to provide students with an in depth exploration of different computer language and technical skills. It includes operating systems, local area networks, business communication, team roles, and dynamics.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year.

**Program Prerequisites:** (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+CRE101</td>
<td>Critical and Evaluative Reading I (3) OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equivalent by assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Courses:** (28 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS117DM</td>
<td>Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS121AB</td>
<td>MS-DOS Operating System (1) OR</td>
<td></td>
</tr>
<tr>
<td>CIS121AE</td>
<td>Windows Operating System: Level I (1) OR</td>
<td></td>
</tr>
<tr>
<td>CIS126AA</td>
<td>UNIX Operating System: Level I (1)</td>
<td>1</td>
</tr>
<tr>
<td>+CIS150</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+CIS159</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>+CIS162</td>
<td>C Programming: Level I (any module)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS163AA</td>
<td>Java Programming: Level I</td>
<td>3</td>
</tr>
<tr>
<td>+CIS190</td>
<td>Introduction to Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>+CIS225</td>
<td>Business Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>+GBS233</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Restricted Electives:** (15 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS126DA</td>
<td>UNIX Operating System</td>
<td>3</td>
</tr>
<tr>
<td>+CIS166</td>
<td>Web Scripting/Programming (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS166AA</td>
<td>Introduction to JavaScripting (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS166AB</td>
<td>Web Scripting with Perl/CGI (3)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS169</td>
<td>Introduction to Visual Basic for Applications</td>
<td>3</td>
</tr>
<tr>
<td>+CIS224</td>
<td>Project Management Microsoft Project for Windows</td>
<td>3</td>
</tr>
<tr>
<td>+CIS250</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>+CIS259</td>
<td>Visual Basic Programming II</td>
<td>3</td>
</tr>
<tr>
<td>+CIS262</td>
<td>C Programming: Level II (any module)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS263AA</td>
<td>Java Programming: Level II</td>
<td>3</td>
</tr>
<tr>
<td>+CIS290AC</td>
<td>Computer Information Systems Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Programming and System Analysis: AAS Degree Requirements (cont.)**

**General Studies Requirements:** (22 Credits)

**Core:** (12 Credits)

**First-Year Composition:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ENG101</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL (3) AND</td>
<td></td>
</tr>
<tr>
<td>+ENG102</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG108</td>
<td>First-Year Composition for ESL (3)</td>
<td>6</td>
</tr>
</tbody>
</table>
Oral Communication:  
Any approved general education course in the Oral Communication area 3

Critical Reading:  
+ Met by CRE101 in Program Prerequisites area 0

Mathematics:  
+ MAT212 Brief Calculus 3

Distribution: (10 Credits)  

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

Social and Behavioral Sciences:  
ECN111 Macroeconomic Principles (3) OR  
ECN112 Microeconomic Principles (3) 3

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

(Note: + indicates course has prerequisites and/or corequisites)

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

Programming and System Analysis Certificate Requirements

Program Description: This program is designed to provide students with an in depth exploration of different computer language and technical skills. It includes operating systems, local area networks, business communication, team roles, and dynamics.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year.

Required Courses: (28 Credits)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS117DM</td>
<td>Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS121AB</td>
<td>MS-DOS Operating System (1) OR</td>
<td></td>
</tr>
<tr>
<td>CIS121AE</td>
<td>Windows Operating System: Level I (1) OR</td>
<td></td>
</tr>
<tr>
<td>CIS126AA</td>
<td>UNIX Operating System: Level I (1)</td>
<td>1</td>
</tr>
<tr>
<td>+CIS150</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+CIS159</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>+CIS162</td>
<td>C Programming: Level I (any module)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS163AA</td>
<td>Java Programming: Level I</td>
<td>3</td>
</tr>
<tr>
<td>+CIS190</td>
<td>Introduction to Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>+CIS225</td>
<td>Business Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>+GBS233</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

NOTE: Students must earn a grade of “C” or better for all courses required within the program.
## RETAIL MANAGEMENT

**Division Chair - Occupational Education:** Steve Shriver  (623) 935-8461  
**Certificate:** Retail Management

### Retail Management Certificate Requirements

Program Description: The Retail Management Certificate is designed to prepare individuals working in the food industry, and related fields, for the management challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner.

#### Required Courses: (30 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage &amp; Application (3) OR</td>
<td></td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td></td>
</tr>
<tr>
<td>+ENG101</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL</td>
<td></td>
</tr>
<tr>
<td>GBS131</td>
<td>Business Calculations (3) OR</td>
<td></td>
</tr>
<tr>
<td>+MAT102</td>
<td>Mathematical Concepts &amp; Applications (3)</td>
<td></td>
</tr>
<tr>
<td>+GBS233</td>
<td>Business Communication</td>
<td></td>
</tr>
<tr>
<td>COM110</td>
<td>Interpersonal Communication (3) OR</td>
<td></td>
</tr>
<tr>
<td>IND133</td>
<td>Speaking in Business</td>
<td></td>
</tr>
<tr>
<td>MGT101</td>
<td>Techniques of Supervision (3) OR</td>
<td></td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I</td>
<td></td>
</tr>
<tr>
<td>MGT179</td>
<td>Utilizing the Human Resource Department (3) OR</td>
<td></td>
</tr>
<tr>
<td>MGT276</td>
<td>Personnel/Human Resources Management</td>
<td></td>
</tr>
<tr>
<td>+MKT268</td>
<td>Merchandising</td>
<td></td>
</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)  
**NOTE:** Students must earn a grade of “C” or better in all courses within the program.

## SMALL BUSINESS MANAGEMENT

**Division Chair - Occupational Education:** Steve Shriver  (623) 935-8461  
**Certificate:** Small Business Management

### Small Business Management Certificate Requirements

Program Description: This program is designed to meet the needs of individuals who wish to own and/or manage a small business. It is a flexible program composed of one and two-credit courses, which can be offered on non-traditional schedules and can be completed rapidly. These factors increase the opportunity for more members of the small business community to take advantage of these courses. This program offers a planned content core. Students earn a certificate upon program completion. Persons who complete this program exit with a complete business plan.

**Note:** Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner.

#### Required Courses: (9 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBS200</td>
<td>Small Business Operations</td>
<td>2</td>
</tr>
<tr>
<td>SBS202</td>
<td>Small Business Bookkeeping and Tax Preparation</td>
<td>1</td>
</tr>
<tr>
<td>SBS203</td>
<td>Financing and Cash Management for a Small Business</td>
<td>1</td>
</tr>
<tr>
<td>SBS204</td>
<td>Small Business Marketing and Advertising</td>
<td>2</td>
</tr>
<tr>
<td>SBS214</td>
<td>Small Business Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>SBS220</td>
<td>Internet Marketing for Small Business</td>
<td>2</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

**NOTE:** Students must earn a grade of “C” or better in all courses within the program.
TEACHER ASSISTING

Division Chair - Occupational Education: Steve Shriver (623) 935-8461
Degree: Associate in Applied Science (AAS), Teacher Assisting
(Note: See page 64 for AAS degree requirements.)

Teacher Assisting AAS Degree Requirements

Program Description: This program is designed to prepare for employment as an assistant to the classroom teacher in grades k-12. The curriculum includes experiences as a teacher assistant in an educational setting under the leadership and supervision of a professional teacher. The program provides foundation work, which will allow the aide to pursue a higher degree in the field of education.

Note: Students should consult with an advisor in planning their academic schedule in order to complete degree or certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, students may find it necessary to extend completion time lines and attend day, evening and summer classes.

<table>
<thead>
<tr>
<th>Required Courses: (6 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU205 Self Assessment for Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EDU221 Introduction to Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restricted Electives: (9 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU222 Introduction to the Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>EDU230 Cultural Diversity in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU291 Children’s Literature (3) OR ENH291 Children’s Literature 3</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restricted Electives: (9 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU282AA Volunteerism for Education: A Service Learning Experience (1) OR EDU282AB Volunteerism for Education: A Service Learning Experience (2) OR EDU282AC Volunteerism for Education: A Service Learning Experience (3) OR EDU296WA Cooperative Education (1) OR EDU296WB Cooperative Education (2) OR EDU296WC Cooperative Education (3)</td>
<td>1-3</td>
</tr>
<tr>
<td>+ENG213 Introduction to the Study of Language</td>
<td>3</td>
</tr>
<tr>
<td>POS220 U.S. and Arizona Constitution</td>
<td>3</td>
</tr>
</tbody>
</table>

Free Electives: (25 Credits)

General Studies Requirements: (24-27 Credits)
Core: (15-17 Credits)

First-Year Composition:
+ ENG101 First-Year Composition (3) AND + ENG102 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND +ENG108 First-Year Composition for ESL (3) 6
**Oral Communication:**
- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3)
- +COM225 Public Speaking (3) OR
- +COM230 Small Group Communication (3)

**Critical Reading:**
- +CRE101 Critical and Evaluative Reading I 3

**Mathematics:**
- +MAT102 Mathematical Concepts/Applications (3) OR
- +MAT120 Intermediate Algebra (5) OR
- +MAT122 Intermediate Algebra (3) OR
  (Note: equivalent as indicated by assessment OR approved mathematics courses which are required in a specific AAS program or satisfactory completion of a higher level mathematics course) 3-5

**Distribution: (9-10 Credits)**

**Humanities and Fine Arts:**
Any approved general education course in the Humanities and Fine Arts area 2-3

**Social and Behavioral Sciences:**
Any approved general education course in the Social and Behavioral Science area 3

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

(Note: + indicates course has prerequisites and or corequisites.)
TOTAL QUALITY MANAGEMENT

Division Chair - Occupational Education: Steve Shriver (623) 935-8461
Certificate: Total Quality Management

Total Quality Management Certificate Requirements

Program Description: This program prepares students to be competitive in today’s domestic and global economies. It provides the student quality management theories and skills to better serve both internal and external customers. Emphasis is on practical application of skills and knowledge.

Required Courses: (9 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TQM101</td>
<td>Quality Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>TQM201</td>
<td>Total Quality Concepts</td>
<td>2</td>
</tr>
<tr>
<td>TQM214</td>
<td>Principles of Process Improvement</td>
<td>2</td>
</tr>
<tr>
<td>TQM230</td>
<td>Teamwork Dynamics</td>
<td>2</td>
</tr>
</tbody>
</table>

NOTE: Students must earn a grade of “C” or better for each course listed in the “Required Courses” area.

WEB DEVELOPMENT

Division Chair - Instructional Computing: Valerie Akuna (623) 935-8079
Certificate: Web Developer

Web Developer Certificate Requirements

Program Description: This certificate prepares a software developer to properly create and maintain web applications. In addition to web page development, this certificate prepares software developers to fully manage and develop corporate web systems using interactive applications. Developers will be able to write programs to manage corporate database via the web.

Required Courses: (30 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS117DM</td>
<td>Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS120DC</td>
<td>Computer Graphics: Macromedia Flash</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop (3) OR</td>
<td></td>
</tr>
<tr>
<td>BPC/CIS120AF</td>
<td>Computer Graphics: Adobe Photoshop: Level I (1) AND</td>
<td></td>
</tr>
<tr>
<td>BPC/CIS120BF</td>
<td>Computer Graphics: Adobe Photoshop: Level II (1) AND</td>
<td></td>
</tr>
<tr>
<td>BPC/CIS120CF</td>
<td>Computer Graphics: Adobe Photoshop: Level III (1)</td>
<td>3</td>
</tr>
<tr>
<td>CIS126AA</td>
<td>UNIX Operating System: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS/BPC133DA</td>
<td>The Internet/World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>+CIS166</td>
<td>Web Scripting/Programming (any module)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS233DA</td>
<td>The Internet Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>+CIS234</td>
<td>XML Application Development</td>
<td>3</td>
</tr>
<tr>
<td>+CIS235</td>
<td>e-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CIS298AB</td>
<td>Special Projects (2) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS290AB</td>
<td>Computer Information Systems Internship (2) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS296WB</td>
<td>Cooperative Education (2)</td>
<td>2</td>
</tr>
</tbody>
</table>

(Note: + indicates course has prerequisites and/or corequisites)

NOTE: Students must earn a grade of “C” or better for each course listed within the program.)
No matter what Associate of Applied Science Degree students are pursuing, Estrella Mountain offers many general education, occupational, and prerequisite courses. Because Estrella Mountain is a member of the Maricopa Community College District, all Estrella Mountain courses transfer to any college within the system. This means that all degree programs offered at sister institutions are available to Estrella Mountain students through a 1+1 program. In many cases, students can obtain the first year of college coursework at Estrella Mountain and then transfer to a sister community college to complete the second year of coursework in the chosen occupational field. Advisors are located in Komatke Hall to provide students with additional information about program requirements.

HEALTH CARE INTEGRATED EDUCATIONAL SYSTEM (HCIES)

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care professions’ practice, the MCCD integrated the curriculum of all allied health and nursing programs. All HCIES program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various HCIES program pathways will meet the community’s demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways.

There are three levels to the program; Estrella Mountain offers Level I which includes the following courses:

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130AA</td>
<td>Health Care Today</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behavior in Health Care</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication &amp; Team Work in the Health Care Organization</td>
<td>1</td>
</tr>
<tr>
<td>HCCI09</td>
<td>CPR for Health Care Provider</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Estrella Mountain also offers some courses in Level II:

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC140</td>
<td>Medical Terminology for Health Care Workers</td>
<td>2</td>
</tr>
<tr>
<td>HCC130AE</td>
<td>Legal and Ethical Issues in Health Care</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in the Health Care Setting</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Contact Steve Shriver, Division Chair for Occupational Education at (623) 935-8461.
The SouthWest Skill Center opened summer of 1999 at Estrella Mountain Community College. Age Requirement: 16 years of age, 18 years of age for Nursing Assistant Program and Practical Nurse Program.

Classes begin Every Monday, with the daytime program running Monday through Friday from 8:00am-4:00pm, and the evening program running Monday through Thursday from 5:00pm-9:00pm, with the exception of the Nursing Program which runs from 3:00 pm to 9:30pm, Monday through Thursday.

Tuition is $4.10 per clock hour, lab fees are applied accordingly per program, and there is a $5.00 registration fee. Lab and registration fees are nonrefundable. Tuition and fees apply from July 1, 2004 through June 30, 2005, and are subject to change per Governing Board approval.

Rio Salado College Learning Center
SouthWest Skill Center students, as well as members of the community at large, are welcomed to participate in Rio Salado’s Learning Center programs. The Center offers instructor-led classes as well as independent learning opportunities through computer-assisted instruction, audio and video tapes, textbooks and study guides.

Students can increase their basic skills in math, writing, reading comprehension and, if necessary, prepare to pass the high school equivalency exam (GED). Non-English speaking students can become proficient in the English language through the ESOL (English for Speakers of Other Languages) program. All services are offered at no cost to the student. Many Learning Center graduates are referred to EMCC to continue their education.

Hours of operation are Monday through Thursday, 8:00am-12:00pm and 1:00pm-4:00pm; Tuesday, Wednesday, and Thursday, 5:00pm-8:00pm, and Friday, 8:00am-12:00pm

For information, please call (623) 535-2764.

Maricopa Workforce Development Center
A Workforce Development Center, often called a One Stop Career Center is part of the SouthWest Skill Center. Hours of operation are Monday through Friday, 8:00am-5:00pm

Services offered include:
- Assesment of interest, aptitudes, and work preferences
- Career planning guidance
- Access to job leads and labor market information
- Utilization of computers, fax machines and copiers for developing and submitting resume/application packets.
- Job search/retention assistance workshops
- Career libraries containing resource material related to career and training opportunities.
- Information and referral to community organizations that can provide further assistance.
Business Technology Occupations Program

Students develop computer and office skills to prepare for jobs in today’s automated offices. Graduates can secure employment as information processors, data entry clerks, image keyers, and customer service representatives. For more information, contact Steve Villa, Instructor, at (623) 535-2700.

Certificates of Completion:

- Introduction to Computers: 70 clock hours
- Introduction to Computer Skills: 140 clock hours
- File Clerk: 245 clock hours
- Data Entry Clerk: 350 clock hours
- Introduction to the Internet: 280 clock hours
- Introduction to Windows XP: 280 clock hours
- File Clerk with/10Key by Touch: 350 clock hours
- Office Clerk: 455 clock hours
- Microsoft Office Suite: 420 clock hours
- Receptionist: 525 clock hours
- Receptionist with Elective: 630 clock hours
- Office Assistant: 735 clock hours
- Office Assistant with Microsoft Office Access: 840 clock hours
- Office Assistant with Introduction to the Internet: 840 clock hours
- Office Assistant with Basic Accounting Skills: 840 clock hours
- Office Assistant with Microsoft Office Suite: 945 clock hours
- Office Assistant with Microsoft Office Suite and Basic Accounting Skills: 1050 Clock Hours

Introduction to Computers: Introductory course in fundamentals of computers, including hardware components, operating system characteristics, and basic software applications.

Ten Key by Touch: Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing numeric keys and symbols.

Keyboarding Skills: Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols.

Microsoft Word 2002: Use of Word to create, manipulate and print documents on a microcomputer. Concepts and skill development to format, layout and design quality documents. Skill development to produce professional quality documents and web pages utilizing efficiency tools including macros, merge processing and table formatting.

Microsoft Excel 2002: Use of Excel to create, edit, save and print worksheets. 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. Produce worksheets utilizing macros for template development and automation of repetitious tasks, and methods for storage and management of data.

Microsoft Powerpoint 2002: Use of Powerpoint software to produce professional quality presentation visuals. Add movement and sound to desktop presentations to enhance audience attention.

Microsoft Access 2002: Use of Access to create, edit and selectively report data. Manipulate data files, generate data entry screens, generate complex reports with multiple level totals, transport data between a computer database program and other programs. Creation and use of command files. Analyze data by creating complex queries, enhance forms, and reports.

Introduction to the Internet: Overview of the Internet/World Wide Web and its resources. Hands on experience with various communication tools.
Windows XP  Specific topics include booting and shutting down the computer, navigating the desktop, start button, features task bar status, and receiving on line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and paint application programs.

C-TECH Program

This program, requiring 175 clock hours, is designed to provide students with the knowledge and skills necessary to become entry level technicians in the Network Cabling Industry. After successful completion of the courses, national certification will be issued by C-TECH Associates Inc. For more information, contact Steve Villa, Instructor, at (623) 535-2700.

CTH101 - Introduction to Workplace Ethics  Students will receive an introduction to customer service standards, interviewing skills and techniques, workplace etiquette, professional work image and resume preparation.

CTH102 - Introduction to Telecommunications  Student will have a basic understanding of copper and fiber optic based cabling systems. They will have an exciting insight into telecommunications...past...present...and...future.

CTH103 - Introduction to Network Cabling - Copper Based Systems  Student will benefit from the work ready skills in networking at the physical layer level, while using the hands on training aid ... ACT with DAVE, a “live” simulation of a work related experience.

CTH104 - Introduction to Fiber Optics - The Physical Layer  Students will be provided with a theoretical and hands-on knowledge of Fiber Optics. This course has been designed with input from industry professionals. Students will develop skills and theory sought by employers of entry-level technicians.

Health Care Core Curriculum

The following courses make up the pathway that can lead a student into the Medical Assistant Program, the Medical Terminology & Transcription Program and/or the Nursing Assistant Program. Individual program requirements follow this listing.

HCC109 - CPR for Health Care Provider  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 automated, external defibrillation and resuscitation equipment. Prerequisites: None. Cross-References: RES109

HCC130AA - Health Care Today  Overview of current 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. Prerequisites: None.

HCC130AB - Workplace Behaviors in Health Care  Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Prerequisites: None.

HCC130AC - Personal Wellness and Safety  Introduces healthful living practices to include nutrition, stress management, and exercise. Includes Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Prerequisites: None.
HCC130AD - Communication and Teamwork in Health Care Organizations Emphasis on basic communication skills which facilitate 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.

HCC130AE - Legal and Ethical Issues in Health Care Basic, legal terminology used in the health care setting. Basic legal concepts related to health care employment. Identification of ethical guidelines including client privacy and rights and ethical decision making. Prerequisites: None.

HCC130AF - Decision Making in the Health Care Setting Principles and application of the decision making. Description and application of process improvement and the relationships to the decision making model. Prerequisites: None.

HCC145AA - Medical Terminology for Health Care Workers I Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

Medical Assistant Program
Students learn clinical and administrative skills needed to work in a doctor’s office. Medical Assistants are skilled professionals who can run a busy office and handle the medical tests performed in a doctor’s office. As part of MCCD’s Health Care Integrated Education System, the South West Skill Center Medical Assistant courses cover the same content material as the MCCD college credit courses and are included in an articulation agreement, which make them transferable within the MCCD college district. For more information, contact Robert Delaney, Coordinator, at (623) 535-2720.

Certificates of Completion:
- Front and Back Office 910 clock hours
- Front Office 497 clock hours
- Back Office 413 clock hours
- Insurance & Billing 259 clock hours

Health Care Core Curriculum
- HCC109 - CPR for Health Care Provider
- HCC130AA - Health Care Today
- HCC130AB - Workplace Behaviors in Health Care
- HCC130AC - Personal Wellness and Safety
- HCC130AD - Communication and Teamwork in Health Care Organizations
- HCC130AE - Legal and Ethical Issues in Health Care
- HCC130AF - Decision Making in the Health Care Setting
- HCC145AA - Medical Terminology for Health Care Workers I

Medical Assistant Curriculum
HCE102 - Orientation to the Physiological and Psychological Body Systems Application of basic physiology and psychology of body systems as they relate to an entry-level health care professional’s role. Prerequisites: HCC130, HCC145 or (HCC145AA, HCC145AB, and HCC145AC), or permission of instructor.

HCE109 - Phlebotomy & Specimen Processing Basic Skills Theory and practice of basic phlebotomy and specimen processing including laboratory test codes, equipment, and procedures. Prerequisites: None. Corequisites: HCC130, HCC145AA or permission of coordinator.
HCE110 - **Fundamental Phlebotomy Skills** Application of fundamental phlebotomy techniques in a clinical laboratory setting or health care environment. Prerequisites: HCE109 or permission of coordinator.

HCE167 - **Laboratory Testing in Patient Care Service Centers** Basic point of care testing in a clinical setting. Includes procedures for urinalysis, whole blood hematology, glucose monitoring, cholesterol and coagulation testing. Specimen collection and handling. Compliance with Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regulations. Prerequisites: None. Corequisites: HCC130, HCC145, or permission of coordinator.

HCE221 - **Administration of Medication** Principles and procedures for administering medications. Includes classifications, uses, effects, legal regulations, calculating dosages, and correct terminology. Emphasis on oral and parenteral drug administration. Prerequisites: None. Corequisites: HCC130, HCC145, or permission of coordinator.

HCE222 - **Clinical Procedures** Principles and procedures for the medical assistant. Methods of assisting clinicians with physical examinations, procedures, treatments, and minor surgical procedures in the medical office. Includes vital signs, height, and weight, collection of patient data and documentation. Prerequisites: None. Corequisites: HCC130, HCC145, or permission of coordinator.

HCE226 - **Administrative Procedures** Principles and procedures for front office administrative skills. Methods of telephone management, correspondence and mail processing, appointment scheduling, medical records management and data collection. Includes medical assistant as office manager. Prerequisites: None. Corequisites: HCC130, HCC145 or permission of coordinator.

HCE227 - **Insurance, Billing & Coding** Application of insurance, coding and billing. Includes legal and ethical issues, federal state, and private insurance claims. Procedural and diagnostic coding, and banking and accounting principles. Prerequisites: None. Corequisites: HCC130, HCC145, or permission of coordinator.

HCE229 - **Automated Computer System for Medical Office Management** Principles and procedures in using an office automated computerized system for entering patient information and tracking patient billing. Includes use of accounting cycle from originating data to closing ledger entries. Prerequisites: None. Corequisites: HCC130, HCC145 or equivalent or permission of coordinator.

HCE251 - **Emergencies in the Medical Office** Prerequisites: None. Corequisites: HCC130, HCC145, or permission of coordinator.

HCE261 - **Applied EKG** Entry-Level training to professionally perform, process, and explain the electrocardiogram. Overview of cardiac anatomy, physiology, and conduction systems. Overview of commonly encountered drugs in cardiac medicine. Data collection, selection, processing, and presentation of the appropriate medical/clinical professional to review. Selected specific non-invasive cardiac testing procedures. Prerequisites: None. Corequisites: HCC130, HCC145, or permission of coordinator.

HCE274 - **Administrative Medical Assisting Externship** Practicum in administrative medical assisting. Application of administrative duties procedures, and knowledge derived from medical assisting courses. Prerequisites: HCC130, HCC145, HCE226, HCE227, HCE/BPC229, and permission of coordinator.

HCE275 - **Clinical Medical Assisting Externship** Practicum in clinical medical assisting. Application of clinical skills, procedures, and knowledge derived from medical assisting courses. Prerequisites: HCC130, HCC145, HCE104, HCE109, HCE110, HCE167, HCE221, HCE222, HCE251, HCE261, and permission of coordinator.
Medical Terminology & Transcription Program

Medical Terminology & Transcription 736 clock hours

Health Care Core Curriculum

HCC109 - CPR for Health Care Provider
HCC130AA - Health Care Today
HCC130AB - Workplace Behaviors in Health Care
HCC130AC - Personal Wellness and Safety
HCC130AD - Communication and Teamwork in Health Care Organizations
HCC130AE - Legal and Ethical Issues in Health Care
HCC130AF - Decision Making in the Health Care Setting
HCC145AA - Medical Terminology for Health Care Workers I

Medical Terminology & Transcription Curriculum

HCC145AB - Medical Terminology for Health Care Workers II Additional medical terms used in health care. Body systems approach to more detailed terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using standard word parts. Common abbreviations and symbols and term spelling. Prerequisites: HCC145AA.

HCC145AC - Medical Terminology for Health Care Workers III Medical terminology used with special care populations and in special services. Includes obstetric, pediatric, mental health, diagnostic imaging, oncology, and surgery terms. Use of word parts and term spelling. Prerequisites: HCC145AA and HCC145AB, or HCC146.

MTR100 - Medical Transcription Career Overview Role and responsibilities of the transcriptionist. Importance of medical records. Joint Commission on Accreditation of Health Care Organizations (JCAHCO) standards for medical records and the role of American Association of Medical Transcriptionist. Professional ethics and standards, certification and continuing education. Job opportunities. Prerequisites: None.

MTR101 - Medical Transcription Applications Introduction to entering and formatting medical reports. Emphasis on accuracy, spelling and punctuation. Operation and maintenance of dictation and transcription equipment. Use of standard reference materials. Prerequisites: typing proficiency at 50WPM (or OAS103AA and OAS103AB) and BPC135DK and admission to program or permission of coordinator.

MTR 103 - Pharmacology Medical Transcriptionist Drug standards, sources, prescription symbols and abbreviations. Basic functions of body systems relevant to commonly prescribed drugs. Emphasis on spelling of drug names and utilization of references books. Prerequisites: None.

MTR 201 - Physician’s Office Transcriptionist Transcription of doctor’s office medical records suitable for permanent record of patient care. Transcriptions’ proofreading skills. Emphasis on proper formatting, accuracy, speed and skill building. Utilization of appropriate resources and medicolegal principles. Prerequisites: Admission to program or MTR101 or permission of department.

MTR202 - Medical Surgical Transcription Transcription of inpatient medical and surgical documents suitable for permanent records of patient care. Transcriptionists proofreading and editing dictation. Application of medicolegal principles of inpatient and outpatient clinical settings. Prerequisites: Admission to program or MTR101 or permission of coordinator.

MTR203 - Diagnostic Therapeutic Transcription Transcribing reports of diagnostic and therapeutic areas of medicine from both inpatient and outpatient health care services. Clarifying and editing dictation discrepancies. Prerequisites: Admission to program or MTR101 or permission of coordinator.
MTR270 - Advanced Medical Terminology Comprehensive human anatomy and physiology medical terminology according to body systems. Terminology and abbreviations form pharmacology, surgery, psychiatry, oncology, radiology, laboratory and radiotherapy specialties. Emphasis on spelling and pronunciation. Prerequisites: Admission to the Medical Transcription Program, or HCC145, or permission of the instructor.

MTR272 - Medical Transcription Practicum Knowledge and skills mastered in previous/current medical transcription courses applied in the work environment. Prerequisites: Admission to program or MTR101, or permission of the coordinator; and (MTR/PHT103, MTR201, MTR202, and MTR203).

NURSING: MARICOPA COMMUNITY COLLEGE DISTRICT NURSING PROGRAM (MCCDNP)

Degree/Certificate: Certificate of Completion in Nurse Assisting Certificate of Completion in Practical Nursing Associate in Applied Science Degree in Nursing

Program Description: The Maricopa Community College District Nursing Program (MCCDNP) is available at six Maricopa Colleges, Maricopa Skill Center, and the Southwest Skill Center at Estrella Mountain Community College. The nursing pathway provides multiple exit points for employment that begins with Nurse Assisting and continues to the Practical Nurse certificate and Registered Nurse degree program. The Nursing Program provides eligibility for students seeking certification and licensure through the Arizona State Board of Nursing. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing. The MCCD Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006. 212.363.5555, ext 153.

Program Offerings:
Southwest Skill Center at Estrella Mountain: (Nursing Assisting & Practical Nursing ONLY) Telephone: 623-535-2702

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

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

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111).
Health Declaration
It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health & Safety requirements for MCCD Nursing Programs
1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Negative urine drug screen.

Grade Requirements
Student must obtain a C grade or better or pass in P/Z graded courses in all courses in program.

Course Fee Information
Please see class schedule for information regarding course fees.

The Nursing Assisting Pathway
The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as certified nurse assistant. Completion of the nurse assistant program of study provides job ready skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements.

Practical Nurse Pathway
Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurse (L.P.N.) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness and health promotion activities for clients and families across the life span.

Registered Nurse Pathway
Associate in Applied Science Degree in Nursing Program
The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, chronic and community based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Curriculum Descriptions
Nursing Program Requirements
Certificate of Completion in Nursing Assisting
Admission Requirements:
Completed Health & Safety Documentation Checklist and Health Declaration Form required for enrollment.
## Practical Nurse Pathway

### Certificate of Completion in Practical Nursing

**Admissions Requirements:**
- High School diploma or GED
- Official college transcripts
- Nursing Program Application
- Completed Health & Safety Documentation Checklist and Health Declaration Forms required for enrollment

### Prerequisite Courses: (8 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130</td>
<td>Fundamentals of Health Care of Delivery OR</td>
<td>3</td>
</tr>
<tr>
<td>HCC130AA</td>
<td>Health Care Today (.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behavior in Health Care (.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety (.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Team Work in the Health Care Organizations (.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AE</td>
<td>Legal Issues in Health Care (.5) AND</td>
<td></td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in Health Care Setting (.5)</td>
<td></td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>NUR156</td>
<td>Nurse Assisting</td>
<td>2</td>
</tr>
<tr>
<td>NUR157</td>
<td>Nursing Assisting Lab</td>
<td>2</td>
</tr>
<tr>
<td>+ENG101</td>
<td>First Year Composition</td>
<td>3</td>
</tr>
<tr>
<td>+CRE101</td>
<td>Critical/Eval Reading (or Test Exempt)</td>
<td>0-3</td>
</tr>
<tr>
<td>+CHM130</td>
<td>Fundamental Chemistry AND</td>
<td>0.4</td>
</tr>
<tr>
<td>+CHM130LL</td>
<td>Fundamental Chemistry Lab OR</td>
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</tr>
<tr>
<td>+BIO201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>+BIO202</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>+MAT120</td>
<td>Intermediate Algebra (5) OR</td>
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</tr>
<tr>
<td>+MAT121</td>
<td>Intermediate Algebra (4) OR</td>
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</tr>
<tr>
<td>+MAT122</td>
<td>Intermediate Algebra (3) OR</td>
<td></td>
</tr>
<tr>
<td>PSY101</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+BIO205</td>
<td>Microbiology</td>
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</table>

### Required Courses: (8 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+FON241</td>
<td>Principles of Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>+HCR240</td>
<td>Human Pathophysiology (4) OR</td>
<td></td>
</tr>
<tr>
<td>+HCR240AA</td>
<td>Human Pathophysiology I (2) AND</td>
<td></td>
</tr>
<tr>
<td>+HCR240AB</td>
<td>Human Pathophysiology II (2)</td>
<td></td>
</tr>
<tr>
<td>+NUR161</td>
<td>Nurse Process and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>+NUR163</td>
<td>Health Assessment and Health Promotion I</td>
<td>1</td>
</tr>
<tr>
<td>+NUR167</td>
<td>Pharmacology and Medication Admin I</td>
<td>1</td>
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</table>
### Practical Nursing Certificate Requirements (cont.)

#### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>+NUR169</td>
<td>Nursing Science</td>
</tr>
<tr>
<td>+NUR181</td>
<td>Nursing Process and Critical Thinking II</td>
</tr>
<tr>
<td>+NUR185</td>
<td>Developing the Nurse’s Role Seminar II</td>
</tr>
<tr>
<td>+NUR187</td>
<td>Pharmacology and Medication Admin II</td>
</tr>
<tr>
<td>+NUR189</td>
<td>Nursing Science II</td>
</tr>
</tbody>
</table>

### Registered Nurse Pathway

**Associate in Applied Science in Nursing**

#### Admissions Requirements:
- High School diploma or GED
- Official college transcripts
- Nursing Program Application
- Completed Health & Safety Documentation Checklist and Health Declaration Forms required for enrollment

#### Prerequisite Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130</td>
<td>Fundamentals of Health Care of Delivery OR Health Care Today (.5) AND</td>
</tr>
<tr>
<td>HCC130AA</td>
<td>Workplace Behavior in Health Care (.5) AND</td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Personal Wellness and Safety (.5) AND</td>
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<tr>
<td>HCC130AD</td>
<td>Communication and Team Work in the Health Care Organizations (.5) AND</td>
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<td>HCC130AE</td>
<td>Legal Issues in Health Care (.5) AND</td>
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<td>HCC130AF</td>
<td>Decision Making in Health Care Setting (.5)</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
</tr>
<tr>
<td>NUR156</td>
<td>Nurse Assisting</td>
</tr>
<tr>
<td>NUR157</td>
<td>Nursing Assisting Lab OR Current CNA OR ICAN Placement</td>
</tr>
<tr>
<td>+ENG101</td>
<td>First Year Composition</td>
</tr>
<tr>
<td>+CRE101</td>
<td>Critical/Eval Reading (or Test Exempt)</td>
</tr>
<tr>
<td>+CHM130</td>
<td>Fundamental Chemistry AND</td>
</tr>
<tr>
<td>+CHM130LL</td>
<td>Fundamental Chemistry Lab OR One year high school chemistry</td>
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<tr>
<td>+BIO201</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>+BIO202</td>
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<tr>
<td>+MAT120</td>
<td>Intermediate Algebra (5) OR</td>
</tr>
<tr>
<td>+MAT121</td>
<td>Intermediate Algebra (4) OR</td>
</tr>
<tr>
<td>+MAT122</td>
<td>Intermediate Algebra (3) OR (Higher Level Math Course)</td>
</tr>
<tr>
<td>PSY101</td>
<td>Psychology</td>
</tr>
<tr>
<td>+BIO205</td>
<td>Microbiology</td>
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#### Required Courses:

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>+FON241</td>
<td>Principles of Human Nutrition</td>
</tr>
<tr>
<td>+HCR240</td>
<td>Human Pathophysiology (4) OR</td>
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<tr>
<td>+HCR240AA</td>
<td>Human Pathophysiology I (2) AND</td>
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<tr>
<td>+HCR240AB</td>
<td>Human Pathophysiology II (2)</td>
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<tr>
<td>+NUR161</td>
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<tr>
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<tr>
<td>+NUR181</td>
<td>Nursing Process and Critical Thinking II</td>
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<tr>
<td>+NUR185</td>
<td>Developing the Nurse’s Role I</td>
</tr>
<tr>
<td>+NUR187</td>
<td>Pharmacology and Medication Administration II</td>
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</table>
Required Courses in Nursing (cont.)
+ NUR 189 Nursing Science II 4
+ NUR 261 Nursing Process and Critical Thinking III 3
+ NUR 263 Health Assessment and Health Promotion II 1
+ NUR 267 Pharmacology and Medication Administration III 1
+ NUR 269 Nursing Science III 5
+ NUR 281 Nursing Process and Critical Thinking IV 3
+ NUR 285 Developing the Nurse’s Role II 1
+ NUR 289 Nursing Science IV 6
+ ENG 102 First-Year Composition (3) OR
+ ENG 108 First-Year Composition for ESL (3) 6
+ Any approved Humanities and Fine Arts 2

University Transfer Students
For Students Planning a University Program
Student who are planning to earn the Bachelor of Science in Nursing Degree may obtain their prerequisite courses at the Maricopa Community Colleges. The following courses are suggested for meeting requirements for admission to a baccalaureate nursing program. Prospective students should check the catalog of the school to which they plan to transfer.

CAUTION: Frequent communication with a university advisor is the best safeguard when selecting first and second year courses. Requirements may change from year to year.

Suggested Courses:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<td>Human Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>+BIO202</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>+BIO205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>+CHM130</td>
<td>Fundamental Chemistry</td>
<td>4</td>
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<td>+CHM130LL</td>
<td>Fundamental Chemistry Lab</td>
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<tr>
<td>+CHM230</td>
<td>Fundamental Organic Chemistry</td>
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<tr>
<td>+CHM230LL</td>
<td>Fundamental Organic Chemistry Lab</td>
<td>0</td>
</tr>
<tr>
<td>+ENG101</td>
<td>First Year Composition (3) OR</td>
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<tr>
<td>+ENG107</td>
<td>First Year Composition for ESL</td>
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</tr>
<tr>
<td>+ENG102</td>
<td>First Year Composition (3) OR</td>
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<tr>
<td>+ENG107</td>
<td>First Year Composition for ESL</td>
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<tr>
<td>+FON241</td>
<td>Principles of Human Nutrition</td>
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<td>+</td>
<td>Humanities/Fine Arts Elective - See Advisor</td>
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<tr>
<td>+MAT150</td>
<td>College Algebra Concepts (5) OR</td>
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<tr>
<td>+MAT151</td>
<td>College Algebra/Functions (4) OR</td>
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</tr>
<tr>
<td>+MAT152</td>
<td>College Algebra (3)</td>
<td>3-5</td>
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<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>CFS205</td>
<td>Human Development (3) OR</td>
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<tr>
<td>PSY240</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HCR Courses</td>
<td>(For ASU Students ONLY)</td>
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</tr>
<tr>
<td>HCR210</td>
<td>Clinical Health Care Ethics</td>
<td>3</td>
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<tr>
<td>HCR220</td>
<td>Health Care Organizations</td>
<td>3</td>
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<tr>
<td>HCR230</td>
<td>Culture &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>+HCR240</td>
<td>Human Pathophysiology (4) OR</td>
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</tr>
<tr>
<td>+HCR240AA</td>
<td>Human Pathophysiology I (2) AND</td>
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</tr>
<tr>
<td>+HCR240AB</td>
<td>Human Pathophysiology II (2)</td>
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Southwest Skill Center Nursing Assistant Program

The Southwest Skill Center offers their students two exit points for employment that begins with Nurse Assisting and continues to the Vocational Practical Nurse Certificate Program. Currently, these are the only two programs offered as part of the Maricopa Community College Nursing Program Pathway.

The Nursing Assistant (NA) Program is a 6 week, 144 hour program. The program prerequisites incorporate the Health Care Core Curriculum (107 clock hours), designed as an introduction into the health care field and as preparation for the NA course, and competencies required by the Arizona State Board of Nursing to be able to take the certification examination to become a certified nursing assistant. However, completion of the NA Program does not guarantee certification. Skills lab and clinical experiences are conducted. For more information, contact Rose Wilcox, Interim Coordinator at (623) 535-2702.

Health Care Core Curriculum

- HCC109 - CPR for Health Care Provider
- HCC130AA - Health Care Today
- HCC130AB - Workplace Behaviors in Health Care
- HCC130AC - Personal Wellness and Safety
- HCC130AD - Communication and Teamwork in Health Care Organizations
- HCC130AE - Legal and Ethical Issues in Health Care
- HCC130AF - Decision Making in the Health Care Setting
- HCC145AA - Medical Terminology for Health Care Workers I

Nursing Assistant Curriculum

NUR156 - Nurse Assisting Role of the nursing assistant for clients across the wellness/illness continuum with the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Processional communication skills essential for the nursing assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in acute and long-term care settings. Basic emergency care skill sand procedures. Prerequisites: None. Corequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF), HCC145AA or equivalent.

NUR157 - Nurse Assisting Lab Demonstration of problem solving, professional behavior and therapeutic communication skills. Demonstration of caring behaviors and ensuring environmental safety for the client. Provides opportunity for the development of clinical competency in the performance of selected nursing assisting skills and procedures through participation in the care of clients. Prerequisites: None. Corequisites: NUR156.

Southwest Skill Center Vocational Practical Nurse Program

The Vocational Practical Nurse Program (PN) is an accelerated program which prepares students with competencies required by the Arizona State Board of Nursing to be able to take the NCLEX-PN licensing examination to become a Licensed Practical Nurse or LPN. The program is up to 41 weeks, 966 hours long, if students have not met the necessary prerequisites. Completion of courses does not guarantee licensing.

Vocational Practical Nurse Curriculum

Health Care Core Curriculum

- HCC109 - CPR for Health Care Provider
- HCC130AA - Health Care Today
- HCC130AB - Workplace Behaviors in Health Care
- HCC130AC - Personal Wellness and Safety
- HCC130AD - Communication and Teamwork in Health Care Organizations
- HCC130AE - Legal and Ethical Issues in Health Care
- HCC130AF - Decision Making in the Health Care Setting
**Course Descriptions:**

**NUR161 - Nursing Process/ Critical Thinking** Overview of nursing concepts and theories focusing on meeting basic human needs across the life span based on the wellness/illness continuum within the practical nurse scope of practice. Theoretical concepts focus on care of the well client, elder client, and clients with selected alterations in health and psychological/mental health disorders. Emphasis on the role of the practical nurse in the nursing care plan utilizing established nursing diagnoses. Focus on the development of the critical thinking process related to nursing care of clients in acute care and community settings. Prerequisites: Admission into the Practical Nursing Program. Corequisites: NUR169 or permission of Nursing Department Chairperson. Course note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

**NUR163 - Health Assessment/Health Promotion I** Emphasis on basic health assessment and history skills and promotion of wellness by using holistic nursing assessments for clients. Includes use of healthy life style strategies and primary prevention. Prerequisites: Admission into the Practical Nursing Program.

**NUR167 - Pharmacology Medication Administration I** Basic pharmacology knowledge and skills to administer medications. Emphasis on developing the role of the nurse using critical thinking skills for safe practice in the administration of medications. Introduction and application of mathematical concepts to drug dosage calculations. Overview of selected drug classifications and groupings. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, and nursing implications for safe practice. Prerequisites: Admission into the Practical Nursing Program.

**NUR169 - Nursing Science I** Development of clinical competency in the performance of selected nursing skills and procedures. Participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Clinical practice experiences with individuals and families in a variety of acute and community settings. Includes application of nursing process to care of elderly clients in acute and long-term care. Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention, and health restoration of individuals. Prerequisites: Admission into the Practical Nursing Program. Corequisites: NUR161 or permission of Nursing Department Chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

**NUR181 - Nursing Process/Critical Thinking II** Focus on nursing concepts and theories to meet basic human needs across the life span based on the wellness/illness continuum. Includes concepts of anatomy, physiology, pathophysiology, and concepts of clinical nutrition to care of clients across the lifespan. Emphasis on the nursing process related to pediatric and adult clients with selected alterations in health. Introduction to care of the well childbearing client and childbearing family. Role of the practical nurse in planning nursing care and applying established nursing diagnoses for clients. Emphasis on the utilization of critical thinking processes related to nursing care of clients in acute care and community settings. Prerequisites: NUR161, NUR163, NUR169, and (HCR240 or HCR240AA) Corequisites: NUR189 or permission of Nursing Department Chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

**NUR185 - Developing Nurse’s Role I** Overview of roles in nursing with emphasis on transition from nursing assistant to practical nurse. Includes introduction of the core values of the nursing program, nursing history, standards, and scope of practice. Introduces concepts and skills required of the practical nurse, and application of communication techniques and delegation to teamwork and leadership. Prerequisites: Admission into the Practical Nursing Program.
Vocational Practical Nurse Program (cont).

**NUR187 - Pharmacology & Medication Administration II** Overview of selected drug classifications and groupings. Emphasis on principles of drug metabolism and effects, interaction and adverse reactions, and nursing implications for safe practice. Prerequisites: (HCR240 or HCR240AA), NUR161, NUR163, HUR167, and NUR169.

**NUR189 - Nursing Science II** Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individual and families. Development of clinical competency in the performance of selected nursing skills, participation in the care of clients across the life span including clients with alterations in health. Experiences with individuals, families, and small groups of clients in a variety of acute care, and community settings. Application of nursing concepts and theories related to the development of care plans, client teaching, and discharge planning. Prerequisites: NUR161, NUR163, NUR169, and (HCR240 or HCR240AA) Corequisites: NUR181 or permission of Nursing Department Chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

**HCR240AA - Human Pathophysiology I** 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 equivalent.

**HCR240AA - Human Pathophysiology II** 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: HCR240AA.

**Nursing Core Classes**

Nursing Core Classes are non-transferable. The competencies for each course are derived from the Practical Nursing curriculum and were created to better prepare the student for the Practical Nurse Block I.

**NUR200AA - Therapeutic and Clinical Communication** Learning and developing a purposeful and goal-directed way to communicate with your patient, colleagues, subordinates and other professionals to create beneficial outcomes. The course is designed to help you understand what communication is, how therapeutic communication differs from normal conversation and finally, how to identify and incorporate the many positive influences and overcome the negative influences to successful communication. The course also includes documentation, the different forms of documentation, proper terminology, and documentation as a form of communication. Within documentation an overview of the Nursing Process is presented.

**NUR200AB - Structure and Function of the Body** Structure and Function of the body is the study of anatomy & physiology. Includes cells, tissues, integumentary system, skeletal system, muscular system, nervous system, endocrine system, circulatory systems, lymphatic system, respiratory system, digestive system, urinary system and reproductive system. Includes basic information on acid/base balance and fluids/electrolytes.

**NUR200AC - Nutrition and Diet Therapy** Basic principles of human nutrition and clinical nutrition will be learned and then applied in the plan of care for clients across the lifespan.

**NUR200AD - Medical Math Calculations** Review of basic math skills, addition, subtraction, multiplication, division, fractions, decimals, percentages, metric conversions, pharmacology abbreviations, common equivalents and drug calculations for oral and IV medications in both adults and children.
MCCCD OCCUPATIONAL
PROGRAMS

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

AGRICULTURE
Agribusiness Sales and Service
Pest Management Aide MC
Agricultural Production and Management
Agribusiness GC, MC
       (See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)
Ranch and Livestock Management Aide MC
Ranch and Livestock Management Specialist MC
Urban Horticulture GC, MC
       (See Horticulture section for additional programs and related areas)
Equine Training and Management
Equine Science SC
Veterinary Technicians/Animal Health MC
Horticulture
Landscape Aide MC
Landscape Design and Installation GC
Landscape Management GC
Landscape Specialist MC
Nursery Operations GC
       (See Agricultural Production and Management section for additional programs and related areas)

BUSINESS
Accounting
Accounting PC
Accounting - Specialized Para-Professional PV
Bookkeeping SC
Bookkeeping/Accounting GW
Microcomputer Accounting GW, PC, PV
       (See Business Administration for additional information and related areas)
Paraprofessional Accounting GC

Business Administration
Business MC, SC
Business (Fastrack) SC
General Business CG, GC, GW, PC, PV
       (See Management section for additional programs and related areas)
Import/Export Trade GW, MC, PV
International Business GW, MC, PC, PV, SC
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<td>Computer Hardware &amp; Desktop Support</td>
<td>CG, EM, GW, MC, PC, SC</td>
<td>Network Administration: UNIX-Solaris MC</td>
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<td>Computer Information Systems</td>
<td>GC, MC, PC, PV, SC, SM</td>
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<td>Early Childhood Small Business Management</td>
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<td>Welding</td>
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<td>(See Manufacturing section for additional information and related areas)</td>
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<td><strong>Banking/Retail</strong></td>
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<td>Banking:</td>
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<tr>
<td>Banking Operations/Encoder</td>
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<td>Bank Operations/Data Entry</td>
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<td>Bank Operations</td>
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<td>Operations Clerk</td>
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<td>Principles of Banking</td>
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<td>Proof Encoder</td>
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<td>Ten-Key/Keyboard Operator</td>
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<td>Ten-Key Operator</td>
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<td>Ten-Key Skills Builder</td>
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<td>Understanding and Selling Bank Products</td>
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<td><strong>Call Center Communication</strong></td>
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<td>Incoming/Outgoing Calls</td>
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<td><strong>Computer Software Courses</strong></td>
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<td>Microsoft Office User Specialist (MOUS) Certification</td>
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<td><strong>Retail</strong></td>
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<td>Retail Cashier</td>
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<td>Supermarket Cashier</td>
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<td><strong>Computerized Office Programs</strong></td>
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<td>Office Assistant</td>
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<td>Computer Keyboard Operator</td>
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<td>Computer Keyboard Operator/File Clerk</td>
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<td>Computerized Office Procedures Special Projects</td>
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<td><strong>Environmental</strong></td>
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<tr>
<td>Biotechnology</td>
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<td>Environmental Health and Safety Technology</td>
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<td>Hydrologic Studies</td>
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<tr>
<td>Occupational Safety and Health Technology</td>
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<td>Safety, Health and Environmental Studies</td>
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<td>Wastewater Treatment</td>
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<tr>
<td>Water Distribution and Collection</td>
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<tr>
<td>Water, Wastewater &amp; Industrial Treatment Technology</td>
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<td>Water Purification Technology</td>
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<td>Water Treatment</td>
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<tr>
<td>Water/Wastewater Technology</td>
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</table>

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The more than 150 non-credit Maricopa Skill Center certificates are open-entry /open-exit, and self-paced (with the exception of nursing):
Medical Office
   Medical Filing
   Medical Terminology
   Medical Terminology w/Transcription
   Office Associate with Medical Applications
   Office Associate with Medical Filing
   Office Associate with Medical Insurance Applications
   Office Associate with Medical Terminology
   Office Associate with Medical Terminology and Transcriptions

Medical Insurance Office
   Medical Insurance
   Medical Insurance with Billing Codes
   Medical Procedures Coding

Law Office
   Legal Terminology
   Legal Terminology w/Transcription
   Office Associate with Legal Applications

   INTRODUCTION TO PARALEGAL CAREERS
   Introduction to Paralegal Studies
   Legal Terminology w/Intro Paralegal Studies
   Office Associate/Intro Paralegal Studies Receptionist
   Office Associate with Receptionist

Call Center Representative
   Call Center & Customer Service Representative

Short Term Custom Courses
   Alpha/Numeric Filing
   Computer Keyboarding
   Customer Service Representative
   Data Entry Keypad
   Hands on Telephone Training
   Introduction to Computers
   Introduction to Paralegal Studies
   Legal Office Simulation
   Legal Terminology
   Legal Transcription
   Machine Transcription
   Medical Procedures Coding
   Medical Insurance
   Medical Terminology
   Medical Transcription
   Microcomputer Software Operator
   Microsoft Access
   Microsoft Access Overview
   Microsoft Excel
   Microsoft Excel Overview
   Microsoft PowerPoint
   Microsoft PowerPoint Overview
   Microsoft Word
   Microsoft Word Overview
   Microsoft Word and Excel
   Ten-Key by Touch
   Travel Agent
   Windows Operations

Facilities Maintenance
   Facilities Maintenance with Introduction to HVAC
   Facilities Maintenance Helper

Facilities Maintenance Overview/City of Phoenix
   Facilities Maintenance Special Projects
   Maintenance Carpenter Helper
   Maintenance Electrician Helper
   Maintenance Electrician Helper with Introduction to HVAC
   Maintenance Plumbing Helper

Food Preparation
   Baker’s Helper
   Cook’s Apprentice
   Cook’s Helper
   Dining Room Attendant
   Food Preparation Special Projects
   Food Service Assessment DES/BEP²
   Kitchen Helper
   Machine Dishwasher
   Pantry Goods (Salad) Maker

Medical Assistant

Machine Trades
   CNC Machining Center Operator
   CNC Turning Center Operator
   CNC Turning and Machining Center Operator
   Drill Press Operator
   Manual Lathe Operator
   Manual Machine Operator
   Manual Milling Operator
   Machine Trades Special Projects
   Saw Operator
   Upgrade to CNC

   1. With Beginning Keyboard Skills or with Medical/Legal Applications or Maching Transcription.
   2. A partnership with ADES/Business Enterprise Program (BEP) for blind students.

Meat Cutting
   Apprentice Meat Cutter
   Meat and Deli Counter Person
   Meat Cutting Special Projects
   Meat Room Cleanup
   Meat Room Helper
   Portion Control Cutter
   Poultry Processor
   Self-Service Meat Wraper

Nursing
   Nursing Assistant³
   Practical Nursing

Printing Trades
   Bindery Worker
   Job Shop Printer
   Offset Press Operator
   Printing Trades Special Projects
   Quick Print Shop Worker

Welding
   Combination Welder (Arc, MIG, Flux Core)
   Combination Welder with Intro to Pipe Welding
   TIG Welder/TIG Fingertip Welder
   Welder Fitter-Helper
   Welding Special Projects

³Includes Health Care Curriculum (HCC) & two NUR courses
SOUTHWEST SKILL CENTER AT EMCC CERTIFICATES

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training. The non-credit SouthWest Skill Center certificates are open-entry/open-exit, and self-paced (with the exception of nursing):

**Business Technology Programs (Certificate Programs)**
- Introduction to Computers
- Introduction to Computer Skills
- File Clerk
- Data Entry Clerk
- Introduction to the Internet
- Introduction to Windows XP
- File Clerk with/10 Key by Touch
- Office Clerk
- Microsoft Office Suite
- Receptionist
- Receptionist with Elective
- Office Assistant
- Office Assistant with Microsoft Office Access
- Office Assistant with Introduction to the Internet
- Office Assistant with Basic Accounting Skills
- Office Assistant with Microsoft Office Suite
- Office Assistant with Microsoft and Basic Accounting

**Medical Assistant (Level II)**
- Medical Assistant Front Office/Back Office
- Medical Assistant Front Office
- Medical Assistant Back Office
- Medical Terminology/Transcription
- Medical Terminology (Spanish)

**C-Tech**
- Copper-Based Fiber Optics Cabling

**Nursing**
- Nursing Assistant
- Vocational Practical Nursing
Estrella Mountain offers a variety of campus programs designed for specialized and flexible needs. These include Developmental Education, Fitness Center, Genesis West, Honors Program, Insprire.Teach and Learning for Life (Community Education Program).
DEVELOPMENTAL EDUCATION PROGRAM

Developmental Education is a program that enhances student skills in English, English as a Second Language, Mathematics and Reading. Strong emphasis is placed on instruction with individual support, small classes, caring faculty and creative learning experiences. Instruction is enriched through technology, interaction with other learners, and opportunities to conduct volunteer work in the community. Additional instructional support is provided by the Learning Enhancement and Writing Support Center, Information Resources and the Nasa Center. (See page 20 for more information.)

Students are advised to participate in the Developmental Education program based on assessment scores and advisor referral. Students enrolled in one or more developmental courses are considered participants in the developmental program.

Developmental Education courses build confidence and contribute to student academic success. Developmental Education courses are designed to maximize a student’s ability to pursue additional education and training. In addition, Developmental Education courses also offer students the opportunity to build an educational foundation for transfer programs, degree programs and training/career programs.

Credit Classes

A variety of credit classes are offered to students who wish to improve their literacy and communication skills including English as a Second Language (ESL), English, Mathematics, and Reading.

English as a Second Language

English as a Second Language (ESL) increases a student’s ability to perform basic communication skills in English. Students learn to read and write basic English. Vocabulary and learning strategies are also emphasized. Students use software and computers to review grammar, write sentences and paragraphs, and read short selections.

ESL Classes offered in the Developmental Education Program include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+ESL001BA</td>
<td>Basic ESL I: Personal and Health Safety</td>
<td>2</td>
</tr>
<tr>
<td>+ESL001BB</td>
<td>Basic ESL I: Services and Employment</td>
<td>2</td>
</tr>
<tr>
<td>+ESL010</td>
<td>English as a Second Language I: Grammar</td>
<td>3</td>
</tr>
<tr>
<td>+ESL011</td>
<td>ESL I: Listening and Speaking</td>
<td>3</td>
</tr>
<tr>
<td>+ESL012</td>
<td>ESL I: Writing with Oral Practice</td>
<td>3</td>
</tr>
<tr>
<td>+ESL020</td>
<td>English as a Second Language II: Grammar</td>
<td>3</td>
</tr>
<tr>
<td>+ESL021</td>
<td>ESL II: Listening and Speaking</td>
<td>3</td>
</tr>
<tr>
<td>+ESL022</td>
<td>ESL II: Writing with Oral Practice</td>
<td>3</td>
</tr>
<tr>
<td>+ESL030</td>
<td>English as a Second Language III: Grammar</td>
<td>3</td>
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<tr>
<td>+ESL031</td>
<td>ESL III: Listening and Speaking</td>
<td>3</td>
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<tr>
<td>+ESL032</td>
<td>ESL III: Writing with Oral Practice</td>
<td>3</td>
</tr>
<tr>
<td>+ESL040</td>
<td>English as a Second Language IV: Grammar</td>
<td>3</td>
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<tr>
<td>+ESL041</td>
<td>ESL IV: Listening and Speaking</td>
<td>3</td>
</tr>
<tr>
<td>+ESL042</td>
<td>ESL IV: Writing with Oral Practice</td>
<td>3</td>
</tr>
<tr>
<td>+ESL043</td>
<td>Basic Vocabulary for ESL IV</td>
<td>1</td>
</tr>
<tr>
<td>+ESL050</td>
<td>Review Grammar for ESL</td>
<td>3</td>
</tr>
<tr>
<td>+ESL051</td>
<td>Pronunciation Improvement for ESL Speakers</td>
<td>3</td>
</tr>
</tbody>
</table>
English
Developmental English courses are designed for recent high school graduates, GED graduates or any re-entry student who needs to fortify his/her skills before taking other college English classes. Students have opportunities for group interaction and engage in writing projects using the computer/software with support from Learning Enhancement and Information Resources.

English Courses taught in the Developmental Education Program include:
- ENG061 Basic Writing Skills 3
- ENG071 Fundamentals of Writing 3

Note: Course descriptions are listed on page 156.
+ indicates that a course has prerequisites or corequisites.

Mathematics
Mathematics courses in the Developmental Education Program are designed for students who need to learn or review basic arithmetic or beginning algebra skills. Collaborative Learning, writing about mathematics, and computer lab sessions are used to help students learn math skills and concepts.

Mathematics Courses in the Developmental Education Program include:
- MAT082 Arithmetic Review 3
- MAT092 Introductory Algebra 3
- MAT090 Developmental Algebra 5
- MAT091 Algebra/Anxiety Reduction 4

Note: Course descriptions are listed on page 167.
+ indicates that a course has prerequisites or corequisites.

Reading
Developmental reading courses are designed to meet the needs of recent high school graduates, GED graduates, the returning student or college students who wish to improve their reading skills. Reading classes emphasize learning strategies for life skills reading and for understanding college textbooks. Learning vocabulary, reading for enjoyment, volunteering in the community, and using technology are major class activities.

Reading Classes in the Developmental Education Program include:
- RDG081 Reading Improvement 3
- RDG091 College Reading Skills I 3

Note: Course descriptions are listed on page 175.
+ indicates that a course has prerequisites and/or corequisites.

Non-Credit Classes
Estrella Mountain provides non-credit programs and services for students who want to improve their literacy and communication skills. Through a Literacy Partnership with Rio Salado College, Estrella Mountain offers non-credit classes in English for Speakers of Other Languages (ESOL) and General Educational Development (GED) at no cost to students. Classes are offered at Buckeye High School, and the Southwest Skill Center.
English for Speakers of Other Languages (ESOL)

ESOL classes are available in a multi-level format and are designed for adult speakers of languages other than English who wish to learn English in a warm and caring setting. Emphasis is on language survival skills for newcomers to the United States or the second language speaker who needs help with basic conversational skills. The course teaches oral and written communication, vocabulary, spelling and reading comprehension as needed to deal with real-life situations.

These are self-paced classes. Students may start the classes anytime during the year beginning in the fall. Students should register in the classroom where the class is held (see Schedule of Classes). Classes are taught in English using books, handouts, manipulatives and computers.

General Educational Development (GED)

GED test preparation classes are available for persons who have not yet earned a GED or high school diploma. GED instruction is available in a traditional classroom setting. Subjects taught include mathematics, reading from literature and the arts, writing, social studies, and science. After an initial assessment has been completed to determine whether the student has the basic skills necessary to successfully complete the GED program, an individual plan is developed. Continuous evaluation is provided to ensure that students receive the level of instruction that is appropriate to their individual abilities and goals, and to assist them in passing the national GED examination.

For additional information call the SouthWest Skill Center at (623) 535-2764 or to schedule a GED test call (623) 935-8860.

Students who do not have a high school diploma, and are eighteen years of age are eligible to take this class. GED Testing is also available for students in the Assessment Center in Komatke Hall.

Students may enroll beginning in the fall for classes and should register for the class in the classroom where the class is being taught (see Schedule of Classes). All books, materials and predictor tests are provided at no cost to the student.

FITNESS CENTER

Estrella Mountain offers credit courses in physical education including PED115, the Lifetime Fitness course (2 credits). The Fitness Center offers students, employees, and community members the finest exercise program in the West Valley. The latest fitness equipment, including a full line of free weights, Cyben Circuit Equipment, Stairmaster Climbers, Upright and Recumbent Bikes, Gravitron, Schwinn Airdynes, Elliptical Trainers, Crossrobi Trainer, Indoor Rower’s and full array of treadmills. Professional, caring staff provide participants with individual instruction and supervision in all aspects of a personal exercise program, including warm-up, flexibility, strength and cardiovascular training and cool down. The Fitness Center offers easily accessible exercise education so participants are ensured the support that empowers efficient, effective, safe and enjoyable exercise. In addition, Fitness Center participants receive information, encouragement, and support to develop and maintain healthy lifestyle behaviors. Flexible hours allow participants use of the Center at their convenience. Special programs designed specifically for business, industry, families, and seniors are available.

In addition, a comprehensive aerobics program, which features step, slide, body sculpting, high and low impact exercises, yoga and pilates gives participants the benefits of additional exercise options.
GENESIS WEST

Genesis West offers students an alternative to traditional high school. Genesis West students complete their high school diplomas and earn college credits at the same time. The Genesis West program is made possible through a partnership with Agua Fria, Dysart and Tolleson High School Districts and Estrella Mountain Community College. For more information, call (623) 935-8900 or visit the Genesis West web site at www2.emc.maricopa.edu/gw/.

Returning to school and building a successful future requires a serious commitment. In order to be selected for Genesis West, students must meet the following criteria:

- Be between 16 and 21 years of age
- Possess a minimum ability level at 8th grade or above
- Obtain a high school counselor referral
- Provide a written application and complete a formal interview
- Obtain two written recommendations
- Attend all classes and Genesis West activities
- Maintain good academic standing
- Be willing to contribute positively to the community

HONORS PROGRAM

Program Description

The Honors Program is designed to enhance the intellectual experience of students through enrollment in Honors courses, the Honors Forum, and increased contact with other Honors students at Estrella Mountain and within the Maricopa District. Participation in the program also presents students with growth potential in the areas of leadership through attendance at local, regional and national conferences. Cultural enrichment activities are also stressed with frequent attendance at theater, symphony, museum, and lecture events.

Honors Program Graduation Requirements

Honors students who graduate with at least fifteen (15) credits in honors courses (including 3 credits in HUM190) which are distributed among four (4) different course prefixes, and who maintain a cumulative grade point average of 3.5 or higher will be designated as Honors Program graduates.

Honors Program Eligibility

Presidents’ Scholarships are available for new students who have recently graduated from an accredited Maricopa County high school. To be eligible, students must verify that they rank in the top 15% of their graduating class or have been placed in ENG101 Honors, into Intermediate Algebra or higher, and are exempt from CRE101 (Critical Reading) on the ASSET placement test. They must begin their college studies in the academic year following high school graduation. Fee Waivers are available for continuing and transfer students who have accumulated a minimum of 12 credits in courses numbered 100-level or above and who have a cumulative grade point average of 3.25 or better. Applicants are required to submit two letters of recommendation from Estrella Mountain faculty addressed to the Honors Program Coordinator prior to the start of classes. Partial tuition fee waivers (based on the number of credits for which the applicant is enrolled and completes) will be granted to those who are accepted into the program. To retain fee waiver eligibility, students must complete at least one honors course each semester and maintain a cumulative grade point average of 3.25 or higher. Fee waiver students are also eligible for additional Honors Program scholarships once they are enrolled in the Program.
INSPIRE.TEACH

Inspire.teach was created by Estrella Mountain Community College in partnership with West Valley high school districts and ASU West to attract future education majors. The program’s structure insures a smooth transition from high school to the community college; and from the community college to the university, increasing likelihood for success.

The program encourages and prepares students to choose and excel in the teaching profession. There is a strong commitment to inspire students from underrepresented groups to explore teaching careers and to increase the number of diverse professionals within Arizona’s teaching workforce. For more information call (623) 935-8924.

LEARNING FOR LIFE (COMMUNITY EDUCATION)

Learning For Life is the community education program at Estrella Mountain Community College. We provide flexible and convenient non-credit courses designed to upgrade skills for personal and professional development. Courses are offered in the following areas of interest: Arts and Crafts, Business and Occupations, Computers, Health and Fitness, Home in and Out, Personal Enrichment, Senior Section, and Kid’s College. For specific information concerning any of our programs, please contact Registration at (623) 935-8888 or our office at (623) 935-8426.

WORKFORCE DEVELOPMENT

In addition to the college’s numerous programs and courses, Estrella Mountain designs, develops and delivers customized training solutions to help organizations reach their business objectives. We work closely with clients, assessing their needs and goals, to build training solutions that provide convenience and enhance business performance. Quality faculty, targeted curriculum and flexible locations are hallmarks of the service. For more information, call 623-935-8326.
Estrella Mountain offers a variety of courses which meet certificate and degree requirements. Course offerings are continuously expanding—a sampling of new courses includes CIS119DP Oracle Database Administration, CIS120DB Computer Graphics: Adobe Illustrator, CIS126AL Linux Operating Systems, CIS151 Introduction to Game Development, CIS251 Advanced Game Development I, CIS253 Advanced Game Development II, SOC212 Gender and Society.
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<th>PREFIX</th>
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<td>ACC</td>
<td>Accounting</td>
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<td>AES</td>
<td>Aerospace Studies</td>
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<tr>
<td>AFR</td>
<td>African American Studies</td>
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<td>AIS</td>
<td>American Indian Studies</td>
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<td>AIS</td>
<td>Administration of Justice</td>
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<td>ARH</td>
<td>Art Humanities</td>
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<td>Art</td>
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<td>ASB</td>
<td>Anthropology (Soc/Behv Sciences)</td>
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<td>BIO</td>
<td>Biology</td>
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<td>BLT</td>
<td>Building Safety &amp; Construction Technology</td>
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<td>BPC</td>
<td>Business/Personal Computers</td>
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<td>CAD</td>
<td>Computer Aided Drafting</td>
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<td>CFS</td>
<td>Child/Family Studies</td>
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<td>CHM</td>
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<td>GBS</td>
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<td>Heating, Ventilating &amp; Air Conditioning</td>
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<td>PAD</td>
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<td>TQM</td>
<td>Total Quality Management</td>
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<td>WLD</td>
<td>Welding Technology</td>
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<td>WST</td>
<td>Women Studies</td>
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ACCOUNTING
ACC111
Accounting Principles I
3 Credits. 3 Periods.
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112
Accounting Principles II
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.

ACC230
Uses of Accounting Information I
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
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.

ACC250
Introductory Accounting Lab
1 Credit. 3 Periods.
Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Prerequisites: None.

AEROSPACE STUDIES
AES101
The Air Force Today Part I
LEC 2 Credits. 1 Period.
LAB 0 Credits. 1 Period.
Introduction to U.S. Air Force and AFROTC. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officer professionalism. Prerequisites: AES101 or ASU Department of Aerospace Studies approval.

AES201
Evolution of USAF Air and Space Power I
LEC 2 Credits. 1 Period.
LAB 0 Credits 1 Period.
Further preparation of AFROTC candidate. Topics include: Air Force heritage and leaders, communication skills, ethics, leadership, quality Air Force, and values. Prerequisites: AES103 or ASU Department of Aerospace Studies approval.

AES203
Evolution of USAF Air and Space Power II
LEC 2 Credits. 1 Period.
LAB 0 Credits 1 Period.
Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officer professionalism. Prerequisites: AES201 or ASU Department of Aerospace Studies approval.

ADMINISTRATION OF JUSTICE
AJS101
Introduction to Criminal Justice
3 Credits. 3 Periods.
An examination of the organization and jurisdiction of local, state and federal law enforcement, judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system. Required in AJS curriculum. Prerequisites: None.

AJS107
Patrol Procedures
3 Credits. 3 Periods.
Specialized areas of the patrol function, including responding to crowds, riots, bomb threats, intoxication, hazardous materials, fires, and domestic disputes. Partially fulfills Arizona POST requirements for proficiency skills academy attendance. Prerequisites: None.

AJS109
Substantive Criminal Law
3 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. Required in AJS curriculum. Prerequisites: None.

AJS110
Law and Legal Review I
3 Credits. 3 Periods.
In-depth study of the Arizona laws governing arrest by peace officers, as well as, an intensive study of the Arizona substantive criminal law code (ARS Title 13). Focuses on specific sections of ARS Title 4 and ARS Title 8, as they apply to peace officers in Arizona. Partially fulfills the Arizona POST Board requirements for Proficiency Skills Academy attendance. Prerequisites: None.

AJS123
Ethics and the Administration of Justice
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 situations. Prerequisites: None.

AJS124
Correctional Institutions
3 Credits. 3 Periods.
An examination of correctional institutions with an emphasis on personnel and security measures, care and treatment programs and institutional planning. The criminal justice system and matters of custody and treatment. Inmate subcultures, and organized crime in correctional institutions and jails. Prerequisites: None.

AJS131
Police Management Techniques I
3 Credits. 3 Periods.
Police supervisory techniques for planning, organization, coordination, reporting, budgeting and handling related personnel problems. Prerequisites: None.

AJS132
Police Management Techniques II
3 Credits. 3 Periods.
Continuation of AJS131. Management of police personnel including selections procedures, disciplinary practices, public relations, elements of supervision, service ratings, recruiting and probation, and related personnel problems. Prerequisites: AJS131 or instructor’s approval.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AJS133</td>
<td>Correctional Supervision I</td>
<td>3</td>
<td>3</td>
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<td></td>
<td>Basic supervision of correctional employees.</td>
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<td></td>
<td>Personnel practices, employee discipline and</td>
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<td>motivation, trust/team building, and one-</td>
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<td></td>
<td>minute manager principles. Prerequisites: None.</td>
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<td>AJS150</td>
<td>Defensive Tactics</td>
<td>1</td>
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<td></td>
<td>Skills in the protection against persons armed</td>
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<td>with dangerous and deadly weapons, demonstration</td>
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<td>and drill in a limited number of holds and</td>
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<td>come-alongs, and restraint of prisoners and the</td>
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<td>mentally ill. May be repeated twice for credit.</td>
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<td>Prerequisites: None.</td>
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<tr>
<td>AJS200</td>
<td>Current Issues in Criminal Justice</td>
<td>3</td>
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<td>None</td>
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<td></td>
<td>Examines current issues, techniques and trends</td>
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<td>in the Criminal Justice System. Prerequisites:</td>
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<td>AJS201</td>
<td>Rules of Evidence</td>
<td>3</td>
<td>3</td>
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<td>A practical insight into the rules of evidence</td>
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<td>to include how to recognize evidence: the</td>
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<td>general rules governing admissibility of</td>
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<td>evidence; the “hearsay” rule and its exceptions;</td>
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<td>the use of documentary evidence, written</td>
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<td>memoranda, photographs, and recordings; corpus</td>
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<td>delicti; opinion evidence, circumstantial</td>
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<td>evidence, evidential privileges. Required in AJS</td>
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<td></td>
<td>curriculum. Prerequisites: None.</td>
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<td>AJS205</td>
<td>Criminal Justice Report Writing</td>
<td>3</td>
<td>3</td>
<td>None</td>
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<td>Characteristics of reports and field notes, and</td>
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<td>the importance and uses of each. Form, style,</td>
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<td></td>
<td>and procedures for writing various reports,</td>
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<td>including elements of composition, required</td>
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<td>substance, proper and improper conclusions, and</td>
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<td></td>
<td>descriptions of persons and property. Prerequisites: None.</td>
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<td>AJS210</td>
<td>Constitutional Law</td>
<td>3</td>
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<td>An examination of the U.S. Constitution as it</td>
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<td>relates to the law enforcement function.</td>
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<td>Includes statutory law and judicial decisions</td>
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<td>governing the areas of arrest, search and</td>
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<td>seizure, interrogations and confessions, self-</td>
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<td>incrimination and other constitutional</td>
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<td>guarantees. Required in AJS curriculum.</td>
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<td>AJS211</td>
<td>Police Planning</td>
<td>3</td>
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<td>An analysis of the process of planning, and a</td>
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<td>descriptive study of logical and systematic</td>
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<td>approaches to strategic, short-range,</td>
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<td>operational, organizational and tactical</td>
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<td>planning within a law enforcement organization.</td>
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<td>Prerequisites: None.</td>
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<td>AJS212</td>
<td>Juvenile Justice Procedures</td>
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<td>Examines the history and development of</td>
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<td>juvenile justice theories, procedures, and</td>
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<td>institutions. Prerequisites: None.</td>
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<td>AJS220</td>
<td>Organized Crime</td>
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<td>Examines the history, structure and activities</td>
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<td>of organized crime groups. Reviews theories</td>
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<td>explaining the existence of organized crime</td>
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<td>and enforcement strategies used to combat it.</td>
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<td>Prerequisites: None.</td>
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<td>AJS225</td>
<td>Criminology</td>
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<td>Study of deviance, society’s role in defining</td>
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<td>behavior; theories of criminality and the</td>
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<td>economic, social, and psychological impact</td>
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<td>of crime; relationships between statistics and</td>
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<td>crime trends. Examines crime victimization and</td>
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<td>the various types of crimes and categories of</td>
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<td>offenders. Required in the AJS curriculum.</td>
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<td>AJS230</td>
<td>The Police Function</td>
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<td>Theories of procedures and methods of</td>
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<td>operations of public police with emphasis</td>
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<td>on discretionary powers available to the</td>
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<td>working police officer. Career opportunities</td>
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<td>and current trends in law enforcement</td>
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<td>Community Policing</td>
<td>3</td>
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<td>Examines the history, philosophy,</td>
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<td>implementation, administration, application,</td>
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<td>benefits and future of community policing.</td>
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<td>Prerequisites: None.</td>
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<td>AJS260</td>
<td>Procedural Criminal Law</td>
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<td>Concerned with the understanding of procedure</td>
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<td>of criminal law. Examines the rationale</td>
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<td>underlying major court holdings, the</td>
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<td>procedural requirements that stem from these</td>
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<td>holdings, and their effect on the daily</td>
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<td>operations of the criminal justice system.</td>
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<td>Prerequisites: None.</td>
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<td>AJS270</td>
<td>Community Relations</td>
<td>3</td>
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<td>Examination, recognition and understanding of</td>
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<td>community problems; community action programs;</td>
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<td>methods of coping with human behavior,</td>
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<td>victimology, conflict and communication; ethnic</td>
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<td>and minority cultures and environments; the</td>
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<td>community and relationships with the criminal</td>
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<td>justice system. Prerequisites: None.</td>
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<td>AJS275</td>
<td>Criminal Investigation I</td>
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<td>Introduction to the theory of criminal</td>
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<td>investigation. Examines crime scene procedures,</td>
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<td>case preparation, interviewing, and basic</td>
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<td>investigative techniques. Prerequisites: None.</td>
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<td>AIS101</td>
<td>Survey of American Indian Issues</td>
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<td>Introduction to critical issues related to</td>
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<td>Native Americans. Examines political, economic,</td>
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<td>and social issues. Focuses on contemporary</td>
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<td>issues and factors influencing American Indian</td>
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<td>communities. Prerequisites: None.</td>
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<td>AIS140</td>
<td>American Indian History</td>
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<td>on the last 200 years including developments in</td>
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<td>the 20th century. Focuses on selected groups</td>
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<td>such as the Cherokee, Iroquois Confederation,</td>
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<td>Navajo, Sioux and Indians of the Southwest in</td>
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<td>relation to cultural, economic, political and</td>
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<td>social continuity and changes. Topics include</td>
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<td>development and influence of federal policies,</td>
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<td>past and present issues confronting Native</td>
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<td>Americans and how Native American individuals</td>
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<td>they confront social changes. Prerequisites:</td>
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<td>Cross-References: HIS140</td>
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ART100
Introduction to Computer Graphic Art
1 Credit. 2 Periods.
Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

ART111
Drawing I
3 Credit. 6 Periods.
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART122
Drawing and Composition II
3 Credit. 6 Periods.
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

ART131
Photography I
3 Credit. 6 Periods.
Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

ART132
Photography II
3 Credit. 6 Periods.
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART151
Sculpture I
3 Credit. 6 Periods.
Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.

ART152
Sculpture II
3 Credit. 6 Periods.
Continuation of ART151 with emphasis on control of sculptural media. Prerequisites: ART151.

ART161
Ceramics I
3 Credit. 6 Periods.
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters’ wheel. Prerequisites: None.

ART162
Ceramics II
3 Credit. 6 Periods.
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

ART167
Painting I
3 Credit. 6 Periods.
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: ART111 and ART112 or permission of instructor.

ART168
Painting II
3 Credit. 6 Periods.
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

ART211
Drawing and Composition III
3 Credit. 6 Periods.
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

ART222
Drawing and Composition IV
3 Credit. 6 Periods.
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART261
Ceramics III
3 Credit. 6 Periods.
Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

ART262
Ceramics IV
3 Credit. 6 Periods.
Experimental work in clays and glazes. Prerequisites: ART261.

ART298AA
Special Projects
Lab 1 Credit. 1 Period
Organize and tailor around the interests and needs of the individual student. Structured study and individualized learning to be combined to maximize student development. Prerequisites: None.

ART HUMANITIES

ARH101
Prehistoric through Gothic Art
3 Credit. 3 Periods
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102
Renaissance through Contemporary Art
3 Credit. 3 Periods
History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

ARH109
History of American Art
3 Credit. 3 Periods
Development and variety of American Art. Presentation of architecture, sculpture, painting and decorative objects. Prerequisites: None.
BIO100
Biology Concepts
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
A one-semester introductory course not covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Field trips may be required at students’ expense. Prerequisites: None.

BIO105
Environmental Biology
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students’ expense. Prerequisites: None.

BIO109
Natural History of the Southwest
3 Credits  3 Periods.
Study of the common plants and animals of the southwest including their distribution, adaptation, behavior and ecology. Prerequisites: None.

BIO110
Laboratory for Natural History of the Southwest
1 Credit  3 Periods.
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. Weekend field trips required at students’ expense. Prerequisites or Corequisites: BIO109 or permission of instructor.

BIO160
Introduction to Human Anatomy and Physiology
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Principles of scientific method. Structural organization, homeostasis, and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO181
General Biology (Majors) I
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. Field trips may be required at students’ expense. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

BIO182
General Biology II (Majors)
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization. Field trips may be required at students’ expense. Prerequisites: BIO181 or permission of instructor.

BIO201
Human Anatomy and Physiology I
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

BIO202
Human Anatomy and Physiology II
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems, and fluid and electrolyte balance. Prerequisites: BIO201 or permission of instructor.

BIO205
Microbiology
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

CHM130
Fundamental Chemistry
3 Credits  3 Periods.
Elements of general chemistry for all students. Serves to prepare the student for CHM151, or CHM230. Prerequisites: Grade of “C” or better in CHM090, or MAT091, or MAT092, or MAT102, or satisfactory score on math placement exam. Course Note: Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others.

CHM130LL
Fundamental Chemistry Laboratory
1 Credit  3 Periods.
Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM151
General Chemistry I
3 Credits  3 Periods.
A detailed study of the principles of chemistry. Designed for science majors and students in pre-professional curricula. Completion of CHM151LL required to meet the Natural Science requirement. Prerequisites: (CHM130 and CHM130LL) or one year high school chemistry with a grade of “C” or better, and completion of Intermediate Algebra or equivalent.

CHM151LL
General Chemistry I Lab
1 Credit  3 Periods.
Laboratory experience in support of CHM151. Prerequisites or Corequisites: CHM151.

CHM152
General Chemistry II
3 Credits  3 Periods.
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL.

CHM152LL
General Chemistry II Lab
1 Credit  3 Periods.
Laboratory experience in support of CHM152. Prerequisites or Corequisites: CHM151.

CHEMISTRY

BIO180
Environmental Biology
3 Credits  3 Periods.
Prerequisites: None.

BIO181
General Biology (Majors) I
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. Field trips may be required at students’ expense. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

BIO182
General Biology II (Majors)
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization. Field trips may be required at students’ expense. Prerequisites: BIO181 or permission of instructor.

BIO201
Human Anatomy and Physiology I
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

BIO202
Human Anatomy and Physiology II
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems, and fluid and electrolyte balance. Prerequisites: BIO201 or permission of instructor.

BIO205
Microbiology
LEC 4 Credits  3 Periods.
LAB 0 Credits  3 Periods.
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.
CHM152LL
General Chemistry II Lab
1 Credit. 3 Periods.
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152.

CHM154
General Chemistry II with Qual
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. Completion of CHM154LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL.

CHM154LL
General Chemistry II with Qualitative Laboratory
2 Credits. 6 Periods.
Laboratory experience in support of CHM154. Includes qualitative analysis. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM154.

CHM235
General Organic Chemistry I
3 Credits. 3 Periods.
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL.

CHM235LL
General Organic Chemistry I Laboratory
1 Credit. 4 Periods.
Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.

CHM298AA
Special Projects
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 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.

CHM/FAMILY STUDIES
CFS176
Child Development
3 Credits. 3 Periods.
Study of human development from the prenatal stage through adolescence, with consideration of parent and adult roles in the life experience of the growing child. Independent observation of children and personal investigation into child-related issues in contemporary America included. Prerequisites: None. Cross-reference: ECH176.

CFS178
Survey of Early Childhood Education
3 Credits. 3 Periods.
Orientation to basic concepts of day care and nursery programs. History and philosophy of child care services including state regulations governing those services. Observation opportunities provided. Prerequisites: None.

CFS192
Child Care Center Staff Development
1 Credit. 1 Period.
Presents strategies to administrators and supervisors in child care centers for developing the personal and professional growth of child care staff. Prerequisites: None.

CFS269
Child Care Seminar
1 Credit. 1 Period.
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. May be repeated for a total of three (3) credit hours. Prerequisites: Departmental approval.

CFS284AB
Early Childhood Teaching Internship
3 Credit. 3 Period.
Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: CFS/ECH176 and permission of department. Corequisites: CFS/ECH269.

CFS285AA
Family-School Interaction: Preschool
1 Credit. 1 Period.
Interaction among parents, teachers and the preschool. Emphasis on methods used cooperatively by parents and preschool teachers to provide for education and developmental needs. Prerequisites: CFS176 or CFS278 or permission of instructor.

CISCO NETWORKING TECHNOLOGY
CNT120
Adobe Web Design
3 Credits. 4 Periods.
Development of knowledge and skills required to design web pages and their elements using a variety of Adobe applications including GoLive, Premiere, Photoshop, Illustrator and Live Motion. Design theory relevant to maximizing web readershhip including interactive and multimedia elements, speed and accessibility optimization, and intuitive user interfaces. Prerequisites: CIS105 or permission of instructor. CIS150 recommended.

CNT140
Cisco Networking Basics
4 Credits. 6 Periods.
Introduction to the computer networking field. Covers network terminology and protocols, local area networks (LAN), and wide area networks (WAN). Includes Open Systems Interconnection (OSI) models, cabling and cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Preparation for the Cisco Certified Network Associate examination. Prerequisites: None.

CNT150
Cisco Networking Router Technologies
4 Credits. 6 Periods.
Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CNT160
Cisco Switching Basics and Intermediate Routing
3 Credits. 4 Periods.
Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), Intermediate routing protocols, Routing Internet Protocol version 2 (RIPv2), Single-area Open Shortest Path First (OSPF), and Enhanced Interior Gateway Routing Protocol (EIGRP), Command Line Interface configuration of switches, Ethernet switching, Virtual Local Area Networks (VLANS), Spanning Tree Protocol (STP) and Virtual local-area Network Trunking Protocol (VTP). Preparation for Cisco Certified Network Associate certification examination. Prerequisites: CNT150 or permission of instructor.
CNT170
Cisco wide Area Networks (WAN) Technologies
3 Credits. 4 Periods.
Advanced Internet Protocol (IP) addressing techniques including Network Address Translation (NAT) and Dynamic Host Control Protocol (DHCP). Also covers Wide Area Network (WAN) technology and terminology, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial on Demand Routing (DDR), Frame Relay, and network management. Preparation for Cisco Certified Network Associate certification examination. Prerequisites: CNT160 or permission of instructor.

CNT186
Fundamentals of Wireless LANs
4 Credits. 5 Periods.
Design, planning, implementation, operation, and troubleshooting of wireless networks. Overview of technologies, security, and design best practices with emphasis on hands-on skills in wireless LAN (local area network) setup and troubleshooting, 802.11a & 802.11b technologies, products and solutions, site surveys, resilient WLAN design, installation and configuration, WLAN Security - 802.1x, EAP (Extensible Authentication Protocol), LEAP (Light Extensible Authentication Protocol), WEP (Wired Equivalent Privacy), SSID (Service Set Identifier), and vendor interoperability strategies. Prepare students to earn Cisco Wireless LAN Support Specialist designation and to take the Certified Wireless Network Administrator (CWNA) exam. Prerequisites: CNT170, or permission of instructor.

CNT190
Cisco Network Design
3 Credits. 4 Periods.
Development of knowledge and skills required to design small- to midsize local and wide-area networks according to design principals developed by Cisco Systems. Preparation for Cisco Certified Design Associate (CCDA) industry examination. Prerequisites: CNT170, or Cisco Certified Network Associate certification, or permission of instructor.

CNT200
Cisco Networking Advanced Routing
4 credits 6 Periods.
Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, design Wide Area Networks (WANs), understand scalable internetworks and Quality of Service (QoS), configure advanced routing protocols (Routing Internet Protocol version 2 [RIPv2], Border Gateway Protocol [BGP], Intermediate System to Intermediate System [IS-IS], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF]), and perform advanced IP addressing (Network Address Translation [NAT], Variable Length Subnet Masking [VLSM]). Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: CNT170 or CCNA industry certification, or permission of instructor. Corequisites: CNT210 and CNT220.

CNT210
Cisco Networking Remote-Access Networks
4 Credits. 6 Periods.
Emphasis on development of knowledge and skills to build, configure and troubleshoot a remote-access network to interconnect central sites of branch offices, home offices and control access to the central site plus maximize bandwidth over remote links. Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: CNT170, or CCNA industry certification, or permission of instructor. Corequisites: CNT200 and CNT220.

CNT220
Cisco Networking Multi-Layer Switching
4 Credits. 6 Periods.
Development of knowledge and skills in building campus networks using advanced and multi-layer switching technologies. Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: CNT170 or CCNA industry certification, or permission of instructor. Corequisites: CNT200 and CNT210.

CNT230
Cisco Network Troubleshooting
4 Credits. 6 Periods.
Emphasis on troubleshooting complex network problems by focusing on documenting and baselining a network, utilizing troubleshooting methodologies and tools, and learning effective skills in Layer 1 to 7 troubleshooting. Preparation for the last of four exams leading to the Cisco Certified Network Professional (CCNP) certification. Prerequisites: CNT200, CNT210 and CNT220, or CCNP Advanced Routing, Remote Access, and Multi-Layer Switching Certification, or permission of instructor.

CNT298AC
Special Projects
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 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.

COMMUNICATION
COM100
Introduction to Human Communication
3 Credits. 3 Periods.
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110
Interpersonal Communication
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.

COM225
Public Speaking
3 Credits. 3 Periods.
Designed to improve one’s self-confidence and self-concept through improving communication skills used in public speaking. To enhance each student’s ability to present his/her ideas in an organized, time-constrained format. To improve critical thinking skills and enhance student’s ability to express himself or herself objectively, subjectively, and creatively. Prerequisites: ENG101 or ENG107 or equivalent.

COM230
Small Group Communication
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: ENG101 or ENG107 or equivalent.
COM241  
Performance of Literature  
3 Credits. 3 Periods.  
The study, analysis, and preparation of oral presentation of prose, poetry, and dramatic literature. Preparation of material for public communication. Prerequisites: ENG101 or ENG107 or equivalent.

COM243  
Interpreters Theatre  
3 Credits. 4 Periods.  
Study, analysis, rehearsal, and performance of various types of literature. Prerequisites: None.

COM259  
Communication in Business and Professions  
3 Credits. 3 Periods.  
Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101 or ENG107 or equivalent.

COM263  
Elements of Intercultural Communication  
3 Credits. 3 Periods.  
Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

COMPUTING  
BPC101AA  
Introduction to Microcomputers I: IBM  
1 Credit. 2 Periods.  
Microcomputer software applications for the IBM personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

BPC101BA  
Introduction to Microcomputers II: IBM  
1 Credit. 1 Period.  
Microcomputer software applications for the IBM personal computer, including database management, computer graphics, electronic spreadsheet, and word processing, and operating system commands. Prerequisites: BPC101AA

BPC110  
Computer Usage and Application  
3 Credits. 4 Periods.  
Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

BPC118AB  
Powerpoint: Level I  
1 Credit. 2 Periods.  
Use of Powerpoint software to produce professional-quality presentation visuals. Prerequisites: None. Cross-reference: C1118AB.

BPC118BB  
Powerpoint: Level II  
1 Credit. 2 Periods.  
Use of Powerpoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB. Cross-reference: C1118BB.

BPC118CB  
Powerpoint: Level III  
1 Credit. 1 Period.  
Use of Powerpoint software for advanced desktop presentation techniques, including advanced animation and sound sequences. Prerequisites: BPC/CIS118BB. Cross-reference: C1118CB.

BPC118DB  
Desktop Presentation: PowerPoint  
3 Credits. 5 Periods.  
Use of PowerPoint to produce professional-quality presentation visuals with animation and sound. Prerequisites: None. Cross-reference: CIS118DB.

BPC121AB  
MS-DOS Operating System  
1 Credit. 2 Periods.  
Use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None. Cross-reference: CIS121AB.

BPC128  
Introduction to Desktop Publishing  
1 Credit. 2 Periods.  
Introduces 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  
Computer Maintenance I: A+ Prep  
3 Credits.  4 Periods.  
Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: BPC170 with grade of C or better, or permission of instructor.

BPC171  
Recycling Used Computer Technology  
1 Credit.  2 Periods.  
Use of hardware maintenance knowledge and skills to refurbish used computers. Prerequisites: BPC170 or permission of instructor.

BPC238BA  
Windows Advanced Desktop Design & Publishing Using Quark Express  
3 Credits.  4 Periods.  
Advanced use of Windows microcomputers and commercial software packages to compose and print textual and graphic materials of high quality. Includes review of fundamental desktop techniques and concepts, alternative treatment of copy, use of complex graphics programs, typographical manipulation, color separating, exploration of alternative layout programs, preparation of larger-scale and unusual publications, and additional printing alternatives. Prerequisites: BPC138BA or permission of instructor.

BPC238CA  
Windows Advanced Desktop Design & Publishing Using Pagemaker  
3 Credits.  4 Periods.  
Advanced use of Windows microcomputers and commercial software packages to compose and print textual and graphic materials of high quality. Includes review of fundamental desktop techniques and concepts, alternative treatment of copy, use of complex graphics programs, typographical manipulation, color separating, exploration of alternative layout programs, preparation of larger-scale and unusual publications, and additional printing alternatives. Prerequisites: BPC138CA or permission of instructor.

BPC270  
Microcomputer Maintenance II  
3 Credits.  4 Periods.  
Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution of power system, motherboard, memory, storage devices, and network interface cards. Extensive use of software diagnostic and utility tools. Prerequisites: BPC170 with grade of C or better, or permission of instructor.

BPC273  
Advanced Server Computer Maintenance: Server+ Prep  
3 Credits.  4 Periods.  
Focuses on complex technical aspects of the microcomputer server, including hardware installation, configuration, and troubleshooting. Emphasis placed on network operating systems installations, data storage subsystems, and data recovery. Preparation for the CompTIA Server+ examination. Prerequisites: BPC170 and MST140 or permission of instructor.

BPC278  
Software Installation - MS Windows  
3 Credits.  4 Periods.  
Installing and configuring microcomputer software. Emphasis placed on the installation, configuration, upgrade, and related problem resolution of microcomputer operating system and applications software. Prerequisites: CIS105, CIS114 (any module whose course number suffix begins with a “D”), CIS117 (any module whose course number suffix begins with a “D”), and BPC170 with grade of C or better, or permission of instructor.

CIS102  
Interpersonal and Customer Service Skills for IT Professionals  
1 Credit.  1 Period.  
Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS103  
Using Help Desk Software  
2 Credits.  3 Periods.  
Help desk software applications for tracking calls, querying data, recording macros, and generating reports. Prerequisites: CIS105 or permission of instructor.

CIS105  
Survey of Computer Information Systems  
3 Credits.  4 Periods.  
Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes programming and use of the Internet. Exploration of relevant emerging technologies. Prerequisites: None.

CIS114AE  
Excel: Level I  
1 Credit.  2 Periods.  
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None. Cross-reference: BPC114AE.

CIS114BE  
Excel: Level II  
1 Credit.  2 Periods.  
Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor. Cross-reference: BPC114BE.

CIS114CE  
Excel: Level III  
1 Credit.  1 Period.  
Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets. Prerequisites: BPC/CIS114BE or permission of instructor. Cross-reference: BPC114CE.

CIS114DE  
Excel Spreadsheet  
3 Credits.  5 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. Cross-reference: BPC114DE.

CIS117AM  
Database Management: Microsoft Access: Level I  
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. Cross-reference: BPC117AM.
Database Management: Microsoft Access: Level II
1 Credit.  2 Periods.
Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC/CIS117AM or permission of instructor. Cross-reference: BPC117BM.

Database Management: Microsoft Access: Level III
1 Credit.  1 Period.
Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC117BM or CIS117BM. Cross-reference: BPC117CM.

Microsoft Access: Database Management
3 Credits.  5 Periods.
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Combines the contents of BPC/CIS117AM and BPC/CIS117BM and BPC/CIS117CM. Prerequisites: None. Cross-reference: BPC117DM.

Introduction to Oracle: SQL
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: CIS105 or permission of instructor.

Oracle: Database Administration
3 Credits.  4 Periods.
Basic administrative tasks performed by a database administrator (DBA). Conceptual understanding and hands-on applications of the Oracle database architecture and interaction of its components. Prerequisites: (CIS119DO, and CIS164AB), or CIS126++, or permission of instructor.

Oracle: Backup and Recovery
2 Credits.  3 Periods.
Various backup, failure, restore, and recovery scenarios that apply to Oracle database environments. Backup methodologies based on business requirements in a mission critical enterprise. Multiple strategies and Oracle tools such as Recovery Manager. Prerequisites: CIS119DP or permission of the instructor.

Oracle: Performance Tuning
3 Credits.  4 Periods.
Recognizing, troubleshooting, and resolving common performance related problems in administering an Oracle database. Includes an interactive workshop that will provide participants with the opportunity to walk through numerous real-world performance tuning case studies. Prerequisites: CIS119DP or permission of the instructor.

Computer Graphics: Adobe Illustrator- Level I
1 Credit.  2 Periods.
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, graphics design, and color graphics. Prerequisites: None. Cross-references: BPC120AB.

Computer Graphics: Adobe Photoshop- Level I
1 Credit.  2 Periods.
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, for graphic design and image correction. Prerequisites: None. Cross-reference: BPC120AF.

Computer Graphics: Adobe Illustrator- Level II
1 Credit.  1 Period.
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts, and create a PDF file. Prerequisites: BPC/CIS120AB Cross-References: BPC120BB.

Computer Graphics: Adobe Photoshop- Level II
1 Credit.  1 Period.
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes working with masks, channels and layers, and combining raster and vector graphics. Prerequisites: BPC/CIS120AF. Cross-References: BPC120BF.

Computer Graphics: Adobe Illustrator- Level III
1 Credit.  1 Period.
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics. Prerequisites: BPC/CIS120BB. Cross-References: BPC120CB.

Computer Graphics: Adobe Photoshop- Level III
1 Credit.  1 Period.
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes color printing, color management, creation of graphics for the Web. Prerequisites:BPC/CIS120BF.Cross-References: BPC120CF.

Computer Graphics: Adobe Illustrator
3 Credits.  4 Periods.
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None. Cross-References: BPC120DB.

Computer Graphics: Macromedia Flash
3 Credits.  4 Periods.
Provides students with the ability to use Macromedia Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None. Cross-References: BPC120DC.
CIS120DF
Computer Graphics: Adobe Photoshop
3 Credits. 4 Periods.
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None. Cross-References: BPC120DF

CIS121AB
MS-DOS Operating System
1 Credit. 2 Periods.
The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None. Cross-reference: BPC121AB

CIS121AE
Windows Operating System: Level I
1 Credit. 2 Periods.
Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None. Cross-References: BPC121AE

CIS122AC
UNIX Operating System: Multi-User
1 Credit. 2 Periods.
The use of the UNIX operating system on a midrange or mainframe computer; basic concepts, commands, file organization and management, and task management. Prerequisites: None.

CIS126AL
Linux Operating System I
1 Credit. 2 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. Prerequisites: None.

CIS126BL
Linux Operating System I
1 Credit. 1 Period.
Introduction to the Linux Operating system. Develop knowledge and skills required to install and configure applications, and to troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Prerequisites: CIS126BL or Permission of Instructor

CIS126CL
Linux Operating System III
1 Credit. 1 Period.
Introduction to the Linux Operating system. Develop knowledge and skills required to install and configure applications, and to troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Prerequisites: None. Cross-References: BPC120DF

CIS126DA
UNIX Operating System
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
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.

CIS133AA
The Internet/Web Development: Level I: Module A
1 Credit. 2 Periods.
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None. Cross-References: BPC133AA

CIS133BA
The Internet/Web Development: Level I: Module B
1 Credit. 1 Period.
Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools as well as enhancement of Web pages. Prerequisites: BPC1/IS133AA. Cross-References: BPC133BA

CIS133CA
The Internet/Web Development: Level I: Module C
1 Credit. 1 Period.
Web site development using the enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: BPC1/IS133BA. Cross-References: BPC133CA

CIS133DA
The Internet/Web Development Level I
3 Credits. 4 Periods.
Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None. Cross-References: BPC133DA

CIS140
Survey of Multimedia Technology
2 Credits. 3 Periods.
Introduction to multimedia technology and its uses. Overview of the various hardware and software used in developing and delivering multimedia. Emphasis on how multimedia is used in education and training. Provides a basic understanding of the process used to define and develop multimedia applications. Prerequisites: CIS105, or permission of instructor. Cross-reference: MMT140.

CIS150
Programming Fundamentals
3 Credits. 4 Periods.
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105 or permission of instructor.

CIS151
Computer Game Development -Level I
3 Credits. 4 Periods.
Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools. Prerequisite: CIS105 or permission of instructor.
CIS158
COBOL Programming I
3 Credits. 4 Periods.
Programming in structured COBOL for preparation of business reports. Hands-on computer experience. Prerequisites: CIS105, or permission of instructor.

CIS159
Visual Basic Programming I
3 Credits. 4 Periods.
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105 or permission of instructor.

CIS162
C Programming I
3 Credits. 4 Periods.
Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105 or permission of instructor.

CIS162AB
C++: Level I
3 Credits. 4 Periods.
Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

CIS162AC
Visual C++: Level I
3 Credits. 4 Periods.
Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

CIS163AA
Java Programming: Level I
3 Credits. 4 Periods.
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105.

CIS164AC
Oracle: Developer Forms I
3 Credits. 4 Periods.
Building and testing interactive applications consisting of one or more Developer forms modules. Building a complete forms application using Oracle Developer. Customizing forms with graphical user input items, such as check boxes, list items and radio groups. Modifying data access by creating event-related triggers. Prerequisites: CIS164AB, or permission of instructor.

CIS164AD
Oracle: Developer Forms II
2 Credits. 3 Periods.
An opportunity to broaden skills using Developer Forms. Complex concepts, such as programming function keys, timers, and record groups. Using programmatic controls to manage the behavior and appearance of windows at runtime. Creating advanced multiple-form applications and managing multiple transactions across modules. Prerequisites: CIS164AC or permission of instructor.

CIS164AE
Oracle: Developer Reports
3 Credits. 4 Periods.
Building a variety of standard and custom reports in a client-server environment. Using a graphical user interface (GUI) environment to retrieve, display, and format data in many styles to create tabular, matrix, mailing label, and letter reports. Customizing more complex reports, embedding graphical charts in reports, and using the Intelligent Remote Reports Server. Prerequisites: CIS164AB or permission of instructor.

CIS164AG
Oracle: Data Modeling and Relational Database Design
2 Credits. 3 Periods.
Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105 or permission of instructor.

CIS166
Web Scripting/Programming
3 Credits. 4 Periods.
Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS190
Introduction to Local Area Networks
3 Credits. 4 Periods.
Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105 or permission of instructor.

CIS191
Novell NetWare System Administration
3 Credits. 4 Periods.
Knowledge and skills required to administer or manage a Novell NetWare local area network operating system. Level I, II, and III network management tasks. Prerequisites: CIS109 and BPC121AB, or BPC102AA and BPC102BA, or CIS105, or permission of instructor.

CIS217AM
Advanced Microsoft Access: Database Management
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: (BPC/CIS117DM or BPC/CIS117CM). Cross-References: BPC217AM

CIS220DF
Advanced Photoshop
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: (BPC/CIS120AF, BPC/CIS120BF and BPC/CIS120CF) or BPC/CIS120DF, or permission of instructor. Cross-References: BPC220DF

CIS221
Advanced DOS
2 Credits. 3 Periods.
Advanced DOS commands, concepts, and usage. Emphasis on batch file programming, configuration and optimization of the DOS environment, various commercial utilities, security and disaster planning, and legal considerations. Prerequisites: CIS121AB or (BPC102AA and BPC102BA) or permission of instructor.
CIS224  
*Project Management Microsoft Project for Windows*  
3 Credits.  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 ccMail. Prerequisites: None. Cross-References: BPC224

CIS225  
*Business Systems Analysis and Design*  
3 Credits.  3 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*  
3 Credits.  3 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.

CIS226AA  
*Internet/Intranet Server Administration-UNIX*  
3 Credits.  4 Periods.  
Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a UNIX environment. Includes coverage of security issues. Prerequisites: (CIS126DA and CIS133DA), or permission of instructor

CIS233BA  
*Web Design and Publishing II*  
1 Credit.  1 Period.  
Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts, and multimedia. Prerequisites: CIS233AA or permission of instructor.

CIS233CA  
*Web Design and Publishing III*  
1 Credit.  1 Period.  
Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS233BA or permission of instructor

CIS233DA  
*Web Design and Publishing*  
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: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.

CIS235  
*e-Commerce*  
3 Credits.  4 Periods.  
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS238DL  
*Linux System Administration*  
3 Credits.  4 Periods.  
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or Permission of Instructor

CIS239DL  
*Linus Shell Scripting*  
3 Credits.  4 Periods.  
Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: CIS238DL or permission of instructor.

CIS240DL  
*Linux Network Administration*  
3 Credits.  4 Periods.  
In depth networking based on Linux servers and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or instructor approval.

CIS250  
*Management Information Systems*  
3 Credits.  3 Periods.  
Business organization, control, and communication; database concepts; systems design; and computer systems. Prerequisites: CIS225.

CIS251  
*Computer Game Development -Level II*  
3 Credits.  4 Periods.  
Advanced object-oriented game development, advanced game design, and advanced game theory. Use of game development software tools to demonstrate advanced concepts for modeling real-time simulations and creating computer games using object oriented development tools. In depth coverage of game programming (scripting) techniques, and decision logic using object oriented techniques. Prerequisites: CIS151 or permission of instructor

CIS253  
*Computer Game Development -Level III*  
3 Credits.  4 Periods.  
Advanced object oriented game development, controlling and programming game and windows resources using the game development language. Modeling real-time simulations and game worlds using advanced
programming techniques and artificial intelligence. Creation of network and Internet based multi-player games using object oriented techniques and packet based communication protocols. Prerequisites: CIS251 or permission of Instructor.

CIS259
Visual Basic Programming II
3 Credits. 4 Periods.
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

CIS262
C Programming II
3 Credits. 4 Periods.
Advanced level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162, or permission of instructor.

CIS263AA
Java Programming: Level II
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 instructor.

CIS270
Essentials of Network and Information Security
3 Credits. 4 Periods.
Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GIAC Security Essentials Certificate (GSEC). Prerequisites: CNT150, or (MST150 or MST150 any module), or permission of instructor.

CIS271DL
Linux Security
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.

CIS290AA
Computer Information Systems Internship
1 Credit. 6 Periods.
Work experience in business or industry. Prerequisites: Permission of instructor. Cross-References: BPC290AA

CIS290AB
Computer Information Systems Internship
2 Credits. 12 Periods.
Work experience in business or industry. Prerequisites: Permission of instructor. Cross-References: BPC290AB

CIS290AC
Computer Information Systems Internships
3 Credits. 18 Periods.
Work experience in business or industry. Prerequisites: Permission of instructor. Cross-References: BPC290AC

CIS296WB
Cooperative Education
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: None. Corequisites: must be concurrently enrolled in at least one class related to job/cv-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

CIS298AC
Special Projects
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 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

COUNSELING AND PERSONAL DEVELOPMENT

CPD100
Orientation for Student Development
1 Credit. 1 Period.
Offered to orient new students to college life. Emphasis on assessing students’ academic potential, facilitating curricular advisement and registration procedures, learning academic survival skills, and becoming aware of all services available to students on campus and in the community. Prerequisites: None.

CPD103BL
Dynamics of Leadership
2 Credits. 2 Periods.
Designed to provide strategies that may be used when assuming leadership roles. Focus on improving supervisory confidence through the development of appropriate leadership skills, problem-solving and techniques of leadership. Prerequisites: None.

CPD104
Career and Personal Development
3 Credits. 3 Periods.
An overview of the process of career/life planning through self-awareness and understanding. Focus on specific skill development such as dealing with change, decision making, goal setting and understanding lifestyles. Provides opportunity to evaluate interests, skills and values. Emphasis on the development of a comprehensive career search process which includes current occupational information, specific tools for researching the job market and acquiring employment. Prerequisites: None

CPD150
Strategies for College Success
3 Credits. 3 Periods.
Focus on increasing student success through the college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None. Cross-reference: AAA150.

CPD150AA
College Orientation & Personal Growth
1 Credit. 1 Period.
Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None. Cross-References: AAA150AA
CPD150AB
Study Skills Development
1 Credit.  1 Period.
Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None. Cross-reference: AAA150AB.

CPD150AC
Educational & Career Planning
1 Credit.  1 Period.
Emphasis on increasing student success through educational and career planning. Prerequisites: None. Cross-Reference: AAA150AC.

CPD160
Introduction to Multiculturalism
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. Skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. Prerequisites: None.

CRE101
Critical and Evaluative Reading I
3 Credits.  3 Periods.
Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: ENG101 and (reading placement test score of 41 or higher (ASSET), or grade of “C” or better in RDG091, or permission of instructor.)

DRAFTING TECHNOLOGY
DFT105
Computer-Aided Drafting I
3 Credits.  6 Periods.
Industrial use of Computer Aided Drafting (CAD) equipment (hardware and software) in the areas of mechanical, electronic and construction drawings. Prerequisites: None.

EARLY CHILDHOOD EDUCATION
ECH176
Child Development
3 Credits.  3 Periods.
Study of human development from the prenatal stage through adolescence, with consideration of parent and adult roles in the life experience of the growing child. Independent observation of children and personal investigation into child-related issues in contemporary America. Prerequisites: None. Cross-reference: CFS176.

ECH270
Observing Young Children
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
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.

ECH275
Literacy Development and the Young Child
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.

ECH282
Discipline/Guidance of Child Groups
1 Credit.  1 Period.
Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.

ECH287
Professional Development in Early Childhood Education
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.

ECONOMICS
ECN111
Macroeconomic Principles
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.

ECN112
Microeconomic Principles
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. Selected issues examined. Prerequisites: None.

EDUCATION
EDU205
Self Assessment for Teaching
3 Credits.  3 Periods.
An exploratory course for students considering a teaching career. Examination of the field of education in the United States through field experiences, self-assessment activities and career information. Prerequisites: None.

EDU221
Introduction to Education
3 Credits.  3 Periods.
Overview of education and educational institutions in our society, including current issues, responsibilities, and qualifications of
educators. Opportunity for students to assess their interest in this area. Prerequisites: None. 

Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222
Introduction to the Exceptional Learner
3 Credits. 3 Periods.
Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None.

EDU230
Cultural Diversity in Education
3 Credits. 3 Periods.
Examination of the relationship of cultural values to the formation of the child’s self-concept and learning style. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups. Prerequisites: None.

EDU250
Overview of the Community Colleges
3 Credits. 3 Periods.
The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.

EDU282AA
Volunteerism for Education: A Service Learning Experience
1 Credit. 1 Period.
Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

EDU282AC
Volunteerism for Education: A Service Learning Experience
3 Credit. 3 Period.
Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

EDU282AB
Volunteerism for Education: A Service Learning Experience
2 Credit. 2 Period.
Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

EDU291
Children’s Literature
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.

EDU292
The Art Of Storytelling
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.

EDU296WA
Cooperative Education
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: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

EDU296WB
Cooperative Education
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 student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

EDU296WC
Cooperative Education
3 Credits. 15 Periods.
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

ELECTRICITY

ELC101
Electricity for Industry
3 Credits. 3 Periods.

ELC105
Electricity for Industry Lab
3 Credits. 3 Periods.
Diagramming and assembling series circuits, parallel circuits and wiring relays, thermostats, switches and lights. Electrical readings on compressors. Emphasis on safety. Prerequisites: None. Corequisites: ELC/FAC/HVA105LL or permission of instructor. Cross-References: HVA105, FAC105

ELC105LL
Electricity for Industry Lab
3 Credits. 3 Periods.
Diagramming and assembling series circuits, parallel circuits and wiring relays, thermostats, switches and lights. Electrical readings on compressors. Emphasis on safety. Prerequisites: None. Corequisites: ELC/FAC/HVA105 or permission of instructor. Cross-References: FAC105LL, HVA105LL
ELC115  
**Motors Controls and Wiring Diagrams**  
3 Credits.  3 Periods.  
Principles of three-phase motors. Wye and Delta wiring. Calculation of motor current draw. Sequence of operation, wiring diagram and electrical components associated with industrial equipment. Procedures for evaluating electrical problems. Safety stressed. Prerequisites: ELC/FAC/HVA105 or permission of department or ELC/FAC/HVA105LL or permission of department. Corequisites: ELC/FAC/HVA115LL or permission of department. Cross-References: FAC115, HVA115  

ELC115LL  
**Motors, Controls, and Wiring Diagrams Lab**  
1 Credits.  3 Periods.  
Drawing wiring diagrams, wiring systems and checking electrical circuits. Troubleshooting electrical problems of three-phase motors and controls. Safety stressed. Prerequisites: ELC/FAC/HVA105 or permission of department or ELC/FAC/HVA105LL or permission of department. Corequisites: ELC/FAC/HVA115 or permission of department. Cross-References: FAC115LL, HVA115LL  

ELC119  
**Concepts of Electricity and Electronics**  
3 Credits.  3 Periods.  
Principles of electric circuits, magnetism and electromagnetism including basic motors and generators. Use of basic measuring instruments. Includes an overview of electronics in the modern world. Prerequisites: None.  

ELC120  
**Solid State Fundamentals**  
3 Credits.  3 Periods.  
Theory of operation of semi-conductor devices, component and system construction, operation, installation, and service. Specific and practical applications in relations to temperature, light, speed and pressure control. Includes amplifiers, power supplies, integrated circuits, fiberoptics, and safety. Prerequisites: None.  

ELC210  
**AC Machinery and DC Machinery**  
3 Credits.  3 Periods.  
Principles and operation of AC(Alternating current) and DC(Direct current) motors, generators, and alternators. Includes single-phase motors along with induction, synchronous, and wound-rotor types of three-phase motors. DC motors including shunt-field, series field, wound rotor, permanent magnet, stepper and brushless types. Prerequisites: None.  

ELC217  
**Motor Controls**  
3 Credits.  3 Periods.  
Principles and operation of frequency controlled AC(Alternating current) motor drives, including current source inverters (CSI), variable voltage inverters (VVI) and pulse width modulated inverters (PWM). Heating, ventilation and air conditioning (HVAC) applications along with energy savings, motor pump sizing and torque load calculations. Prerequisites: Permission of instructor.  

ELC218  
**Variable Frequency Drives**  
3 Credits.  3 Periods.  
Principles and operation of frequency controlled AC(Alternating current) motor drives, including current source inverters (CSI), variable voltage inverters (VVI) and pulse width modulated inverters (PWM). Heating, ventilation and air conditioning (HVAC) applications along with energy savings, motor pump sizing and torque load calculations. Prerequisites: None.  

ELC219  
**Programmable Controllers**  
4 Credits.  6 Periods.  
Principles and applications of programmable logic controls (PLC’s). Numbering systems, control strategies, and ladder logic. Basic machine functions and operations to include programming, troubleshooting and maintenance. Application of PLC programming, operations and troubleshooting skills. Prerequisites: ELC105 and ELC115 and ELC119, or permission of instructor.  

ELT100  
**Survey of Electronics**  
3 Credits.  3 Periods.  
An introduction to the field of electronics for those who may not intend to specialize in electronics. Essentially nonmathematical in nature; includes familiarization with a wide range of electronic components. Application to electronic systems, such as radio transmitters and receivers - both AM and FM, television transmitters and receivers, logic control, and computers. Application also to automotive electronics. Prerequisites: None.  

ELT101  
**Mathematics for Electronic I**  
3 Credits.  3 Periods.  
Basic principles of Algebra with applications to the analysis of electronic circuits. Emphasis on the use of the calculator for conversions and DC(Direct current) circuit problems. Prerequisites: None.  

ELT102  
**Mathematics for Electronics II**  
3 Credits.  3 Periods.  
The study of simultaneous equations, quadratic equations, trigonometric relationships, periodic functions and logarithms as applied to AC circuit analysis. Application of the scientific calculator to technical problem solving in electronics. Prerequisites: ELC101 or equivalent.  

ELT113  
**Basic Electronics**  
LEC 4 Credits.  3 Periods.  
LAB 0 Credits.  3 Periods.  
Direct and alternating current electrical circuits. Theory and practical lab experience, using the appropriate test equipment and computer solutions. Ohm’s Law, Kirchhoff’s Laws, and various network theorems applied to the study and analysis of series, parallel, and series-parallel circuit configurations. Includes complex algebra, impedance, frequency response, and resonance. Prerequisites or Corequisites: ELT102 or equivalent.  

ELT131  
**Digital and Logic Circuits**  
LEC 4 Credits.  3 Periods.  
LAB 0 Credits.  3 Periods.  
Digital concepts and fundamentals, number systems and codes, Boolean algebra and combinational logic, logic reduction techniques, and logic hardware. Memories and programmable logic arrays. Hands-on hardware and computer-aided logic design experiments. Prerequisites: ELT113 or permission of instructor. Cross-References: SMT131  

ELT195  
**Solid State Electronics**  
LEC 4 Credits.  3 Periods.  
LAB 0 Credits.  3 Periods.  
Characteristics and use of solid state devices in practical circuit applications. Circuit analysis techniques and computer simulations. Includes, diodes, transistors, four-layer devices, operational amplifiers, and interfacing devices. Prerequisites: ELT113 or departmental approval.  

ELT251  
**Electronic Instrumentation**  
LEC 3 Credits.  2 Periods.  
LAB 0 Credits.  3 Periods.  
Electronic instruments and their usage in measuring and analyzing electronic circuits. Includes both analog and digital meters, oscilloscopes, and digital logic analyzers. Covers automatic test equipment, various
transmitters, and reliability requirements. Prerequisites: (ELT195 and ELT131) or departmental approval.

**ENGLISH**

**ENG061**

Basic Writing Skills
3 Credits. 3 Periods.
Emphasis on basic writing skills, including grammar and mechanics necessary to write clear and correct sentences in paragraphs. Prerequisites: Appropriate English placement test score, or ENG056 with a grade of “C” or better, or permission of department/division chair.

**ENG071**

Fundamentals of Writing
3 Credits. 3 Periods.
Emphasis on the fundamentals of sentence, paragraph, and multi-paragraph structure. Prerequisites: Appropriate English placement test score, or ENG056 with a grade of “C” or better, or ENG061 with a grade of “C” or better, or permission of department/division chair.

**ENG101**

First-Year Composition
3 Credits. 3 Periods.
Standard English writing skills. Emphasis on expository composition. Prerequisites: Appropriate English placement test score or a grade of “C” or better, in ENG071.

**ENG102**

First Year Composition
3 Credits. 3 Periods.
Continued development of standard English writing skills. Introduction to research, note taking, organization, and documentation in the preparation and writing of a research paper. Prerequisites: ENG101 with a grade of “C” or better.

**ENG107**

First-Year Composition for ESL
3 Credits. 3 Periods.
Equivalent of ENG101 for students of English as a Second Language (ESL). Standard American English writing skills and emphasis on expository composition. Prerequisites: Appropriate ASSET/COMPASS placement test score, or a grade of “C” or better in ENG071 or ESL077. Course Note: Taking ESL040 and ESL042 may build skills tested by the ASSET/COMPASS placement.

**ENG108**

First Year Composition for ESL
3 Credits. 3 Periods.
Equivalent of ENG102 for students of English as a Second Language (ESL). Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Not open to students who have completed ENG101. Prerequisites: Grade of “C”, or better, in ENG107.

**ENG111**

Technical Writing
3 Credits. 3 Periods.
Analysis, planning, organization, research, and writing of technical reports and oral presentations for specific job-related audiences. Preparation of recommendation and feasibility reports, proposals, and applications of graphics in documents and oral presentations. Prerequisites: ENG101 with a grade of “C”, or better, or permission of instructor.

**ENG200**

Reading and Writing About Literature
3 Credits. 3 Periods.
Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. For English or English education majors and minors. Prerequisites: ENG102.

**ENG210**

Creative Writing
3 Credits. 3 Periods.
Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of “C”, or better, or permission of department.

**ENG213**

Introduction to the Study of Language
3 Credits. 3 Periods.
Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and sociolinguistics. Prerequisites: ENG102, or ENG111 with a grade of “C”, or better, or permission of instructor.

**ENG217**

Personal and Exploratory Writing
3 Credits. 3 Periods.
Using writing to explore one’s self and the world one lives in: emphasis on expository writing as a means of learning. Prerequisites: ENG101 and ENG102.

**ENGLISH AS A SECOND LANGUAGE**

**ESL001BA**

Basic ESL I: Personal Health and Safety
2 Credits. 2 Periods.
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal health and safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: None. Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.

**ESL001BB**

Basic ESL I: Services & Employment
2 Credits. 2 Periods.
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services and employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BA or permission of instructor. Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.

**ESL010**

English as a Second Language I: Grammar
3 Credits. 3 Periods.
First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

**ESL011**

ESL I - Listening & Speaking
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 (6) credits. Prerequisites: Appropriate ESL placement test score or ESL002. Prerequisites: Appropriate ESL placement test score or ESL002.
ESL020
English as a Second Language II: Grammar
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. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of “P” or “C” or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

ESL021
ESL II - Listening & Speaking
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. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010.

ESL030
English as a Second Language III: Grammar
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. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or a grade of “P” or “C” or better in ESL020 or (ESL020AA, ESL020AB and ESL020AC).

ESL031
English as a Second Language III- Listening and Speaking
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. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020.

ESL032
ESL III-Writing with Oral Practice
3 Credits. 3 Periods.
Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: ESL022 or appropriate ESL placement test score.

ESL040
English as a Second Language IV: Grammar
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. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or a grade of “P” or “C” or better in ESL301 or (ESL030AA, ESL030AB and ESL030AC).

ESL041
English as a Second Language IV: Listening and Speaking
3 Credits. 3 Periods.
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL042
ESL IV - Writing with Oral Practice
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. May be repeated for a maximum of six (6) credits. Prerequisites: ESL032 or appropriate ESL placement test score.

ESL050
Review Grammar For ESL
3 Credits. 3 Periods.
Review of grammatical concepts for ESL students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of “C” or better in ESL100, or (ESL010AA, ESL010AB, and ESL010AC), or permission of instructor.

ENH110
Introduction to Literature
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.

ENH112
Chicano Literature
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.

ENH114
African-American Literature
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.
ENH201
World Literature Through the Renaissance
3 Credits. 3 Periods.
Includes a selection of the world’s literary masterpieces in their cultural background, beginning with ancient Oriental and Occidental writings and concluding with Renaissance writings. Prerequisites: None.

ENH202
World Literature After the Renaissance
3 Credits. 3 Periods.
Includes a selection of the world’s literary masterpieces from the Renaissance to modern times. Prerequisites: None.

ENH205
Asian American Literature
3 Credits. 3 Periods.
Survey of major Asian American writers. Examines literary types and selected works in their relationship to American cultural heritage and to contemporary culture. Prerequisites: ENG101 or ENG107.

ENH221
Survey of English Literature Before 1800
3 Credits. 3 Periods.
Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: None.

ENH230
Introduction To Shakespeare
3 Credits. 3 Periods.
Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories and romances have been presented on film. Prerequisites: None.

ENH251
Mythology
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.

ENH254
Literature and Film
3 Credits. 3 Periods.
Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101 or ENG107 or equivalent.

ENH256
Shakespeare on Film
3 Credits. 3 Periods.
Presents cinematic versions of Shakespeare’s plays and explains and analyzes how the dramatist’s major tragedies, comedies, histories and romances have been presented on film. Prerequisites: None.

ENH259
American Indian Literature
3 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.

ENH275
Modern Fiction
3 Credits. 3 Periods.
Includes novel and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

ENH284
19th Century Women Writers
3 Credits. 3 Periods.
Investigates major themes in literature by women writing in the 19th century including the nature of women’s lives in the family, in work situations, and in society. Poetry, prose, essays and drama are examined with an emphasis on common themes. Prerequisites: None. Cross-Reference: WST284

ENH285
Contemporary Women Writers
3 Credits. 3 Periods.
Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women’s lives regardless of age, creed, or ethnic background. Prerequisites: None. Cross-reference: WST285.

ENH291
Children’s Literature
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-reference: EDU291.

ENH294
Multicultural Folktales
3 Credits. 3 Periods.
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. Cross-References: EDU294, STO294

FAC101
Refrigeration Components and Applications I
2 Credits. 2 Periods.
Major components of refrigeration systems. Properties of refrigerants and piping practices. Prerequisites: None. Corequisites: FAC/HVA101LL or permission of instructor. Cross-References: HVA101

FAC104
Introduction to Facilities Management
3 Credits. 3 Periods.
Survey of the total responsibilities of the facilities organization in manufacturing, business, and government. Includes methods for coordinating the physical workplace with the people and work of the organization. Prerequisites: None.

FAC105
Electricity for Industry
3 Credits. 3 Periods.
**FAC105LL**  
**Electricity for Industry Lab**  
1 Credits.  3 Periods.  
Diagramming and assembling series circuits, parallel circuits and wiring relays, thermostats, switches and lights. Electrical readings on compressors. Emphasis on safety. Prerequisites: None. Corequisites: ELC/FAC/HVA105 or permission of instructor. Cross-References: ELC105LL, HVA105LL

**FAC115**  
**Motors, Controls and Wiring Diagrams**  
3 Credits.  3 Periods.  

**FAC115LL**  
**Motors, Controls and Wiring Diagrams Lab**  
1 Credits.  3 Periods.  
Drawing wiring diagrams, wiring systems and checking electrical circuits. Troubleshooting electrical problems of three-phase motors and controls. Safety stressed. Prerequisites: ELC/FAC/HVA105, or permission of department, or ELC/FAC/HVA105LL, or permission of department. Corequisites: ELC/FAC/HVA115 or permission of department. Cross-References: ELC115LL, HVA115LL

**FAC185**  
**Electro-Mechanical Devices**  
4 Credits.  6 Periods.  
Concepts, principles, maintenance, and troubleshooting of mechanical and electro-mechanical devices; mechanical alignment of shafts, pillow blocks, gears, and couplers on mechanical breadboard; transmission devices including lead screws, linkages, worm and worm wheels, gear trains, speed reducers, chain drives, and belt drives; principles of lubrication; operation of dc (direct current), ac (alternating current), and stepping motors; application of tachometers, stepping motors, linear actuators, relays, solenoids, switches, contactors, starters, and fuses; selection and specification of components from manufacturer’s catalogs. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent, or permission of instructor. Corequisites: None. ELE100 or ELT100 suggested but not required. Cross-References: GTC185, HVA185

**FAC186**  
**Electro-Mechanical Devices**  
3 Credits.  5 Periods.  

**FAC210**  
**Facilities Air Conditioning Systems**  
3 Credits.  3 Periods.  
Fundamental principles of air conditioning including all-air, all-water (hydronic) and air-water combination systems. Overview of the physical principles, including air distribution systems and heating and cooling load calculation. System components and application theory for boilers, chillers, pumps, fans, and cooling towers. Theory and application of central air conditioning systems, air cleaning and humidification devices, pressure boosting, heat storage, expansion and pressurization equipment. Properties of water, pressure distribution in hydronic systems, flow in pipes, pressure drop/ head loss, pump applications and pressurization of open and closed hydronic systems. Fundamentals of low and high temperature water systems. Prerequisites: (FAC/HVA101, HVA112 and ELC/FAC/HVA115) or permission of department. Corequisites: FAC/HVA210LL or permission of department. Cross-References: HVA210

**FAC210LL**  
**Facilities Air Conditioning Systems Lab**  
1 Credits.  3 Periods.  
Routine procedures on operational central forced-air conditioning systems and hydronic pumping systems. Components and function of large chillers, cooling towers, hot water boilers, associated piping, pumps and constant volume and variable air volume (VAV) air handlers. Perform pump sizing calculations and measurements. Perform measurements and calculations of pressure and air velocity in ducts. Apply the principles of psychrometrics to central air handling systems. Evaluation of the energy balance of components and systems. Personal and equipment safety. Prerequisites: (FAC/HVA101, HVA112 and ELC/FAC/HVA115), or permission of department. Corequisites: FAC/HVA210 or permission of department. Cross-References: HVA210LL

**FAC220**  
**Controls and Instrumentation**  
3 Credits.  3 Periods.  
Control theory and terminology, pneumatics, electrical, and electronic control devices, flow control devices, elementary and advanced control systems. Electric and electronic control systems, programmable logic controls, and facilities management systems. Process and terms used in instrumentation, methods of heat transfer, calculations for heat temperature, and heat transfer. Measuring and calculating pressure, fluid flow, measuring humidity, control action, and instrumentation symbols. Prerequisites: FAC/HVA210 or permission of department. Corequisites: FAC/HVA220LL or permission of department. Cross-References: HVA220

**FAC220LL**  
**Controls and Instrumentation Lab**  
1 Credits.  3 Periods.  
Calibrating pneumatic electrical, and electronic control devices. Commissioning and troubleshooting elementary and advanced control systems. Programming and tuning direct digital control (DDC) devices. Installing, testing and calibration control and instrumentation sensors. Developing and testing sequences of operation for control loops. Recording and analyzing data from facility management systems. Prerequisites: FAC/HVA210 or permission of department. Corequisites: FAC/HVA220LL or permission of department. Cross-References: HVA220LL

**FRENCH**

**FRE101**  
**Elementary French I**  
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.
Elementary French II
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: FRE101 or equivalent.

Beginning French Conversation I
3 Credits. 3 Periods.
Conversational French. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in French. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

Introduction to Fire Suppression
3 Credits. 3 Periods.
Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

Supervisory Training for Firefighters
3 Credits. 3 Periods.
Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. Prerequisites: None.

Introductory Nutrition
3 Credits. 3 Periods.
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutritional claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for predietetics or other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

Legal, Ethical, and Regulatory Issues in Business
2 Credits. 2 Periods.
Principles and techniques of menu planning for food service operations where food is served in quantity; includes applications for health care institutions, commercial kitchens, school cafeterias, and industrial facilities. Prerequisites: None.

Commercial Baking Techniques
3 Credits 5 Periods.
Principles and techniques for preparation, storage, and serving of bakery products. Includes breads, cakes, pies, pastry, cookies, fillings, and icings. Emphasis on practical experiences in a commercial bakery. Prerequisites: None.

Gourmet Foods
3 Credits 4 Periods.
The art and appreciation of gourmet foods, accompanied by preparation and appropriate services. Prerequisites: None.

Garde Manger
3 Credits. 5 Periods.
Prepares students for employment in garde manger pantries in restaurants and resorts. Includes costing out and ordering food products; food and safety factors; preparing and garnishing pantry product. Emphasis on classical food presentation. Prerequisites: None.

American Regional Cuisine
3 Credits. 5 Periods.
American regional food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected American regions. Emphasis on practical cooking experiences in a restaurant setting. American regions to include, but not limited to: Southern, Cajun/Creole, New England, Mid-West, and Pacific Coast. Prerequisites: None.

International Cuisines
3 Credits. 5 Periods.
Gourmet international food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected international cultures. Emphasis on practical cooking experiences in a restaurant kitchen. Cultures to include, but not limited to: Italian, German, Oriental, Middle Eastern, and Spanish. Prerequisites: None.

Professional Cooking Practicum
7 Credits. 19 Periods.
Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks, sauces, entrees, stashes, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens. Prerequisites: FON104, FON180, or departmental approval.

Principles of Human Nutrition
3 Credits. 3 Periods.
Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites or Corequisites: One year high school chemistry with grade of "C" or better, or CHM130 and CHM130LL, or BIO100, or BIO156, or BIO181, or approval of instructor.
### GENERAL TECHNOLOGY

#### GTS106
**Industrial Safety**
- 2 Credits. 2 Periods.
- Safety, health management and accident prevention in industrial work environment. Role of OSHA act, materials handling, electrical safety, machine safety, first response to fire and medical emergencies, safety signs and color codes, recognition of safety and health hazards accident prevention, and management’s responsibilities. Prerequisites: None. Cross-References: FAC106, MIT106, OSH106

### GTS107
**Technical Mathematics I**
- 3 Credits. 3 Periods.
- Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Recommended for all technology students except electronics. Prerequisites: None. Cross-References: MET107

#### GTS108
**Technical Mathematics II**
- 3 Credits. 3 Periods.
- Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of instructor. Cross-References: MET108

### GTS109
**Introduction to Fluid Power**
- 3 Credits. 3 Periods.
- Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent Prerequisites: None.

#### GTS110
**Properties of Materials**
- 3 Credits. 3 Periods.
- Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

### GTS111
**Technical Mathematics I**
- 3 Credits. 3 Periods.
- Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Recommended for all technology students except electronics. Prerequisites: None. Cross-References: FAC106, MIT106, OSH106

### GTS112
**Technical Mathematics II**
- 3 Credits. 3 Periods.
- Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of instructor. Cross-References: MET108

### GTS113
**Introduction to Fluid Power**
- 3 Credits. 3 Periods.
- Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent Prerequisites: None.

### GTS114
**Properties of Materials**
- 3 Credits. 3 Periods.
- Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

#### GTS115
**Technical Mathematics I**
- 3 Credits. 3 Periods.
- Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Recommended for all technology students except electronics. Prerequisites: None. Cross-References: FAC106, MIT106, OSH106

### GTS116
**Technical Mathematics II**
- 3 Credits. 3 Periods.
- Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of instructor. Cross-References: MET108

### GTS117
**Introduction to Fluid Power**
- 3 Credits. 3 Periods.
- Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent Prerequisites: None.

### GTS118
**Properties of Materials**
- 3 Credits. 3 Periods.
- Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

### GTS119
**Technical Mathematics I**
- 3 Credits. 3 Periods.
- Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Required for all technology students except electronics. Prerequisites: None. Cross-References: FAC106, MIT106, OSH106

### GTS120
**Technical Mathematics II**
- 3 Credits. 3 Periods.
- Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of instructor. Cross-References: MET108

### GTS121
**Introduction to Fluid Power**
- 3 Credits. 3 Periods.
- Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent Prerequisites: None.

### GTS122
**Properties of Materials**
- 3 Credits. 3 Periods.
- Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

### GTS123
**Technical Mathematics I**
- 3 Credits. 3 Periods.
- Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Recommended for all technology students except electronics. Prerequisites: None. Cross-References: FAC106, MIT106, OSH106

### GTS124
**Technical Mathematics II**
- 3 Credits. 3 Periods.
- Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of instructor. Cross-References: MET108

### GTS125
**Introduction to Fluid Power**
- 3 Credits. 3 Periods.
- Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent Prerequisites: None.

### GTS126
**Properties of Materials**
- 3 Credits. 3 Periods.
- Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

### GTS127
**Technical Mathematics I**
- 3 Credits. 3 Periods.
- Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Required for all technology students except electronics. Prerequisites: None. Cross-References: FAC106, MIT106, OSH106

### GTS128
**Technical Mathematics II**
- 3 Credits. 3 Periods.
- Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of instructor. Cross-References: MET108

### GTS129
**Introduction to Fluid Power**
- 3 Credits. 3 Periods.
- Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics. Prerequisites: ELE101, or ELT101, or GTC108, or equivalent Prerequisites: None.

### GTS130
**Properties of Materials**
- 3 Credits. 3 Periods.
- Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.
Health Care Today  
.5 Credit. .5 Period.  
Overview of current 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. Prerequisites: None.

Workplace Behavior in Health Care  
.5 Credit. .5 Period.  
Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Prerequisites: None.

Personal Wellness and Safety  
.5 Credit. .5 Period.  
Introduces healthful living practices to include nutrition, stress management and exercise. Includes Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Prerequisites: None.

Communication and Teamwork in the Health Care Organizations  
.5 Credit. .5 Period.  
Emphasis on basic communication skills which facilitate team work in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote team work. Focus on intercultural communication strategies. Prerequisites: None.

Legal Issues in Health Care  
.5 Credit. .5 Period.  
Basic legal terminology used in the health care setting. Legal concepts related to health care employment, medical documentation, and communication. Introduction to regulatory requirements in health care. Prerequisites: None.

Decision Making in the Health Care Setting  
.5 Credit. .5 Period.  
Principles and application of the decision making model. Description and application of ethics and process improvement and the relationship of both to the decision making model. Prerequisites: None.

Common Medical Terminology for Health Care Workers  
2 Credits. 2 Periods.  
Common medical terms used in health care. 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.

HEATING, VENTILATING & AIR CONDITIONING  

Heating and Air Conditioning  
3 Credits. 3 Periods.  
Types and styles of cooling equipment and duct systems. Methods of supplying air to spaces for heating and cooling. Human comfort factors related to heating and cooling. Psychrometric terminology and applications. Operation, control, and metering devices for heat pumps and package air conditioning systems. Basic heating and ventilating equipment including performance measurement of heating and combustion equipment. Procedures used with DX cooling and gas-fired and electric heating equipment. Troubleshooting techniques, local gas and electric codes, and safety precautions. Prerequisites: HVA103, HVA/ELC/FAC105. Corequisites: HVA112LL.

Heating and Air Conditioning Lab  
1 Credits. 1 Periods.  

Load Calculation and Duct Design  
3 Credits. 3 Periods.  
Heat transmission factors calculations for specific types and combinations of construction materials. Application of design factors for cooling and heating load determination. Methods for residential applications. Design of residential and light commercial ducting systems. Calculation of duct size for constant and variable air flow, system operating characteristics and air measuring devices. Protocols to test, adjust, and balance an air distribution system. Prerequisites: None.

HVAC and Refrigeration Installation  
3 Credits. 3 Periods.  
Industry codes used by the trades. Pipe and duct installation practices. Procedure for the installation of heating, ventilation, air conditioning and refrigeration (HVAC) equipment. Calculation of roof pitch and wire size for HVAC equipment. Start-up procedures for HVAC equipment. Prerequisites: ELC/FAC/HVA115 or permission of instructor. Corequisites: HVA234LL.

HVAC and Refrigeration Installation Lab  
1 Credits. 3 Periods.  
Practices and application for the installation of residential and commercial refrigeration and air conditioning equipment. Actual installation problems used as the basis of discussion and code application. Prerequisites: ELC/FAC/HVA115 or permission of instructor. Corequisites: HVA234.

History of Western Civilization to the Middle Ages  
3 Credits. 3 Periods.  
Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. Prerequisites: None.

History of Western Civilization Middle Ages to 1789  
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.

History of Western Civilization 1789 to Present  
3 Credits. 3 Periods.  
The political, economic, and social development of United States from Colonial through Reconstruction period. Prerequisites: None.
HIS104  U.S. History 1870 to Present  
3 Credits. 3 Periods. 
The political, economic, and social development of United States from Reconstruction period up to present time. Prerequisites: None.

HIS105  Arizona History  
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.

HIS106  Southwest History  
3 Credits. 3 Periods. 
Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS108  United States History 1945 to the Present  
3 Credits. 3 Periods. 
Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

HIS145  History of Mexico  
3 Credits. 3 Periods. 
Survey of the political, economic, and social forces which have shaped the development of Mexico from Pre-Columbian times to the present. Prerequisites: None.

HIS203  African-American History I  
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.

HIS204  African-American History II  
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: HIS203.

HIS241  Latin American Civilization in the Colonial Period  
3 Credits. 3 Periods. 
SA survey of the political, economic, and social forces which molded Latin American civilization in the Colonial Period. Prerequisites: None.

HIS273  US Experience in Vietnam 1945 - 1975  
3 Credits. 3 Periods. 
Survey of the US experience in Vietnam, 1945-1975, in view of political, economic, and social forces of the Cold War. Prerequisites: None.

HOTEL RESTAURANT MANAGEMENT

HRM110  Introduction to Hospitality and Tourism Management  
3 Credits. 3 Periods. 
A fundamental overview of the hotel, restaurant, and tourism segments of the hospitality and tourism industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains components to develop communication skills and a professional career plan. Prerequisites: None.

HRM120  Hotel Facility Management  
3 Credits. 3 Periods. 
Fundamental duties and responsibilities of hotel facility management. Emphasis on detail tasks, including personnel, cleaning, purchasing, equipment, textiles, maintenance, and safety. Examines basic systems for hotel facility management record keeping. Prerequisites: None.

HRM126  Food Service Cost Systems  
2 Credits. 2 Periods. 
Basic skills necessary to understand and utilize cost controls. Overview of systems for purchasing, storage, production control, and budgeting. Mechanical and mathematical details emphasized. Accounting process taught with aid of microcomputer. Introduction to standardized accounting software. Prerequisites: None.

HRM130  Guest Services Management  
3 Credits. 3 Periods. 
Examines organization and management of the hotel front office and guest service operations. Explores key front office functions and related systems and skills necessary to ensure guest satisfaction and efficient operations. Prerequisites: None.

HRM140  Food Production Concepts  
3 Credits. 3 Periods. 
Concepts related to preparation of hot foods, pantry, and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering, and inventory. Prerequisites: None.

HRM220  Hospitality Managerial Accounting  
3 Credits. 3 Periods. 
Study of financial statement analysis, asset management, ratio analysis, analytical techniques, and investment decision making. Emphasis on planning, budgeting, and management decisions. Prerequisites: ACC111 or ACC230.

HRM244  Quality Sanitation Management  
3 Credits. 3 Periods. 
Systems approach to answering public health concerns, reducing sanitation risks, and ensuring satisfaction for guests, staff members, and owners. Definition and implementation of sanitation quality. Cost control, and risk reduction in a hospitality operation. Prerequisites: None.

HRM260  Hospitality Human Resource Management  
3 Credits. 3 Periods. 
Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: GAM100/HRM110 or approval of instructor. Cross-reference: GAM260.

HRM270  Hospitality Marketing  
3 Credits. 3 Periods. 
Essential skills of defining a service market, developing a market plan, and directing personnel to follow market plan. Emphasis on marketing in the hospitality industry.
and understanding segmentation, positioning and promotion in that market. Prerequisites: None. Cross-reference: GAM270.

HRM275  
Restaurant Management  
3 Credits. 3 Periods.  
Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for: marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation, and legal regulations in the restaurant industry. Prerequisites: None.

HRM280  
Hotel and Restaurant Law  
3 Credits. 3 Periods.  
Examines legal aspects of hotel and restaurant management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: GAM100/HRM110.

HRM296WA  
Cooperative Education  
1 Credit. 3 Periods.  
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

HRM298AA  
Special Projects  
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 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.

HUMANITIES  

HUM190AA-AD  
Honors Forum  
1 Credit. 1 Period.  
Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussion 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 the Instructor.

HUM213  
Hispanic Film  
3 Credits. 3 Periods.  
Analysis of Hispanic film as art form and as social commentary. Prerequisites: None.

HUM250  
Ideas and Values in the Humanities  
3 Credits. 3 Periods.  
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101.

HUM251  
Ideas and Values in the Humanities  
3 Credits. 3 Periods.  
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including western and non-western cultures. Prerequisites: ENG101.

HUM292  
The Art Of Storytelling  
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.

INFORMATION TECHNOLOGY SECURITY  

ITS100  
Information Security Awareness  
2 Credits. 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  
4 Credits. 5 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: CIS126DA or CIS126DL and CNT150 and MST150DA or MST150XP or permission of instructor.

ITS120  
Legal, Ethical and Regulatory Issues in Information Security  
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: ITS110 or permission of instructor.

ITS130  
Operating System Security  
3 Credits. 4 Periods.  
In-depth examination of operating system security including Transmission Control Protocol/Data Encryption Standard (DES), Triple Data Encryption (3DES), Advanced Encryption Standard (AES), Pretty Good Privacy (PGP), and other encryption technologies (TCP/IP), Internet Protocol Security (IPSec) and Cisco Internetwork Operating Systems (IOS), Microsoft Windows, Linux and Mac OSX Security. Procedures to defend networks against attacks and recovery from network disasters. Web server security. 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 MS Windows and Linux Administration. Prerequisites: ITS110 or permission of instructor.
ITS140  Network Security  
3 Credits. 4 Periods. 
Examination of techniques used to defend network security. Design and implementation of devices including firewalls and Intrusion Detection Systems (IDSs) and Virtual Private Network (VPNs). Risk analysis and security policies methodologies. 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 MS Windows and Linux Administration. Prerequisites: ITS110 and ITS130 or permission of instructor.

ITS150  Building Trusted Networks in the Enterprise  
3 Credits. 4 Periods. 
Design of a trusted network to secure electronic transactions. Techniques to secure electronic transactions to include cryptography, digital signatures, digital certificates and strong authentication. Computer forensics techniques and legislative issues. 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 MS Windows and Linux Administration. Prerequisites: ITS110, ITS130, and ITS140, or permission of instructor.

ITS160  Managing Trusted Networks in the Enterprise  
3 Credits. 4 Periods. 
Establishment of trusted networks to ensure enterprise security. Techniques for planning and implementation of trusted networks including secure Wireless LANs (WLANs) and secure email. Emphasis on hands-on labs in both Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: ITS110, ITS130, ITS140 and ITS150 or permission of instructor.

ITS170  Information Security Policy Development  
1 Credit. 1 Periods. 
Components required to plan, develop and write information security policies. Policy development processes and the relationship between security and policy directions. Emphasis on writing effective information security policies in a governmental or corporate setting. Prerequisites: None.

ITS171  Information Security Risk Management  
1 Credit. 1 Periods. 
Examination and assessment of risk management in an information technology environment. Identification and valuation of organizational assets. Risk identification to include types of threats and exposures to risk. Risk mitigation techniques, documentation methods and regulatory requirements. Prerequisites: ITS110.

ITS230  Deploying Short Intrusion Detection Systems (IDS)  
1 Credit. 2 Periods. 

MGT101  Techniques of Supervision  
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  
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.

MGT229  Management and Leadership I  
3 Credits. 3 Periods. 
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.
MET100AB
Tool Room II: Machine, Processes, and Employment
2 Credits. 2 Periods.
Career selection process and completion of a resume and job application. Job interview under a simulated situation. Ideal work habits, ethics and career opportunities in the manufacturing field. Operator certification check sheet. Prerequisites: MET100AA.

MET102
Machine Processes, Theory and Application
5 Credits. 9 Periods.
Study and application of principles and theory of common metal removal processes including drilling, reaming, boring, milling, turning, and grinding. Cutting tool geometry and materials, cutting speeds and feeds, coolants, and precision measurement. Prerequisites or Corequisites: MET/GTC107 and MET114 or minimum score of 80% on related competency evaluation.

MET105
Computer-Aided Drafting for Manufacturing
3 Credits. 6 Periods.
Use of Computer Aided Drafting (CAD) equipment (hardware and software) in manufacturing and engineering drawings. Prerequisites: None.

MET109AA
Lathe I: Basic Manual Lathe Operations
1 Credits. 2 Periods.
Basic manual lathe operations and safety. Identification and selection of appropriate materials, tools, and chemicals for material removal process. Application of mathematical concepts in basic manual lathe operations. Process design and blueprint interpretation. Operator certification checklist. Prerequisites: MET100AA and MET100AB.

MET109AB
Lathe II: Secondary Manual Lathe Operations
1 Credits. 2 Periods.

MET110
Survey of Manufacturing Materials
1 Credits. 1 Periods.
Survey of metallurgy, composites, plastics, ceramics and other materials used in manufacturing. Material properties, classification and structure. Elementary strength of materials, heat treatment, and other materials processing requirements. Emphasis on relating materials and processes to specific hardware. Prerequisites: None.

MET113AAB
Mill I: Basic Machine Operations
1 Credits. 2 Periods.
Basic vertical mill set-up operations and safety. Selection of correct tools for a specific machining operation. Mathematical calculations and operations essential in machining operations. Design of process flow charts, and material selection. Blueprint interpretation. Operator certification check sheet. Prerequisites: MET100AA and MET100AB.

MET113AAB
Mill II: Vertical Mill Attachments
1 Credits. 2 Periods.

MET114
Machine Trades Print Reading
3 Credits. 3 Periods.
Analysis and interpretation of technical drawings (prints) common to manufacturing and the machine trades. Types of print formats, line types, and view projections. Mathematical calculations for determining dimensions. Symbols and features present on prints. Prerequisites: None.

MET115
Geometric Dimensioning and Tolerancing-Technologist Level
3 Credits. 3 Periods.
Symbols, terminology, modifiers, and units of measurement specific to geometric dimensioning and tolerancing (GDT). Rules and engineering tolerances as applied to engineering drawings and documents. Datum features and targets. Inspection process for verifying geometric tolerances. Prerequisites: MET/GTC107 and MET114, or permission of program director. Corequisites: MET112.

MET122
Inspection Techniques
3 Credits. 3 Periods.
Set-up and use of inspection tools, equipment, and procedures used in the industry. Use of ancillary equipment. Inspection planning forms and tables. Tool control activities and tool use certification process. Prerequisites: MET114. Corequisites: MET115 or permission of program director.

MET203
Machine Tools
5 Credits. 9 Periods.
Set up and operation of machine tools including engine lathes, drill presses, grinders, and milling machines. Emphasis on safety procedures during machine operation. Completion of operator certification checklist. Prerequisites: MET102, MET/GTC107 and MET114.

MET206
CNC Programming
3 Credits. 6 Periods.
Manual programming using computer generation of program media. Set-up and operation of a three axis machine. Study of management implications and advantages of computer numerical control (CNC). Prerequisites: GTC/MET102 or machine shop experience. Cross-References: GTC206

MET236
CAD/CAM Computer Numerical Control (CNC) Programming
3 Credits. 6 Periods.

MET260
Tooling and Fixturing
3 Credits. 3 Periods.
Various types of jigs and fixtures and their function as related to Numerically Controlled (NC) machines. Clamping and workholding principles and also use of common jigs and fixture hardware. Prerequisites: Completion of Manufacturing Technology Certificate program or permission of instructor.
MATHEMATICS

MAT082
Basic Arithmetic
3 Credits. 3 Periods.
Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT090
Developmental Algebra
5 Credits. 5 Periods.
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam. Course Note: May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

MAT102
Mathematical Concepts/Applications
3 Credits. 3 Periods.
A problem solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District Placement exam.

MAT103AA
Mathematics for Industrial Applications I
2 Credits. 2 Periods.
Fundamental operations with whole numbers, common fractions, decimals, percentages, and ratio and proportion. Graphs, measurements, and measurement tools. Fundamentals of algebra to include signed numbers, algebraic operations, linear equations, graphs of linear equations, and systems of equations. Includes applied math problems. Prerequisites: None.

MAT103AB
Mathematics for Industrial Applications II
2 Credits. 2 Periods.
Fundamentals of plane geometry and angular measure. Theorems, axioms, corollaries and definitions applying to triangles, congruent and similar figures, polygons, and circles. Computed measure of geometric figures, area, volume, surface area, and weight. Fundamentals of trigonometry, trigonometric functions, right triangles, law of sines and law of Cosines. Includes applied math problems. Prerequisites: MAT103AA or permission of the instructor.

MAT108
Tutored Mathematics
2 Credits. 2 Periods.
Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. May be repeated for a maximum of 10 credits. Prerequisites: None. Corequisites: Concurrent enrollment in MAT082, MAT090, or MAT092, or MAT120, or MAT122, or MAT150, or MAT151, or permission of department chair.

MAT120
Intermediate Algebra
5 Credits. 5 Periods.
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT121
Intermediate Algebra
4 Credits. 4 Periods.
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT142
College Mathematics
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 rather than manipulative skills. Appropriate for the student whose major does not require college algebra or pre-calculus. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam.

MAT151
College Algebra/Functions
4 Credits. 4 Periods.
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.
MAT156  Mathematics for Elementary Teachers I  
3 Credits.  3 Periods.  
Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of “C” or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.  

MAT157  Mathematics for Elementary Teachers II  
3 Credits.  3 Periods.  
Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.  

MAT172  Finite Mathematics  
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: Grade of “C” or better in MAT150, or MAT151, or MAT152, or concurrent registration in MAT150 or MAT151 or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.  

MAT182  Plane Trigonometry  
3 Credits.  3 Periods.  
A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. Prerequisites: Grade of “C” or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150 or MAT151, MAT152, or satisfactory score on District placement exam.  

MAT212  Brief Calculus  
3 Credits.  3 Periods.  
Introduction to the theory, techniques and applications of the differential and integral calculus of elementary functions with problems related to business, life, and the social sciences. Prerequisites: Grade of “C” or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.  

MAT220  Analytic Geometry and Calculus I  
5 Credits.  5 Periods.  
Topics from analytic geometry with special emphasis on inequalities and absolute value expressions, limits, continuity, the fundamental principles and formulae for differential and integral calculus along with their applications to geometry and mechanics, the mean value theorems and the fundamental theorem of calculus. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of “C” or better in (MAT150, or MAT151, or MAT152), and MAT182, or MAT187 or equivalent, or satisfactory score on District placement exam.  

MAT230  Analytic Geometry and Calculus II  
5 Credits.  5 Periods.  
Continuation of MAT220 including work on the elementary transcendental functions, techniques of integration, vector functions, and infinite series. May receive credit for only one of the following: MAT230 or MAT231. Prerequisites: Grade of “C” or better in MAT220 or MAT221 or equivalent.  

MAT241  Calculus with Analytic Geometry III  
4 Credits.  4 Periods.  
Vector-valued functions of several variables, multiple integration, introduction to vector analysis. Prerequisites: Grade of “C” or better in MAT230 or MAT231.  

MAT262  Differential Equations  
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.  

MST140  Microsoft Networking Essentials  
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. Preparations for Microsoft certification examination. Prerequisites: None. Recommend BPC110 or CIS105, and BPC121AB.  

MST145  Microsoft Client System Administration  
3 Credits.  4 Periods.  
Knowledge and skills to install, configure, customize, optimize, maintain, and troubleshoot the Microsoft Windows client operating system in a Microsoft networking environment. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST140 or permission of instructor.  

MST150  Microsoft Windows Professional Administration  
3 Credits.  4 Periods.  
Knowledge and skills necessary to perform day-to-day administration tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required.  

MST152  Microsoft Windows Server  
4 Credits.  5 Periods.  
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Preparation for Microsoft certification examination. Prerequisites: Any MST150 course or permission of instructor.  

MST154  Microsoft Windows Network Enterprise  
3 Credits.  4 Periods.  
Knowledge and skills to plan, install, configure, customize, and integrate networks with Windows server operating system in a heterogeneous, multiple-domain environment. Preparation for Microsoft certification examination. Prerequisites: MST150 or permission of instructor. Corequisites: MST152 or permission of instructor.  

MICROSOFT TECHNOLOGY
MST155
Implementing Windows Network Infrastructure
3 Credits. 4 Periods.
Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or corequisites: any MST152 course or permission of instructor.

MST157
Implementing Windows Directory Services
3 Credits. 4 Periods.
Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Preparation for Microsoft certification examination. Prerequisites any MST152 course or permission of instructor.

MST170
Visual Basic Desktop Application Development
4 Credits. 5 Periods.
Use of Visual Basic programming language to create database applications using Visual Data Access tools, ActiveX Controls, Component Objects, and Structured Query Language (SQL) Server database. Prerequisites: CIS159 or permission of instructor.

MST171
Microsoft FrontPage
3 Credits. 4 Periods.
Knowledge and skills to analyze, design, build, and implement enterprise Web sites using Microsoft FrontPage. Includes use of ActiveX components, databases, and FrontPage server extensions. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST172
Visual Basic .NET Web Application Development
4 Credits. 5 Periods.
Knowledge and skills to develop and implement Web-based applications using ASP.NET, Web forms, and the Microsoft.NET framework with Visual Basic. Preparation for Microsoft Certified Applications Developer (MCAD) certification examination. Prerequisites: (BPC/CIS133DA, or BPC/CIS133AA and BPC/CIS133BA and BPC/CIS133CA) and CIS259, or permission of instructor.

MST174
Microsoft Visual InterDev
3 Credits. 4 Periods.
Web site programming tasks to create enterprise-level Web sites that use Component Object Model (COM) components on both the client and the server. Preparation for Microsoft Certified Solutions Developer (MCSD) examination. Prerequisites: (CIS233BA or CIS233DA) and MST170 or permission of instructor.

MST240
Microsoft Transmission Control Protocol/Internet Protocol (TCP/IP)
3 Credits. 4 Periods.
Knowledge and skills necessary to install, configure, use, and support TCP/IP on Microsoft Windows NT. Preparation for Microsoft certification examination. Prerequisites: MST152 or permission of instructor.

MST242
Microsoft Exchange Server
4 Credits. 5 Periods.
Knowledge and skills required to plan, implement, and administer Microsoft Exchange Server. Preparation for Microsoft certification examination. Prerequisites: any MST152 course or permission of instructor.

MST244
Microsoft SQL Administration
3 Credits. 4 Periods.
Knowledge and skills required to design and implement databases using Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: any MST152 course or permission of instructor.

MST246
Implementing Microsoft Internet Explorer
2 Credits. 3 Periods.
Strong foundation in the architecture and key features of Microsoft Internet Explorer. Set up, configure, use, and deploy Internet Explorer in a network environment, with particular emphasis on intranet use. Prerequisites: Any MST152 course or permission of instructor. Knowledge of HTML suggested but not required.

MST247
Microsoft Proxy Server
2 Credits. 3 Periods.
Knowledge and skills required to install, configure, and administer Microsoft Proxy Server. Preparation for Microsoft certification examination. Prerequisites: MST155 or MST240 or permission of instructor.

MST252
Microsoft Windows Network Upgrade
3 Credits. 4 Periods.
Evaluate differences between current version of Microsoft Windows network operating system and upgraded version. Intended for Microsoft network administrators seeking upgrade training. Prerequisites: MST152 or permission of instructor.

MST253
Designing a Microsoft Windows 2000 Directory Services Infrastructure
3 Credits. 4 Periods.
Provides students with the knowledge and skills necessary to plan and implement Microsoft Windows 2000 Directory Services in an enterprise environment. Prerequisites: any MST152 course or permission of instructor.

MST254
Microsoft SQL Server Design and Implementation
3 Credits. 4 Periods.
Knowledge and skills required to design and implement databases using Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: CIS259, or any MST152 course, or permission of instructor.

MST255
Designing Windows Network Infrastructure
3 Credits. 4 Periods.
Knowledge and skills to create a networking services infrastructure design that supports network applications and the needs of an organization. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST155 or permission of instructor.

MST259
Designing Windows Network Security
3 Credits. 4 Periods.
Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST157 or permission of instructor.
**MUSIC: PERFORMANCE**

**MUP225**  
Class Guitar I  
2 Credits. 3 Periods.  
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practicing techniques and proper sitting and hand positions. Prerequisites: None.

**MUP226**  
Class Guitar II  
2 Credits. 3 Periods.  
Note-reading range including second position and parts of higher positions. Classical, popular, Latin and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

**OCCUPATIONAL SAFETY AND HEALTH**

**OSH101**  
Introduction to Environmental Hazardous Materials Technology  
3 Credits. 3 Periods.  

**OSH102**  
Introduction to Industrial Hygiene  
3 Credits. 3 Periods.  
Fundamental concepts of Industrial Hygiene, including terminology, basic toxicology, body entry routes, threshold limit values, and measurement. Control of typical occupational physical and chemical hazards, radiation and environmental concerns. Instruction and practice in basic sampling techniques. Prerequisites: None.

**OSH106**  
Industrial Safety  
2 Credit. 2 Periods.  
Safety, health management and accident prevention in industrial work environment. Role of Occupational Safety and Health Administration (OSHA) act, materials handling, electrical safety, machine safety, first response to fire and medical emergencies, safety signs and color codes, recognition of safety and health hazards accident prevention, and management's responsibilities. Prerequisites: None. Cross-References: FAC106, GTC106, MIT106

**OSH118**  
OSHA Standards and Regulations  
1 Credit. 1 Periods.  
Provisions of and implementation of OSHA (Occupational Safety and Health Administration) Act in the work place. Rights and responsibilities under the OSHA Act. Appeals process, record keeping, and voluntary protection programs. OSHA's construction and general industry standards. Overview of the requirements of the more frequently referenced standards. Prerequisites: None.

**OFFICE AUTOMATION SYSTEMS**

**OAS101AA**  
Computer Typing I: Keyboard Mastery  
1 Credit. 1.7 Periods.  
Incorporates correct touch typing principles. Prerequisites: None.

**OAS118**  
10-Key By Touch  
1 Credit. 1.7 Periods.  
Touch system of numeric keys on ten-key pads. Prerequisites: None.

**OAS120**  
Financial Record Keeping  
3 Credits. 3 Periods.  
Computerized application of concepts and procedures of office record keeping; includes finance and personnel records, inventory systems, banking procedures and cash control; decision-making process for solving financial problems. Prerequisites: None.

**PHILOSOPHY**

**PHI101**  
Introduction to Philosophy  
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.

**PHI103**  
Introduction to Logic  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Periods</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI201</td>
<td>History of Ancient Philosophy</td>
<td>3</td>
<td>3</td>
<td>Historical survey of the intellectual history of the Greco-Roman world, focusing on the philosophical tradition and social/historical context. Prerequisites: None.</td>
</tr>
<tr>
<td>PHI213</td>
<td>Medical and Bio-Ethics</td>
<td>3</td>
<td>3</td>
<td>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. Cross-References: REL213</td>
</tr>
<tr>
<td>PHI224</td>
<td>Political Philosophy</td>
<td>3</td>
<td>3</td>
<td>Predominant figures and theories in Euroamerican political philosophy from Plato to contemporary social/political philosophers. Prerequisites: None.</td>
</tr>
<tr>
<td>PHI242</td>
<td>World Religions</td>
<td>3</td>
<td>3</td>
<td>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. Cross-reference: HIS243, REL243</td>
</tr>
<tr>
<td>PHI245</td>
<td>Introduction to Eastern Philosophy</td>
<td>3</td>
<td>3</td>
<td>Fundamental theories of Indian and Chinese metaphysics, epistemology, ethics and aesthetics. Prerequisites: None.</td>
</tr>
<tr>
<td>PED101GF</td>
<td>Physical Activities: Cycling</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102</td>
<td>Physical Activities</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102AF</td>
<td>Physical Activities: Aerobics</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102AQ</td>
<td>Water Exercise</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102BP</td>
<td>Backpacking</td>
<td>1</td>
<td>2</td>
<td>Covers basic skills and techniques of backpacking and the application of these to wilderness travel. Includes outdoor survival and evacuation techniques under a variety of environmental conditions. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102CX</td>
<td>Basketball</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102DR</td>
<td>Golf</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102FK</td>
<td>Hiking</td>
<td>1</td>
<td>2</td>
<td>Development of safe and effective hiking skills. Essentials and requirements for safe hiking: proper hiking clothing and attire; impact of hiking on the environment. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102G</td>
<td>Physical Activities: Physical</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102JX</td>
<td>Physical Activities: Physical</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102LR</td>
<td>Scuba Diving</td>
<td>1.5</td>
<td>2.5</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102SM</td>
<td>Physical Activities: Self Defense</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102TV</td>
<td>T’ai Chi</td>
<td>1</td>
<td>2</td>
<td>Teaches the fundamentals of Tai Chi including the moves, rules, and traditional discipline of the sport. Prerequisites: None.</td>
</tr>
<tr>
<td>PED102W</td>
<td>Physical Activities: Volleyball</td>
<td>1</td>
<td>2</td>
<td>Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.</td>
</tr>
<tr>
<td>PED113</td>
<td>Weight Training</td>
<td>1.5</td>
<td>3</td>
<td>Weight training activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None.</td>
</tr>
<tr>
<td>PED114</td>
<td>Fitness</td>
<td>1.5</td>
<td>3</td>
<td>Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None.</td>
</tr>
<tr>
<td>PED115</td>
<td>Lifetime Fitness</td>
<td>2</td>
<td>4</td>
<td>Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated credit. Prerequisites: None.</td>
</tr>
</tbody>
</table>
**PHY105 Basic Physics**
LEC 4 Credits. 3 Periods.
LAB 0 Credits. 3 Periods.
Survey of Newtonian mechanics to help students acquire a problem solving ability in physics generally. Primarily for students with either no physics background or a limited physics background who intend to take PHY115 and PHY116. Prerequisites: MAT152 and MAT182, or MAT187 or permission of instructor.

**PHY111 General Physics I**
LEC 4 Credits. 3 Periods.
LAB 0 Credits. 3 Periods.
Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent. Course Note: Recommended for preprofessional and suggested for certain other majors.

**PHY112 General Physics II**
LEC 4 Credits. 3 Periods.
LAB 0 Credits. 3 Periods.
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

**PHY115 University Physics I**
LEC 5 Credits. 4 Periods.
LAB 0 Credits. 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 department consent. Corequisites: MAT230 or MAT231. One year High School physics or PHY111 and PHY112 is strongly recommended.

**PHY116 University Physics II**
LEC 5 Credits. 4 Periods.
LAB 0 Credits. 3 Periods.
Principles of electricity, magnetism, waves, and optics. Required for Engineering majors. Prerequisites: PHY115 and (MAT230 or MAT231). Corequisites: MAT241.

**PHY121 University Physics I: Mechanics**
LEC 4 Credits. 3 Periods.
LAB 0 Credits. 3 Periods.
Kinematics, Newton’s laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220 or MAT221 or department consent. One year of High School physics or PHY111 and PHY112 is strongly recommended.

**PHY131 University Physics II: Electricity and Magnetism**
LEC 4 Credits. 3 Periods.
LAB 0 Credits. 3 Periods.
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230 or MAT231 or department consent and PHY121. Corequisites: MAT241 or department consent.

**POS110 American National Government**
3 Credit. 3 Period.
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

**POS125 Issues in World Politics**
3 Credits. 3 Periods.
Contemporary issues and factors in international relations. Stress conditions in civil order, trade, and international institutions. May be repeated for a total of six (6) credit hours. Prerequisites: None.

**POS220 U.S. and Arizona Constitution**
3 Credits. 3 Periods.
Examination of the United States Constitution and the constitution and government of the state of Arizona. Prerequisites: None.
POS221  
**Arizona Constitution**  
1 Credit.  1 Period.  
Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

POS222  
**U.S. Constitution**  
2 Credits.  2 Periods.  
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

POS223  
**Civil Rights**  
2 Credits.  2 Periods.  
The historic background and current status of major civil rights issues in the United States. Prerequisites: None.

**POWER PLANT TECHNOLOGY**

**PPT101**  
**Hand and Power Tools**  
1 Credit.  1 Period.  
Identification and use of hand and hand-held power tools used in a power plant. Tool construction and purpose. Maintenance of hand and power tools. Prerequisites: None.

**PPT102**  
**Introduction to Electricity**  
3 Credits.  3 Periods.  

**PPT103**  
**Print Reading and Plant Drawings**  
1 Credit.  1 Period.  
Introduction to print reading and plant drawings. Flow diagrams and symbols on drawings. Dimension, tolerance and clearance on drawings. Amendments to drawings. Specific types of drawings. Proper procedures when using plant drawings. Prerequisites: None.

**PPT115**  
**Hydraulics and Pneumatics**  
2 Credits.  2 Periods.  
Hydraulic and pneumatic system components and operation. Troubleshooting procedures of hydraulic and pneumatic systems. Prerequisites: None.

**PPT118**  
**Conduct of Maintenance**  
1 Credit.  1 Period.  

**PPT200**  
**Industry Events**  
1 Credit.  1 Period.  
Information distribution; methods and avenues of communication. Material and design problems in the nuclear power plant. Procedural deficiencies of motor and equipment operation. Operation of sensitive equipment. Potential plant vulnerabilities. Personnel errors including mis-positioning, flooding, testing and procedural violations. Prerequisites: None.

**PPT202**  
**Plant Systems and Components I**  
2 Credits.  2 Periods.  
Plant mission, numbering and drawing systems. Components and function of reactor coolant, volume control, safety injection, and nuclear sampling systems. Function and operation of main stream and turbine systems. Main and auxiliary feedwater systems. Operation and function of steam and heater drain systems. Prerequisites: None.

**PPT203**  
**Plant Systems and Components II**  
2 Credits.  2 Periods.  

**PPT204**  
**Measuring and Test Equipment**  
1 Credit.  1 Period.  
Administrative controls for precision measurement. Use of precision measuring equipment. Emphasis on proper use, accurate reading, and calculations using precision measuring devices. Prerequisites: None.

**PPT205**  
**Rigging**  
2 Credits.  2 Periods.  
Safe and proper operation of lifting equipment. Weight calculations. Identification and proper location of rigging equipment. Hand signals and industry standards. Safe rigging practices. Inspection and maintenance procedures. Operation of pendant cranes. Prerequisites: None.

**PPT206**  
**Bearings**  
1 Credit.  1 Period.  
Application, inspection and maintenance of plant bearings. Design and operation of sliding and anti-friction bearings. Function, design and applications of bearing seals. Reasons for bearing failure and related preventative maintenance procedures. Prerequisites: None.

**PPT207**  
**Heat Exchangers**  
1 Credit.  1 Period.  

**PPT208**  
**Thermal Insulation**  
0.5 Credit.  0.5 Period.  
Principles of heat transfer and insulation. Types and temperature ranges for insulation. Safe and proper handling of insulation materials. Practical experience in removing and installing insulation. Prerequisites: None.

**PPT209**  
**Pipefitting Auxiliaries II**  
2 Credits.  2 Periods.  

**PPT210**  
**Valve Maintenance II**  
3 Credits.  3 Periods.  
PPT211
Couplings
0.50 Credits. 0.50 Periods.
Types, functions, and specific applications of couplings. Coupling removal and inspection procedures. Coupling rework and installation. Prerequisites: None.

PPT212
Control Valves and Actuators
1 Credits. 1 Periods.

PPT213
Pumps II
3 Credits. 3 Periods.
Rotary, reciprocating and centrifugal pump operation. Positive displacement and metering pump operation. Diaphragm pulsafeder operation. Disassembly, inspection and reassembly of radially and axially split centrifugal pumps. Troubleshooting and lab safety. Prerequisites: None.

PPT214
Machine Alignment
3 Credits. 5 Periods.
Calculations and practical lab exercises using alignment principles. Determination of indicator sag and thermal growth. Obtaining readings for alignment or misalignment. Rim-face method of alignment stressed and practiced. Prerequisites: None.

PPT215
Relief and Safety Valves
1 Credits. 1 Periods.
Concepts of pressure and pressure measurement. Components and operation of rupture discs, relief valves, and safety valves. Maintenance procedures. Prerequisites: None.

PPT217
Refueling Overview
1 Credits. 1 Periods.
Destack and restack operations of the Reactor Vessel. Purpose and location of refueling equipment. Refueling operation including spent fuel, refueling machines and fuel transfer equipment. Safety. New fuel receipt, transfer and moving of spent fuel. Prerequisites: None.

PPT218
Lathe Operations
2 Credits. 4 Periods.
Safe and proper operation of the lathe. Component and accessories and their functions. Cutting tools and methods. Processes of machining including mounting, aligning, knurling, grooving, turning, thread cutting, drilling, reaming boring, and tapping. Machining techniques using a chuck. Prerequisites: None.

PSY101
Introduction to Psychology
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.

PSY123
Psychology of Parenting
3 Credits. 3 Periods.
The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

PSY225
Psychology and Religion
3 Credits. 3 Periods.
Analysis of psychological perspectives on the religious experience of the individual. Application of historical and contemporary psychological theories to the question of religious experience. Prerequisites: PSY101 or Permission of Instructor.

PSY230
Introduction to Statistics
3 Credits. 3 Periods.
An introduction to the basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of “C” or better and MAT092 or equivalent, or permission of instructor.

PSY235
Psychology of Gender Differences
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.

PSY240
Developmental Psychology
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, pre-med, and psychology. Prerequisites: PSY101 with a grade of “C” or better or permission of the instructor.

PSY250
Social Psychology
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.

PSY260
Personality Development
3 Credits. 3 Periods.
Introduction to theories of personality with emphasis upon application of specific theories towards the understanding of individuals. Prerequisites: PSY101 with a grade of “C” or better or permission of instructor.

PSY266
Abnormal Psychology
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.
PSY290AB
Research Methods
4 Credits.  3 Periods.
0 Credits.  3 Periods. (Lab)
Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101 or ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of “C” or better, or permission of instructor.

PUBLIC ADMINISTRATION
PAD101
Survey of Public Administration
3 Credits.  3 Periods.
The history, present and future of public administration. Covers roles of public administrators, organizational relationships, intergovernmental relations and human resources as well as ethical issues, financial management, communication skills, and productivity issues. Prerequisites: None.

PAD201
Techniques of Municipal Administration
3 Credits.  3 Periods.
City administration management. Covers techniques, practices and responsibilities of city staff including forces of change, administrative techniques and leadership. Prerequisites: PAD101 or PAD103 or permission of instructor.

READING ENGLISH AS A SECOND LANGUAGE
RDG008
Phonics
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 (ASSET) or permission of instructor.

RDG010
Reading English as a Second Language II
3 Credits.  3 Periods.
Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

RDG020
Reading English as a Second Language II
3 Credits.  3 Periods.
Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of “C” or better in RDG010 or permission of instructor.

RDG030
Reading English as a Second Language III
3 Credits.  3 Periods.
Designed for students who are learning English as a second language. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of “C” or better in RDG020 or permission of instructor.

RDG040
Reading English as a Second Language IV
3 Credits.  3 Periods.
Developed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score or grade of “C” or better in RDG030 or permission of instructor.

READING EDUCATION
RDG081
Reading Improvement
3 Credits.  3 Periods.
Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections, and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials. Prerequisites: Placement test scores, or permission of instructor.

RDG091
College Reading Skills I
3 Credits.  3 Periods.
Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Reading placement test score (ASSET), or grade of “C” or better in RDG081, or permission of instructor.

RELIGIOUS STUDIES
REL101
Introduction to Religion
3 Credits.  3 Periods.
Various religious expressions of humankind. Focuses on basic religious themes common to religions, such as encounter with the Holy, search for self and community, mystical illumination, spiritual discipline. Prerequisites: None.

REL202
Classics of Asian Religions
3 Credits.  3 Periods.
Academic study of selected works from Hindu, Buddhist, Taoist and Confucian traditions. Study of cultural and concepts of the world, history, culture, and human nature as represented in these works. Prerequisites: None.

REL270
Classics of Asian Religions
3 Credits.  3 Periods.
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

SIGN LANGUAGE
SLG101
American Sign Language I
4 Credits.  4 Periods.

SLG102
American Sign Language II
4 Credits.  4 Periods.
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical,
and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101, with a grade of "C" or better, or permission of department/division.

**SMALL BUSINESS MANAGEMENT**

**SBS200**
Small Business Operations
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
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
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-to-day operational budgeting also included. Prerequisites: None.

**SBS204**
Small Business Marketing and Advertising
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 products and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None.

**SBS214**
Small Business Customer Relations
1 Credit. 1 Period.
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitudes of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

**SBS220**
Internet Marketing for Small Business
2 Credits. 2 Periods.
Focus on “e-Commerce”-doing business on the Internet and planning a web site. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

**SOCIOLOGY**

**SOC101**
Introduction to Sociology
3 Credits. 3 Periods.
Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

**SOC140**
Racial & Ethnic Minorities
3 Credits. 3 Periods.
Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None.

**SOC157**
Sociology of Marriage & Family
3 Credits. 3 Periods.
The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None.

**SOC212**
Gender and Society
3 Credits. 3 Periods.
A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

**SOCIAL WORK**

**SWU102**
Introduction to Social Work
3 Credits. 3 Periods.
An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for student enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101.

**SWU291**
Social Service Delivery Systems
3 Credits. 3 Periods.
Purpose, structures, and delivery systems of human service agencies. Includes 40 hours of volunteer experience in local human service agencies. Prerequisites or Corequisites: SWU102, or SWU271, or permission of the department.

**SWU292**
Effective Helping in a Diverse World
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: (SOC101 and SWU102) or SWU271 suggested but not required.
### SPANISH

**SPA101**  
Elementary Spanish I  
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.

**SPA102**  
Elementary Spanish II  
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: SPA101 or departmental approval.

**SPA115**  
Beginning Spanish Conversation I  
3 Credits. 3 Periods.  
Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

**SPA116**  
Beginning Spanish Conversation II  
3 Credits. 3 Periods.  
Continued development of speaking and listening skills for effective communication in Spanish. Prerequisites: SPA115 or departmental approval.

**SPA201**  
Intermediate Spanish I  
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: SPA102, two years of high school Spanish, or departmental approval.

**SPA202**  
Intermediate Spanish II  
4 Credits. 4 Periods.  
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

### STORYTELLING

**STO282AC**  
Volunteerism for Education: A Service Learning Experience  
3 Credits. 3 Periods.  
Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of six (6) STO282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

**STO292**  
The Art of Storytelling  
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, HUM292.

**STO293**  
The Art of Storytelling II  
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.

### THEATRE

**THE111**  
Introduction to Theatre  
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.

**THE220**  
Modern Drama  
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.

### THEATRE PERFORMANCE/PRODUCTION

**THP112**  
Acting I  
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.

**THP212**  
Acting II  
3 Credits. 4 Periods.  
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

### TOTAL QUALITY MANAGEMENT

**TQM101**  
Quality Customer Service  
3 Credits. 3 Periods.  
Examines the nature of quality customer service and the attitudes, knowledge, and skills needed to work effectively in a quality customer service environment. Foundation skills for quality customer service are taught, applied and practiced. Prerequisites: None.

**TQM201**  
Total Quality Concepts  
2 Credits. 2 Periods.  
Examines the concepts of quality as they relate to service, products and the employee. Focuses on the history, rationale and basic principles of Total Quality. Recognizes the scope and requirements for a Total Quality development effort. Prerequisites: None.

**TQM204**  
Team Roles and Dynamics  
3 Credits. 3 Periods.  
Focuses on basic concepts and tools associated with quality improvement to help teams function effectively. Participants use theory and practice to work as a team, plan, and conduct good meetings, manage logistics and details, gather useful data, analyze the data, communicate clearly and persuasively ideas and results with confidence and impact, and implement change. Prerequisites: None.
TQM214
Principles of Process Improvement
2 Credits. 2 Periods.
Examines the concepts and tools of quality/continuous improvement. Includes mapping processes, statistical measurement, problem-solving tools and methods of presenting findings, evaluating, and implementing changes. Prerequisites: None. TQM201 is recommended.

TQM230
Teamwork Dynamics
2 Credits. 2 Periods.
Theory and practice of how team members and team leaders use listening, negotiating and interpersonal skills for the enhancement of team process. Included are concepts of team development and team problem-solving techniques. Prerequisites: None. TQM201 is recommended.

WELDING TECHNOLOGY

WLD101
Welding I
3 Credits 6 Periods.
Principles and techniques of electric arc and oxyacetylene welding and cutting. Provides technical theory and basic skill training in these welding processes. Prerequisites: None.

WLD106
Arc Welding
5 Credits 8 Periods.
Electric welding with emphasis on metallic arc welding in out-of-position practice and procedures. Prerequisites: None.

WLD201
Welding II
3 Credits 6 Periods.
Further study of electric arc and oxyacetylene welding with emphasis on GTAW (heliarc) and GMAW (mig) processes to weld both ferrous and nonferrous metal. Prerequisites: WLD101

WLD206
Advanced Welding- Heliarc and Wire Feed
5 Credits 8 Periods.
Instruction in theory and practice on tungsten inert gas and wire feed welding. Welding procedures on ferrous and nonferrous metals. Set up and operation of all types of machines used in tig and mig welding. Prerequisites: WLD106 or departmental permission.

WLD208
Advanced Arc Welding- Certification
5 Credits 8 Periods.
Advanced metallic arc welding emphasizing out-of-position welding in preparation for certification. Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging. Prerequisites: WLD106 or permission of instructor.

WOMEN STUDIES

WST100
Women and Society
3 Credits 3 Periods.
Introduction to critical issues in women's studies. Prerequisites: None.

WST128
Law and Violence Against Women
3 Credits 3 Periods.
Covers cases and materials on systems of oppression particularly as related to women in our society. Areas covered include battering, sexual harassment, sexual assault, prostitution, and pornography as exemplified in present-day society. Designed to give students the ability to identify problems of violence against women and participate in current societal discourse on various ways to resolve them. Prerequisites: None. Cross-References: AJS128

WST209
Women and Films
3 Credits 3 Periods.
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None. Cross-References: HUM209
Estrella Mountain and all Maricopa Community Colleges are governed by the same policies and procedures which include information about nondiscrimination, compliance with regulations, health concerns, admissions, residency guidelines, financial assistance, academic advising, assessment, articulation, registration, tuition and fees, refunds, attendance, grading, records, and scholastic and disciplinary standards.
The following are Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD). Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as “AR” followed by a regulation number, which corresponds with the regulations on the MCCCD website: http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs toc.htm. Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as “A.R.S.” followed by a reference number.

General Statement (AR 2.4.1)
The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

Nondiscrimination Policy (AR 2.4.2)
It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each 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, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges’ programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges’ programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

Equal Opportunity Statement (AR 2.4.3)
It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each 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, gender, sexual orientation, national origin, age, disability, or veteran status.

Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each 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, gender, sexual orientation, national origin, age, disability, or veteran status.

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 Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans
In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs.
This includes full-time, temporary greater than 3 days’ duration, and part-time employment. Finally, all applicants, 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

Dean of Students, ADA/504/Title IX Coordinator
EMCC, 3000 N. Dysart Road, Avondale, Arizona 85323
Telephone (623) 935-8835

Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

Póliza de No Descriminación
Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no descrminará o tolerará descrminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

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

Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita
Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no descrminará ni tolerará descrminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con desabilidad/ incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique.
Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los solicitantes y empleados están protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

Dean of Students , ADA/504/Coordinador del Título IX
EMCC, 3000 N. Dysart Road, Avondale, Arizona 85323
Telefónico (623) 935-8835

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

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

MARICOPA COMMUNITY COLLEGES

VISION
The Maricopa Community Colleges strive 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.

MISSION
The Maricopa Community Colleges create and continuously improve affordable, accessible, effective and safe learning environments for the lifelong educational needs of the diverse communities we serve.

Our colleges fulfill this mission through:
- university transfer education
- general education
- developmental education
- workforce development
- student development services
- continuing education
- community education

VALUES
We adhere to the philosophy that education thrives in a community bound by moral and ethical values and devotion to lifelong learning. We accept the responsibility to respond to the needs of the people in our communities who desire to fulfill their potential in life. Therefore, we operate on the basis of openness and trust, to nurture an environment where all can be heard. We commit to living according to the following basic values which are vital to maintaining the integrity and vitality of our community of learners.

Value Education
We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable and of the highest quality.

Value Students
We value students as the primary reason we exist. We respect their diverse life experiences, value their achievements, and appreciate their contributions to our learning community.

Value Employees
We value all our residential faculty, adjunct faculty, administration, professional support staff, and crafts, and maintenance and operations personnel, respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual professional development.

Value Excellence
We invite innovation, support creative problem-solving, and encourage risk-taking. We value teamwork, cooperation and collaboration as part of our continuous improvement efforts.

Value Diversity
We celebrate the diversity of our communities and pledge to promote and recognize the strengths as reflected in our employees and students. We believe no one is more important than another, each is important in a unique way, and we depend on each other to accomplish our mission.

Value Honesty and Integrity
We believe academic and personal honesty and integrity are essential elements in our learning environment. Employees and students must speak and act truthfully.
Value Freedom
To foster our learning environment, we respect individual rights and the privacy of our employees and students, and encourage dialogue and the free exchange of views.

Value Fairness
We advocate fairness and just treatment for all students and employees.

Value Responsibility
We believe employees are accountable for their personal and professional actions as they carry out their assignments. We are all responsible for making our learning experiences significant and meaningful. We are accountable to our communities for the efficient and effective use of resources.

Value Public Trust
We honor the trust placed in us by the community to prepare our students for their role as productive world citizens.

COMPLIANCE WITH POLICIES, RULES, REGULATIONS

General Regulations (AR 2.1)
Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college.

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 Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approve 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 Maricopa Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

ADMISSION POLICIES (AR 2.2.1)
Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee.

ADMISSION CLASSIFICATIONS

A. 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:

1. 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.
2. Has a high school certificate of equivalency.
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Admission of Students Under 18 Years of Age
1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:
   a. Scholastic Aptitude Test (SAT) composite (verbal and math)
      - SAT I - 930 or more, or
      - SAT II - 500 or more, or an
   b. American College Test (ACT) composite of 22 or more.
2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test scores specified in paragraph 1, subparagraphs a or b of this subsection.
3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.

4. A community college may limit the number of credit hours in which the student may enroll to no fewer than six (6) credit hours.

C. Admission of Students in Special Status

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials, so long as the students meet the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

The status of “Special Admissions” may be granted to a student who:

1. Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations, or

2. Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course. Departments may have additional requirements to register for a course. (Signature of parent or guardian is required for students under 18), or

3. Is a participant in a special program sponsored by the admitting college.

THE COLLEGES RESERVE THE RIGHT TO ENROLL STUDENTS IN COURSES.

The final decision for admission to any class for students admitted under “special” status will be determined by the designated college administrator in consultation with the department chairperson.

D. Specialized Vocational/Training Program

If districts are granted authority for specialized curricula, local district boards shall adopt guidelines to determine admissibility of students for such programs.

E. 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) and 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 admissions 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 Office of Admissions and Records.

F. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Office of Admissions and Records or designated office for the necessary student information form(s). When completed, the form(s) should be returned to the Office of Admissions and Records or designated office with all requested supporting documents. After the file has been reviewed, a notice will be sent 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 have the equivalent of a United States high school diploma. 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 Office of Admissions and Records 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.

1. 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 traditional TOEFL) or 173 (on the computer-based test). 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 admission and records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET test, COMPASS or CELSA tests.

Questions about the TOEFL should be directed to the Educational Testing Services at the following address:

TOEFL Services
P.O. Box 6151
Princeton, NJ 08543-6151

2. Admission to the Intensive English Program

An applicant for admission to the Intensive English Program must provide evidence of at least intermediate command of English by way of one or more of the following criteria:

a. At least six years of English language instruction as shown by the applicant’s school transcript(s);

b. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test);
c. 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;
d. Other credentials, test scores, interview results, or evidence accepted by the coordinator of the intensive English program or the college’s responsible designee.

Students admitted to the 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.
e. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

3. 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 the student’s average costs for 12 months to be:

- Tuition and fees: $6,000
- Living Expenses: $10,400
- Books: $800
- Health Insurance: $443
- Total: $17,643

Note: The estimates for the expenses of the dependents of F-1 students (spouse and dependent children) may vary from college to college depending on the cost of living in each community. Therefore, each college should set its own estimate for dependent’s expenses. However, the cost of Maricopa health insurance ($1382 per year for a spouse and $782 per year for each dependent child) should be added to the general cost of living and personal expenses.

4. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges must have an approved health insurance plan. The plan currently in use in the Maricopa Community Colleges is administered by the Renaissance Agencies and underwritten by Guarantee Trust Life Insurance Company. For more information contact the college office of admissions and records or designated international student office.

Footnotes:
(1) Based on 2003-2004 tuition and fee schedule with enrollment in 28-32 credits.
(2) Based on estimated costs of apartment rental, utilities, local transportation, food, and entertainment.
(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
(4) Based on 2003-2004 insurance premium 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.

ADMISSION INFORMATION (AR 2.2.2)

Students must file a Student Information Form with the Office of Admissions and Records at the college of attendance. There is no charge for this service.

A. Student Status

1. Freshman - A student who has completed fewer than 30 credit hours in 100-level courses and above.
2. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
3. Unclassified - A student who has earned an associate degree or higher.

B. Student Identification Number

Disclosure of the social security number is voluntary (A.R.S. §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.

C. Declaration of Previous College Attendance

Students who have attended other colleges are required to give the names of those colleges when they apply for admission to one of the Maricopa Community Colleges. If this is not done, enrollment in the college may be canceled. Transfer students who do not meet the minimum grade point averages listed under Scholastic Standards may be admitted on academic probation.

D. Residency for Tuition Purposes (Appendix A)

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)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §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 Office of Admissions and Records for clarification.
Implementation

1. 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.

2. 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.

3. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

Definitions

“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 association administration, the national guard, and any military reserve unit of any branch of the armed forces of the United States.

“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.

“County resident” means an individual who has lived in the county for at least fifty (50) days before the first day of classes of the semester.

“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.

“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.

“Full-time student” means one who registers for at least twelve (12) credit hours per semester.

“Part-time student” means one who registers for fewer than twelve (12) credit hours per semester.

“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.

In-State Student Status

A. 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.

B. A person is not entitled to classification as an in-state student until he or she 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:

1. His or her parent’s domicile is in this state and his parent is allowed to claim him or her as an exemption for state and federal tax purposes.

2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.

3. He or she 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, he or she 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 his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.

C. The domicile of an unemancipated person is that of such person’s parent.

D. 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.
E. 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.

F. 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.

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:

1. Declared Arizona as the person’s legal residence with the person’s branch of service at least one year prior to discharge from the armed forces.

2. 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:
   a. An Arizona driver license.
   b. Arizona motor vehicle registration.
   c. Employment history in Arizona.
   d. Arizona voter registration.
   e. Transfer of major banking services to Arizona.
   f. Change of permanent address on all pertinent records.
   g. Other materials of whatever kind or source relevant to domicile or residency status.

3.Filed an Arizona income tax return with the department of revenue during the previous tax year.

H. 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.

Alien In-State Student Status

A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:

1. Has been domiciled in the state for at least one year immediately preceding the official starting date of the semester.

2. Is domiciled in this state and:
   a) The domicile of the alien’s parent is in this state, and
   b) The parent is entitled to claim the alien as an exemption for federal and state tax purposes.

3. The alien is domiciled in this state and the alien is:
   a) An employee of an employer which transferred the alien to this state for employment purposes, or
   b) The spouse of such an employee.

4. Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.

B. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other residency requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:

A Foreign Government Official
E Treaty Trader
G Principal Resident Representative of Recognized Foreign Member Government to International Staff
K Fiancé or Child of Fiancé of U.S. Citizen
L Intracompany Transferee
N Parent or Child Accorded Special Immigrant Status
O Workers of “Extraordinary” Ability in Sciences, Arts, Education, Business, or Athletics
P “Internationally Recognized” Entertainers & Athletes, “Reciprocal Exchange” or “Culturally Unique” Artists & Entertainers
Q Cultural Exchange Visitors
V Spouses and Dependent Children of Lawful Permanent Residents
I-688 Employment Authorization

C. Students who hold visas as listed above, or who were issued a visa of a type other than those of the foregoing categories and have submitted an I-485 to Citizenship and Immigration Services (CIS) or have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above.
In the event a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent — parent domiciled in Arizona), the student’s parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B. above. To be eligible to establish domicile, the parent must

1. hold a valid visa of a type as listed in paragraph B., or
2. have never held a visa, or
3. have been issued a visa of a type other than those of the foregoing categories but be out of status for at least one year.

D. A person’s status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.

E. 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.

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:

A. 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.

B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

C. 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.

Proof of Residency
When a student’s residency is questioned, the following proof will be required:

A. In-State Residency
1. An affidavit signed by the student must be filed with the person responsible for verifying residency.
2. Any of the following may be used in determining a student’s domicile in Arizona:
   a) Income tax report
   b) Voter registration
   c) Automobile registration
   d) Driver’s license
   e) Place of graduation from high school
   f) Source of financial support
   g) Dependency as indicated on federal income tax return
   h) Ownership of real property
   i) Notarized statement of landlord and/or employer
   j) Bank accounts
   k) Other relevant information

B. County Residency
1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
2. Any of the following may be used to determine a student’s county residency:
   a) Notarized statements of landlord and/or employer
   b) County voter registration
   c) Source of financial support
   d) Place of graduation from high school
   e) Ownership of real property
   f) Bank accounts
   g) Other relevant information

CONCURRENT ENROLLMENT IN ARIZONA PUBLIC INSTITUTIONS OF HIGHER EDUCATION (A.R.S. §15-1807) (Appendix C)
It is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions.

Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

OTHER ADMISSION INFORMATION (AR 2.2.3)
A. 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 re-admitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix G)

B. Ability to Benefit - Classifications
Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of **REGULAR, REGULAR WITH PROVISIONAL REQUIREMENTS** or **SPECIAL**.

“REGULAR” status, for the purpose of 2.2.3 B, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. 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 or be in an eligible program.

“REGULAR WITH PROVISIONAL REQUIREMENTS” status, for the purpose of 2.2.3 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

“SPECIAL” status, for the purpose of 2.2.3 B, 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.

C. Transcripts
The Maricopa Community Colleges reserve the right to require transcripts for clarification or admission to specific programs, for participation in official athletic events, and for determination of academic standing and eligibility. When an official transcript is required, the transcript must be sent directly to the college Office of Admissions and Records. It is the student’s responsibility to ensure that transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. 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.

D. Educational Assessment
All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Assessment and Course Placement (AR 2.2.7).

CREDIT FOR PRIOR LEARNING (AR 2.2.4)
The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit.

Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning. Exceptions may be granted at some MCCCD colleges for specifically approved programs.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend.

For further information on Prior Learning Assessment, contact the Office of Admissions and Records.

A. Credit by Evaluation
The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation.

The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student’s transcript.
1. 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:
   a. training parallels a discipline area offered through the Maricopa Community Colleges, and
   b. 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.

2. College Credit Recommendation Service (CREDIT)
ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to Educational Credit for Training Programs. If a student has received training which appears in the guide, he or she may receive college credit if:
   a. training parallels a discipline area offered through the Maricopa Community Colleges, and
   b. credit meets a program requirement or is used as elective credit.

3. Departmental Credit By Evaluation
Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of Admissions and Records, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:
   a. the evaluation of a course a second time;
   b. the evaluation of a course while currently enrolled in the course;
   c. to establish credit in a previously completed course; and
   d. to establish credit for a lower level of a course in which credit has been received.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

When credit is granted as outlined above, a notation of “credit by evaluation,” and the number of credits will appear on the student’s transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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B. College-Level Equivalency Examinations
ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the Guide to Educational Credit By Examination.

The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Office of Admissions and Records from the specific testing company(s) before credit is awarded.

All equivalency is subject to future review and possible catalog change.

1. Advanced Placement Examinations
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

**English AP Recommendation:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-Language and Composition</td>
<td>4 or 5</td>
<td>6 credit hrs/ENG101, ENG100, AA</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>4 or 5</td>
<td>ENG102</td>
</tr>
</tbody>
</table>

**Math AP Recommendation:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit for Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math-Calculus AB</td>
<td>3.4 or 5</td>
<td>MAT220 or MAT221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>3</td>
<td>MAT220 or MAT221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>4 or 5</td>
<td>MAT220 or MAT221, and MAT230 or MAT231 upon completion of MAT241</td>
</tr>
<tr>
<td>Computer Science A and AB</td>
<td>4 or 5</td>
<td>CSC100</td>
</tr>
</tbody>
</table>

2. College Level Examination Program
The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national CLEP test site. For additional information on registering for CLEP examinations, call (480) 517-8560.
English Composition:
Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

Foreign Languages:
Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges.

For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spanish</th>
<th>French</th>
<th>German</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>50-54</td>
<td>49-53</td>
<td>46-50</td>
<td>8 (101, 102)</td>
</tr>
<tr>
<td>201</td>
<td>55-61</td>
<td>54-62</td>
<td>51-59</td>
<td>12 (101, 102, 201)</td>
</tr>
<tr>
<td>202</td>
<td>62-80</td>
<td>63-80</td>
<td>60-80</td>
<td>16 (101, 102, 201, 202)</td>
</tr>
</tbody>
</table>

Foreign Languages:
Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges.

At the discretion of the individual college, an oral exam at the 202 level may be administered.

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

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

4. 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.

5. Departmental Credit By Examination
Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Office of Admissions and Records, 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;
- to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which 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.

6. International Baccalaureate Diploma/Certificate
Students who present an international Baccalaureate Diploma/Certificate may qualify for college credits. Maricopa Community Colleges grant credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the “International Baccalaureate Diploma/Certificate Credit” table.
<table>
<thead>
<tr>
<th>Examination General</th>
<th>Score</th>
<th>Sem. Hours</th>
<th>MCCCD Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>500 on 1978 version</td>
<td>3</td>
<td>With Essay qualifies for ENG101</td>
</tr>
<tr>
<td>Humanities</td>
<td>500</td>
<td>6</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Mathematics</td>
<td>500</td>
<td>6</td>
<td>MAT122</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>500</td>
<td>8</td>
<td>Elective Credit*</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>500</td>
<td>6</td>
<td>Elective Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>ACE Score</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>3</td>
<td>POS110</td>
</tr>
<tr>
<td>American History - Early Colonization to 1877</td>
<td>3</td>
<td>HIS103</td>
</tr>
<tr>
<td>American History - 1865 to the Present</td>
<td>3</td>
<td>HIS104</td>
</tr>
<tr>
<td>American Literature</td>
<td>6</td>
<td>ENH241, 242</td>
</tr>
<tr>
<td>Anlaysis &amp; Interpretation of Lit.</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Calculus with Elem Functions</td>
<td>4</td>
<td>MAT221</td>
</tr>
<tr>
<td>College Algebra (1993) replaces College Algebra (1979)</td>
<td>3</td>
<td>MAT152</td>
</tr>
<tr>
<td>College Algebra and Trigonometry</td>
<td>3</td>
<td>MAT152</td>
</tr>
<tr>
<td>College French</td>
<td>39-48</td>
<td>4</td>
</tr>
<tr>
<td>College French</td>
<td>49-53</td>
<td>8</td>
</tr>
<tr>
<td>College French</td>
<td>54-62</td>
<td>12</td>
</tr>
<tr>
<td>College French</td>
<td>63-80</td>
<td>16</td>
</tr>
<tr>
<td>College German</td>
<td>39-45</td>
<td>4</td>
</tr>
<tr>
<td>College German</td>
<td>46-50</td>
<td>8</td>
</tr>
<tr>
<td>College German</td>
<td>51-59</td>
<td>12</td>
</tr>
<tr>
<td>College German</td>
<td>60-80</td>
<td>16</td>
</tr>
<tr>
<td>College Spanish</td>
<td>40-49</td>
<td>4</td>
</tr>
<tr>
<td>College Spanish</td>
<td>50-54</td>
<td>8</td>
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<tr>
<td>College Spanish</td>
<td>55-61</td>
<td>12</td>
</tr>
<tr>
<td>College Spanish</td>
<td>62-80</td>
<td>16</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Freshman College Composition (replaces College Compositions &amp; Freshman Eng.)</td>
<td>3</td>
<td>With Essay ENG101</td>
</tr>
<tr>
<td>General Biology</td>
<td>8</td>
<td>BIO Elective Credit*</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>9</td>
<td>CHM Elective Credit*</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>0</td>
<td>No Credit</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>3</td>
<td>CIS Elective Credit</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td>3</td>
<td>EDU Elective</td>
</tr>
<tr>
<td>Introductory Accounting</td>
<td>6</td>
<td>ACC Elective Credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>3</td>
<td>GBS Elective Credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>3</td>
<td>SOCI101</td>
</tr>
<tr>
<td>Principles Macroeconomics (replaces Introductory Macroeconomics)</td>
<td>3</td>
<td>ECN111</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
<td>MKT271</td>
</tr>
<tr>
<td>Principles of Microeconomics (replaces Introductory Microeconomics)</td>
<td>3</td>
<td>ECN112</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>3</td>
<td>MAT182</td>
</tr>
<tr>
<td>Western Civilization - Ancient Near East to 1648</td>
<td>6</td>
<td>HIS100, 101</td>
</tr>
<tr>
<td>Western Civilization - 1648 to the Present</td>
<td>3</td>
<td>HIS102</td>
</tr>
<tr>
<td>Examination</td>
<td>Score</td>
<td>Sem. Hours</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Art-History</td>
<td>5 or 4</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art-Studio-Drawing</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>5 or 4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 or 4</td>
<td>8 or 9</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Economics- Introductory Macroeconomics</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Economics- Introductory Microeconomics</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>5 or 4</td>
<td>6</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>5 or 4</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>French - Language</td>
<td>5, 4, 3</td>
<td>16</td>
</tr>
<tr>
<td>French - Literature</td>
<td>5, 4, 3</td>
<td>16</td>
</tr>
<tr>
<td>German - Language</td>
<td>5, 4, 3</td>
<td>16</td>
</tr>
<tr>
<td>German - Literature</td>
<td>5, 4, 3</td>
<td>16</td>
</tr>
<tr>
<td>History - American</td>
<td>5 or 4</td>
<td>6</td>
</tr>
<tr>
<td>History - European</td>
<td>5 or 4</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Latin Language</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics - Calculus AB</td>
<td>5, 4, or 3</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics - Calculus BC</td>
<td>5 or 4</td>
<td>8 to 10</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Music</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>5 or 4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Physics C - Electricity &amp; Magnetism</td>
<td>5 or 4</td>
<td>5</td>
</tr>
<tr>
<td>Physics C - Electricity &amp; Magnetism</td>
<td>5 or 4</td>
<td>4</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>5 or 4</td>
<td>4</td>
</tr>
<tr>
<td>Political Science - American Government</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Political Science - Comparative Government and Politics</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 or 4</td>
<td>3</td>
</tr>
<tr>
<td>Spanish - Language</td>
<td>5, 4, 3</td>
<td>16</td>
</tr>
<tr>
<td>Spanish - Literature</td>
<td>5, 4, 3</td>
<td>16</td>
</tr>
<tr>
<td>Statistics</td>
<td>5, 4, 3</td>
<td>3</td>
</tr>
</tbody>
</table>
INTERNATIONAL BACCALAUREATE DIPLOMA/CERTIFICATE CREDIT

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Colleges grant credit for college-level courses only. Credit is awarded according to the “International Baccalaureate Diploma/Certificate Credit” table.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hours</th>
<th>MCCCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Design</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ART111, 112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ART112</td>
</tr>
<tr>
<td>Biology</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>BIO181, 182</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>BIO181</td>
</tr>
<tr>
<td>Chemistry</td>
<td>7, 6, or 5</td>
<td>9</td>
<td>CHM151, 152</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>CHM151</td>
</tr>
<tr>
<td>Economics</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ECN111, 112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ECN111</td>
</tr>
<tr>
<td>English A</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ENG101, ENG100AB, AC, AD</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ENG100AB, AC, AD</td>
</tr>
<tr>
<td>English B</td>
<td>No Credit</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>Foreign Language A or B*</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>Foreign Language 101, 102</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>Foreign Language 101</td>
</tr>
<tr>
<td>History - American</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>HIS103, 104</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>HIS103</td>
</tr>
<tr>
<td>History - European</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>HIS101, 102</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>HIS101</td>
</tr>
<tr>
<td>Mathematics</td>
<td>7, 6, 5, or 4</td>
<td>4</td>
<td>MAT221</td>
</tr>
<tr>
<td>Physics</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>PHY111, 112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>PHY111</td>
</tr>
</tbody>
</table>
MCCCD Health Care Integrated Educational System

To respond to the dynamic changes occurring in the health care arena and health professions’ practice, the MCCCD has integrated the curricula of all allied health and nursing programs and identified common, shared, or program competencies for specific Health Care pathways.

**Overview**

- **Level I**
  - Common Competencies
  - Shared Competencies
  - Program Competencies

- **Level II**
  - Shared and Program Competencies

- **Level III**
  - Shared and Program Competencies

**Examples of Level III Health Care Pathways**

- **Medical Assisting**
  - Medical Assisting (MSC, PC, SWSC/EMCC)

- **Diagnostic Imaging**
  - Diagnostic Medical Ultrasound (GWCC)

- **Dental Hygiene**
  - Dental Hygiene (PC, RSC)

- **Medical Surgery**
  - Surgical Technology (GWCC)

**Curriculum**

- **Level I**
  - Common Competencies
  - Shared Competencies

- **Level II**
  - Shared and Program Competencies

- **Level III**
  - Shared and Program Competencies

**Notes**

1. Students must complete General Studies coursework before enrolling in Level I and II Health Care Pathways.
2. Academic performance is required for Level I and II Health Care Pathways.
3. Completion of Level I and II does not guarantee admission into Level III Health Care Pathways.
4. Certain Health Care Pathways require satisfactory achievement of all Level I and II Common Competencies prior to being admitted and registering for courses in Level III. Admission into Level III Health Care Pathways is based on meeting additional requirements and involves a separate admission process.
5. Program advisors are available to assist with course selection and academic planning.

**Resources**

- http://healthcare.maricopa.edu

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**THE MARICOPA COMMUNITY COLLEGES HEALTH CARE INTEGRATED EDUCATIONAL SYSTEM (HCIES)**

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care professions’ practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All HCIES program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various HCIES program pathways will meet the community’s demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways.

**Further Information**

For further information, please visit http://healthcare.maricopa.edu.
C. Health Care Integrated Educational System (HCIES)

Credit for Prior Learning

National/Regional Credential Recognition

Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8924. When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on http://healthcare.maricopa.edu/icani.htm. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Office of Admissions and Records, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

a. to challenge a course a second time;
b. to challenge a course while currently enrolled in the course;
c. to establish credit in a previously completed course; or
d. to establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D or P, earned as a result of examination or skills assessment will be recorded on the student’s transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of “CREDIT BY EXAMINATION,” “CREDIT BY EVALUATION,” or “CREDIT BY SKILLS DEMONSTRATION” a grade and the number of credits will appear on the student’s transcript. The grade is used in computing the grade point average with the exception of courses graded P/Z.

D. Transfer Credit

Students who have had official transcripts sent directly to the Office of Admissions and Records from regionally accredited institutions of higher education may be granted credit for college-level courses in which a C (2.0 on a 4.0 scale) or higher grade has been received; but credits accepted in transfer do not necessarily apply to all certificate or degree programs. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or the Western Association of Schools and Colleges.

Credits from institutions with candidate status from one of the above regional accrediting associations will be reviewed for transferability by a college committee.

Credits from foreign institutions will be reviewed for acceptance. It is the student’s responsibility to have all such transcripts translated into English and evaluated by an International Student Evaluation Service before submitting them to the college.

E. Servicemen’s Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen’s Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges’ status as a Servicemen’s Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a “contract for a degree” allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.
F. Transfer Articulation Guidelines (Appendix B)

Transfer Articulation with Secondary Institutions, the Maricopa Skills Center, and the Southwest Skill Center Students who have participated in programs articulated with Maricopa Community Colleges District programs may be granted credit for prior learning as provided for in the respective articulation agreements. No fees will be assessed for credits for prior learning granted through articulation. Articulated program credit is transferable within MCCCD, but is not necessarily transferable to other colleges or universities. For proper placement in an articulated program, students should obtain a program of study from an academic advisor. Once the course requirements are completed, students must provide the valid documentation of articulated credits to the Office of Admissions and Records to place credits on their academic record.

Transfer Articulation from Arizona Public Community College Districts and Universities into the Maricopa Community Colleges

Any course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the courses were completed with a grade of C or better. Acceptance of courses other than general education requirements is determined by individual Maricopa Community Colleges.

A student transcript with the completed block of courses included in the Arizona General Education Curriculum (AGEC-A, AGEC-B, or AGEC-S) will transfer as a block and fulfill the requirements for the corresponding AGEC at the Maricopa Community Colleges.

Maricopa Community Colleges Transfer Associate Degrees

The Maricopa Community Colleges offer three transfer Associate degrees: Associate in Arts (AA), Associate in Business (ABUS), and Associate in Science (AS). Each degree articulates with specific majors offered by Arizona’s public universities. In addition, the degrees are recognized and transfer based on articulation agreements with several other baccalaureate degree-granting institutions. The three transfer Associate degrees transfer as a “block” and include groups or blocks of courses, e.g. the Arizona General Education Curriculum (AGEC), and the Common Lower-Division Courses. Completed blocks are treated as whole; the components are not examined separately to determine transferability. All credits are accepted and applied toward the designated/appropriate baccalaureate degree.

The Maricopa Community Colleges also offer Associate in Transfer Partnership (ATP) Degrees for specific majors at identified public and universities. Maricopa’s Associate degrees are accessible on the web at: http://www.dist.maricopa.edu/academic/curric/prginfo.html

Click on Program/Sorting/Reporting.

Transfer Articulation from the Maricopa Community Colleges to Baccalaureate Degree-Granting Institutions

The Maricopa Community Colleges have transfer articulation agreements with private, public and international baccalaureate degree-granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission such as the North Central Association of Colleges and Schools. Maricopa Community Colleges transfer articulation 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 enter into an articulation agreement. Additionally, the articulation agreements require that all Associate Degrees awarded by Maricopa will transfer to participating institutions as a block. As mentioned above, these blocks transfer as a whole.

Transfer Options for Maricopa Community Colleges Associate in Applied Science Degrees

The Maricopa Community Colleges Associate in Applied Science (AAS) degrees are recommended for students who want to gain a depth of technical expertise leading to employment through the completion of an occupational program. Some students may want to pursue a baccalaureate degree as well. The AAS degrees transfer as a “block” to the Bachelor of Applied Science at Arizona State University (East and West), and Northern Arizona University.

Course Acceptability and Applicability

Transfer articulation to Arizona’s public baccalaureate degree-granting institutions is communicated in terms of “acceptability” and “applicability” of community college courses and programs.

To determine “acceptability” of Maricopa Community Colleges courses, refer to the Course Equivalency Guide (CEG) on the Arizona Courses Applicability System (AZCAS). The AZCAS CEG is online at http://www.az.transfer.org/cas/. Effective Fall 2000, the course evaluation and/or the general education designation as listed in AZCAS is valid for the term in which credits are earned and appear on the transcript. A course evaluation and/or university general education designation may be subject to change. Given that curriculum is dynamic at both the Maricopa Community Colleges and the institutions to which Maricopa Community College students transfer, students have the option to petition for equivalencies and/or general education designations.

To determine “applicability” of Maricopa Community Colleges courses and transfer associate degrees to university-specific degree requirements, refer to the Maricopa Community Colleges’ Associate in Transfer Partnership degrees, the AZCAS Transfer Planning Aids, or the university transfer guides, described on the following page.
University Transfer Guides
Each of Arizona’s public universities have developed University Transfer Guides to show how Maricopa Community College courses apply to specific baccalaureate degree requirements. The transfer guides are useful both for students pursuing Associate in Transfer Partnership Degrees, as well as for students who want to transfer to Arizona’s public universities to pursue degrees for which the Maricopa Community Colleges do not have Associate in Transfer Partnership Degrees. University Transfer Guides are accessible at the following web sites:

Arizona State University Main or Arizona State University East
http://www.asu.edu/provost/articulation/
Arizona State University West
http://www.west.asu.edu/tranguid/
Northern Arizona University
http://www.nau.edu/regis/transguide/info.htm
University of Arizona
http://transferguides.arizona.edu

Arizona Course Applicability System (AZCAS) Transfer Planning Guides
A student may enter community college or university coursework into AZCAS to create a Transfer Planning Guide. The guide evaluates progress toward completing a community college transfer certificate, transfer degree, and/or an Arizona public university degree and assists students in selecting additional course work that meets the academic program requirements. The transfer planning guides are accessible at the following web site: http://www.az.transfer.org/cas/

STUDENT ASSESSMENT AND COURSE PLACEMENT
(AR 2.2.7)
Two important concepts shape the student assessment and course placement policy. First, academic achievement is directly related to the quality and amount of academic assessment and proper course placement students receive before their enrollment and during their college experience. Second, the Maricopa Community Colleges have a commitment to provide opportunities for a successful academic experience for students.

A. Screening
The assessment and course placement process will begin with student screening to determine if a student should take an English, reading and math placement test (ASSET/COMPASS) or an alternate form of assessment.

In this initial screening process, all students registering for the first time will be asked to complete the college student information form. This information will be stored in the student information system.

B. Course Placement Assessment
Students will be required to complete placement assessments under the following conditions:

- The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
- The student is pursuing a degree and does not have current valid district approved placement assessments on file or does not have previous college credit in English, reading and math.
- The student does not have a high school diploma or GED, and is applying for federal financial aid.
- The student for whom English is not the primary language is required to take a test of English proficiency.

Students will be strongly encouraged to complete placement assessments under the following conditions:

- The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
- The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.

Students MAY be exempt from the placement assessments if at least one of the following conditions apply:

- The student has earned an associate or higher degree.
- The student has earned college credits in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
- The student demonstrates that s/he has currently valid district approved placement assessments on file.

Note: Being exempt from taking the ASSET/COMPASS for course placement does not exempt the student from fulfilling the graduation requirements.

C. Other Forms of Assessment
If seeking an exemption from taking the ASSET or COMPASS, other assessments will be used to determine appropriate course placement, such as:

- Evaluation of high school transcripts
- Evaluation of college transcripts
- Evaluation of course placement assessments on file at any of the Maricopa Community Colleges.

D. Course Placement
Students are strongly urged to enroll in the courses indicated by their placement tests. This placement should be discussed with an advisor or counselor who is skilled in assessing the student’s needs and factors that affect student success. A student receiving an assessment score within a designated “decision zone” must receive advisement to aid the student in selecting a course(s).
ASSET/COMPASS scores should be used only for course placement recommendations and not as an admissions criterion for any college program.

E. Waiver of Course Placement
If the student chooses to enroll in or remain in a course different than one recommended during assessment, the student will be asked to sign a waiver stating that he or she has received advisement and that the course selection is his or her decision, providing the student has met the prerequisites for the course. It will be noted on the student’s records that he or she has signed a waiver and the waiver will be kept on file in the Office of Admissions and Records.

F. Implementation of Policy
To ensure consistency of assessment and student placement within the Maricopa Community Colleges:
- All colleges shall use the same assessment instruments.
- All colleges shall adhere to the same cut-off scores.
- The student shall be permitted no more than one re-test (after a 24-hour waiting period) per discipline each year (one year from date of student’s original or re-test assessment at any ASSET/COMPASS assessment site).
- Assessment scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test assessment.

Note: The dean of student services 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.

G. Evaluation
The Maricopa Community Colleges will provide an ongoing evaluation of the assessment and 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.

ACADEMIC ADVISING (AR 2.2.6)
Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.

Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:
- gain an understanding of their academic abilities and interests.
- be reinforced in their successes.
- be provided information regarding the nature and purpose of higher education.
- be referred to counselors and other resources to explore their interests, skills, abilities, and values.
- define and refine educational goals and objectives and understand the consequences of alternative courses of action.
- consider alternative careers through counselors, workshops, seminars, and other resources.
- make course, certificate, and/or degree selections.
- understand and utilize placement test results.
- be encouraged to be active participants in their educational planning and college life.
- be informed of support services that are available and how to make an appointment, if appropriate.
- be aware of transfer articulation arrangements.
- be informed about research results and general perceptions of student experiences at the institution.
- receive accurate printed materials on academic majors, minors, and other degree and program requirements.
- be encouraged to use the technology which supports the academic advising process.

REGISTRATION (AR 2.2.8)
Students must register according to the dates indicated and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under Admissions. Enrollment is not complete until tuition and fees are paid. Students may not attend a class for which they are not registered.

EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)
Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student’s vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner’s expense.
TRANSCRIPTS FOR TRANSFER (AR 2.3.10)
The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Admissions and Records. 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 section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule for charges for other official transcripts.

TUITION AND FEES (AR 2.2.9)
Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice.

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 et. sec.) 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 Office of Admissions and Records for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

A. 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. Enrollment is not complete until tuition and fees are paid.

B. Tuition and Fees Schedule (Appendix D)
(effective July 1, 2004 for Fall, Spring and Summer Sessions)

The following is a tuition and fees schedule for 2004-2005 and is provided for reference. These tuition and fees are subject to change. Consult the college’s Office of Admissions and Records for fees in effect at the time you intend to register.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>County Resident - Resident Rate - per credit hour</td>
<td>$55.00</td>
</tr>
<tr>
<td></td>
<td>General Tuition: $53.50 plus fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>County Resident - Audit rate - per credit hour</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>Audit fee Surcharge: $25.00 plus General Tuition:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$53.50 plus Fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Out-of-County Resident (7 &amp; more credit hours system-wide) - per credit hour</td>
<td>$220.00</td>
</tr>
<tr>
<td></td>
<td>Out-of-County Surcharge: $165.00 plus General Tuition: $53.50 plus Fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Out-of-State Resident* (including F-1 Non-immigrants - 7 &amp; more credit hours system-wide) - per credit hour</td>
<td>$220.00</td>
</tr>
<tr>
<td></td>
<td>Out-of-State Surcharge: $165.00 plus General Tuition: $53.50 plus Fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Unclassified Student Out-of-State, Out-of-County* (less than 7 credit hours system-wide) - per credit hour</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>Unclassified Student Surcharge: $25.00 plus General Tuition:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$53.50 plus Fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Out-of-State Students participating in Western Undergraduate Exchange Program* (any number of credit hours) - per credit hour</td>
<td>$82.50</td>
</tr>
<tr>
<td></td>
<td>Undergraduate Exchange Program Surcharge: $25.00 plus General Tuition:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$53.50 plus Fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Courses offered out of Arizona, including distance learning, to non-resident out-of-state student** Total tuition per credit hour</td>
<td>$135.00</td>
</tr>
<tr>
<td></td>
<td>**Total tuition per credit hour</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Corporate Tuition Rate - Out-of-State* (any number of credit hour) for out-of-state employees of companies in training contracts with Maricopa - per credit hour</td>
<td>$131.00</td>
</tr>
<tr>
<td></td>
<td>Corporate Tuition Rate Surcharge: $76.00 plus General Tuition: $53.50 plus Fees: $1.50</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Skill Center Tuition Rates Hourly Tuition</td>
<td>$4.10</td>
</tr>
<tr>
<td>10.</td>
<td>Credit by Examination &amp; Credit by Evaluation</td>
<td>$42.50</td>
</tr>
<tr>
<td></td>
<td>-per credit hours - excludes HCIES Courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract Testing Rate</td>
<td>$21.25</td>
</tr>
</tbody>
</table>

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments:

Apache
Greenlee
Santa Cruz

Students from any other county in Arizona are considered out-of-county due to a reciprocal arrangement with that county.
**According to ARS 15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an AZ community college district distance learning course or a classroom based credit course.**

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

<table>
<thead>
<tr>
<th>Check Returned from Bank</th>
<th>$ 15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCC</td>
<td>$1.75</td>
</tr>
<tr>
<td>- Drop in</td>
<td>$2.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>$6.00</td>
</tr>
<tr>
<td>- Registration per semester - Students</td>
<td>$15.00</td>
</tr>
<tr>
<td>GWCC – Students</td>
<td>$2.00</td>
</tr>
<tr>
<td>- Staff &amp; Faculty</td>
<td>$3.00</td>
</tr>
<tr>
<td>- For each minute of late pick-up</td>
<td>$1.00</td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>$10.00</td>
</tr>
<tr>
<td>MCC – Students</td>
<td>$1.75</td>
</tr>
<tr>
<td>- Drop in</td>
<td>$3.00</td>
</tr>
<tr>
<td>- Registration per semester – Students</td>
<td>$15.00</td>
</tr>
<tr>
<td>- Registration per semester – Staff &amp; Faculty</td>
<td>$20.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>$5.00</td>
</tr>
<tr>
<td>- For every week payment is late</td>
<td>$5.00</td>
</tr>
<tr>
<td>PC</td>
<td>$2.25</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>$15.00</td>
</tr>
<tr>
<td>PVCC –</td>
<td>$3.00</td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>$15.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>$5.00</td>
</tr>
<tr>
<td>SCC – Students</td>
<td>$3.25</td>
</tr>
<tr>
<td>- Staff &amp; Faculty</td>
<td>$4.25</td>
</tr>
<tr>
<td>- Overtime Fee - Student</td>
<td>$3.75</td>
</tr>
<tr>
<td>- Overtime Fee - Staff</td>
<td>$4.75</td>
</tr>
<tr>
<td>- Registration per semester – Students</td>
<td>$25.00</td>
</tr>
<tr>
<td>- Registration per semester – Staff &amp; Faculty</td>
<td>$35.00</td>
</tr>
<tr>
<td>- Contract Changes (2+)</td>
<td>$5.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>$5.00</td>
</tr>
<tr>
<td>- For every week payment is late</td>
<td>$5.00</td>
</tr>
<tr>
<td>SMC – Students</td>
<td>$1.75</td>
</tr>
<tr>
<td>- From 9 am to 12 pm Preschool per week</td>
<td>$26.25</td>
</tr>
<tr>
<td>- Staff &amp; Faculty</td>
<td>$2.25</td>
</tr>
<tr>
<td>- From 9 am to 12 pm per week</td>
<td>$33.75</td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>$10.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>$5.00</td>
</tr>
<tr>
<td>All other colleges</td>
<td>$1.75</td>
</tr>
</tbody>
</table>

Course Materials Fee: actual cost
Distance Learning Fees: actual cost

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Emergency Medical Technology (EMT) actual cost, not......
to exceed .............................................................. 400.00
Excessive Laboratory Breakage ................................ actual cost
Field Studies ............................................................ actual cost
Fitness Center .......................................................... 20.00
GED- First Test - .................................................... $ 50.00
Test repeat (per section) ............................................ 10.00
General Laboratory & Course Fees not to exceed ...... $ 25.00

**Graduation Fees:**
Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) non refundable .................... 5.00
Commencement Fee (One time fee refundable up to 2 weeks prior to graduation) ......................................... 25.00

**HCIES Skills Demonstration**
Assessment Fee .......................................................... actual cost
HESI-PN (Health Educ System) .................................. actual cost
Library Fines - lost materials (List price) + ............ $ 5.00

**Parking Fines:**
(All fines are doubled if not paid within 15 working days. )...
- Displaying an altered or substituted permit ............ 50.00
- Failure to register a vehicle and display a parking permit ... 30.00
- Falsifying information on vehicle registration application...
- Improperly displaying a parking permit .................. 15.00
- Obstructing a properly parked/moving vehicle .......... 15.00
- Parking in an unauthorized parking area ................. 15.00
- Parking by a college employee or student in a visitor area...
- Parking in a Fire Lane .............................................. 50.00
- Parking on or blocking a pedestrian path ............... 15.00
- Parking outside stall lines ..................................... 15.00
- Parking beyond posted time limit .......................... 15.00
- Parking in an undesignated, restricted, or unauthorized off-pavement area ........................................... 25.00
- Removing a barricade or failure to obey vehicle control device .......................... 25.00
- Violating disabled parking stall or access ............... 50.00

**PED Special Course Charge** ................................ actual cost

**Private Music Lessons:**
Music Majors:
- First 1/2 hr per wk/per semester ................................ 0.00
- Each additional 1/2 hr per wk/per semester ............. 90.00
Non-Music Majors:
- First 1/2 hr per wk/per semester ............................ 280.00
- Each additional 1/2 hr per wk/per semester ............. 280.00

**Registration Processing Fee**
( - assessed on a per student, per semester, per college basis) Refundable only if the student drops all credit classes at a particular college during the 100% refund period ...... 5.00
Transcript Fee .......................................................... 5.00

**College Specific Fees: not inclusive**
Art (EMC)
ART111 Drawing I .................................................. 5.00
ART122 Drawing & Composition II .......................... 5.00
ART 151 – Sculpture I ............................................. 15.00
ART 152 – Sculpture II ............................................ 15.00
A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes 1-9 calendar days in length or a specified by the college. Calendar days include weekends and holidays. Refer to individual colleges for withdrawal and appeal processes.

**Length of Class**
- 1-9 calendar days
- 10-19 calendar days
- 20-29 calendar days
- 30-39 calendar days
- 40-49 calendar days
- 50-59 calendar days
- 60-69 calendar days
- 70+ calendars days

**Official Withdrawal Deadlines for 100% Refund**
- Prior to class start date
- 1 calendar day including class start date
- 2 calendar day including class start date
- 3 calendar day including class start date
- 4 calendar day including class start date
- 5 calendar day including class start date
- 6 calendar day including class start date
- 7 calendar day including class start date

All refunds and deposits that may be due a student will first be applied to debts to the college.

Refunds for students receiving federal financial assistance are subject to federal guidelines.
B. 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.

C. Canceled Classes
When a class is canceled by the college, a 100% refund will be made.

D. Other Refunds
Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official:
- 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.
- Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.
- Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

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.

E. Refunds for Non-Credit Courses
Unless otherwise specified, students must drop the class prior to the first day to be eligible for a 100% refund for a non-credit course.

STUDENT FINANCIAL ASSISTANCE
(AR 2.2.11 & Appendix E)
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.

How to Apply for Federal Financial Aid
New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at http://www.fafsa.ed.gov/. Caution: Other websites may charge a fee. 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.

Distribution of Aid
Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

Rights and Responsibilities
Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

Satisfactory Academic Progress
Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

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. The student must meet the following minimum standards in order to receive financial aid.

I. Evaluation of Financial Aid Eligibility
A. Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1st to determine the eligibility for the following academic year.

B. The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2004-2005 academic year, academic progress will be evaluated on Spring 2004, Fall 2003, and Summer 2003).

C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
II. Eligibility
A. Students must meet the following criteria:
1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, OR
2. Students who have NOT attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of ALL credits attempted.

AND

B. All students must meet the following minimum credit hour/cumulative GPA requirement

<table>
<thead>
<tr>
<th>Credits Attempted*</th>
<th>Min GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*for which grade points are computed.

Note: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

III. Maximum Time Frame Eligibility
A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.
B. All evaluated transfer credits will be included when determining Maximum Time Frame Eligibility.
C. A student with a Bachelor’s degree or higher will be considered to have exhausted Maximum Time Frame Eligibility. An exception to this rule occurs if the student is enrolled in a state-approved teacher certification program.
D. A student may appeal as outlined in V.
E. Reinstatement procedures as outlined in VI are not applicable to Maximum Time Frame Eligibility.

IV. Repeated, Audited, Consortium, Remedial Courses, Summer Sessions
A. Financial aid may be used to cover the cost of repeated courses.
B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
C. Courses funded through a consortium agreement are included in determining academic progress.
D. All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)
E. Enrollment in any or all summer sessions within the same calendar year will be considered one term.

V. Appeal Process
A student who has lost financial aid eligibility due to extenuating circumstances may appeal.
A. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.
C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.
D. The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted.
F. The outcome of an appeal may include approval, a probationary period, or denial.
F. A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

VI. Reinstatement of Financial Aid Eligibility
A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.
B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.
C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
D. It is the student’s responsibility to notify the Office of Student Financial Aid when this condition has been met.

For more information, please contact the Office of Student Financial Aid.
Refunds and Repayments
In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student’s ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Appendix G for Withdrawal procedures.

Award Amount and level of Enrollment
Award amount is determined, in part, on the level of enrollment. 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.

Academic Progress Policy for Students Receiving Veteran’s Educational Benefits

<table>
<thead>
<tr>
<th>Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)</th>
<th>Minimum Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. 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.

VETERANS SERVICES (AR 2.9)

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

Veteran’s benefits available:
- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve

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.
SCHOLASTIC STANDARDS

ACADEMIC LOAD (AR 2.3.1)

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 Office of Admissions and Records for clarification.

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 class (see withdrawal policy).

ATTENDANCE (AR 2.3.2)

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class.

Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student’s responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures.

A. Official Absences

Official absences are those which occur when students are involved in an official activity of the college (e.g., 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 dean or associate dean 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.

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.

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.

B. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
GRADING (AR 2.3.3)

A. 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 websites.

Grade Key:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>Course In Progress</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>P*</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn, passing</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Withdrawn, failing</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>No Credit</td>
<td></td>
</tr>
</tbody>
</table>

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

B. Incomplete Grade
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 contract, how the course will be completed. The contract will be filed with the Office of Admissions and Records.

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 seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

C. Repeating a Course/Improving a Grade
To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A “W” or “Y” is not considered an attempt.) Students planning to enroll in a course for the third time should seek advisement prior to enrolling. All enrollments in a course will appear on the transcript and will be included in calculating the grade point average. The student may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admission and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

D. Credit/No Credit Courses (P/Z)
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.

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.”

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 Office of Admissions and Records.

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 Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

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.

E. Audit Courses
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. See the fee schedule for charges. Financial aid is not available for audited courses. 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.”
## IMPORTANT DEADLINES FOR STUDENTS

Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college workday.

<table>
<thead>
<tr>
<th>Class Length</th>
<th>Deadline for Students to Withdraw with Guaranteed Grade of W</th>
<th>Deadline for Students to Withdraw From a Course (Instructor Signature Required)</th>
<th>Deadline for Students to Request Complete Withdrawal</th>
<th>Deadline to Change Type of Grading (A-F to PIZ, or PIZ to A/F)</th>
<th>Deadline to Change from Audit Grade to Credit Grade</th>
<th>Deadline to Change from Credit Grade to Audit Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Week or Less (1 to 7 days)</td>
<td>1st Day of Class</td>
<td>1st Day of Class or Prior to the Last Day of Class</td>
<td>1st Day of Class or Prior to the Last Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
</tr>
<tr>
<td>Two Weeks (8 to 14 days)</td>
<td>3rd Calendar Day</td>
<td>6th Calendar Day</td>
<td>6th Calendar Day</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
</tr>
<tr>
<td>Three Weeks (15 to 21 Days)</td>
<td>6th Calendar Day</td>
<td>12th Calendar Day</td>
<td>12th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
</tr>
<tr>
<td>Four Weeks (22 to 28 days)</td>
<td>9th Calendar Day</td>
<td>17th Calendar Day</td>
<td>17th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>2nd Calendar Day</td>
<td>7th Calendar Day</td>
</tr>
<tr>
<td>Five Weeks (29 to 35 days)</td>
<td>12th Calendar Day</td>
<td>23rd Calendar Day</td>
<td>23rd Calendar Day</td>
<td>4th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>9th Calendar Day</td>
</tr>
<tr>
<td>Six Weeks (36 to 42 days)</td>
<td>14th Calendar Day</td>
<td>29th Calendar Day</td>
<td>29th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>11th Calendar Day</td>
</tr>
<tr>
<td>Seven Weeks (43 to 49 days)</td>
<td>17th Calendar Day</td>
<td>35th Calendar Day</td>
<td>35th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>12th Calendar Day</td>
<td>12th Calendar Day</td>
</tr>
<tr>
<td>Eight Weeks (50 to 56 days)</td>
<td>20th Calendar Day</td>
<td>41st Calendar Day</td>
<td>41st Calendar Day</td>
<td>6th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>15th Calendar Day</td>
</tr>
<tr>
<td>Nine Weeks (57 to 63 days)</td>
<td>23rd Calendar Day</td>
<td>46th Calendar Day</td>
<td>46th Calendar Day</td>
<td>7th Calendar Day</td>
<td>4th Calendar Day</td>
<td>17th Calendar Day</td>
</tr>
<tr>
<td>Ten Weeks (64 to 70 days)</td>
<td>26th Calendar Day</td>
<td>52nd Calendar Day</td>
<td>52nd Calendar Day</td>
<td>8th Calendar Day</td>
<td>4th Calendar Day</td>
<td>19th Calendar Day</td>
</tr>
<tr>
<td>Eleven Weeks (71 to 77 days)</td>
<td>29th Calendar Day</td>
<td>56th Calendar Day</td>
<td>56th Calendar Day</td>
<td>9th Calendar Day</td>
<td>5th Calendar Day</td>
<td>21st Calendar Day</td>
</tr>
<tr>
<td>Twelve Weeks (80 to 83 days)</td>
<td>32nd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>23rd Calendar Day</td>
</tr>
<tr>
<td>Thirteen Weeks (84 to 88 days)</td>
<td>35th Calendar Day</td>
<td>70th Calendar Day</td>
<td>70th Calendar Day</td>
<td>10th Calendar Day</td>
<td>6th Calendar Day</td>
<td>25th Calendar Day</td>
</tr>
<tr>
<td>Fourteen Weeks (92 to 96 days)</td>
<td>38th Calendar Day</td>
<td>76th Calendar Day</td>
<td>76th Calendar Day</td>
<td>11th Calendar Day</td>
<td>6th Calendar Day</td>
<td>27th Calendar Day</td>
</tr>
<tr>
<td>Fifteen Weeks (99 to 105 days)</td>
<td>41st Calendar Day</td>
<td>82nd Calendar Day</td>
<td>82nd Calendar Day</td>
<td>12th Calendar Day</td>
<td>6th Calendar Day</td>
<td>28th Calendar Day</td>
</tr>
<tr>
<td>Sixteen Weeks or more (106 or more days)</td>
<td>End of the seventh week</td>
<td>Two weeks before the last class period</td>
<td>Two weeks before the last class period</td>
<td>Within 14 days including the first class period</td>
<td>Within first week of class</td>
<td>Within first five weeks</td>
</tr>
</tbody>
</table>
ACADEMIC PROBATION (PROGRESS)  
(AR 2.3.4)

A. Probation
A student will be placed on academic probation under the following conditions:

1. If, after completion of twelve (12) or more credit hours, the student’s cumulative grade point average is less than:

<table>
<thead>
<tr>
<th>Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)</th>
<th>Minimum Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
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<tr>
<td>16-30</td>
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<td>1.90</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

(Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00).

2. If, in transferring from any accredited institution of higher education, the student’s cumulative grade point average from other colleges and universities does not meet the requirements listed above.

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

B. Continued Probation
A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours.

Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

C. Admission of Suspended Students
Transfer students who do not meet the minimum grade point average listed under Scholastic Standards may be admitted on academic probation.

INSTRUCTIONAL GRIEVANCE PROCESS  
(AR 2.3.5 & Appendix F)

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to discrimination or sexual harassment in the academic environment by faculty member, administrator, campus visitor or other student is urged to report such conduct to the dean of student services (or designee) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to follow:
Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.

Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member 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 complaint which is not in writing and which, when appropriate, did not have full specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

If the grievance is not resolved at this level within ten working days, the student should forward to the dean of instruction or appropriate college/administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/administrative officer will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
If the grievance, other than those concerning grades, is not resolved by the dean of instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

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 students, the student may continue to process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint will be given to the employee five (5) working days before any official meeting 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 or the appropriate college/center dean and/or associate dean, 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.

WITHDRAWAL (AR 2.3.6)
To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records provides information about the withdrawal process.

The official date of withdrawal is the last date of attendance as determined by the student’s withdrawal or as reported by the instructor. The official date of withdrawal determines refunds.

Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Please see the refund policy.

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.”

WITHDRAWAL PROCEDURES
(Appendix G)

A. Withdrawal from Specific Courses
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.

Students may be officially withdrawn from specific courses in the following ways:
1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of W will be assigned.
2. After the 7th week, a student may initiate a withdrawal. The faculty member will sign the form and assign a grade of W or Y. The form is then to be returned to the Office of Admissions and Records. (See the college academic calendar for student deadline date.)
3. A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week. After the 7th week, a grade of W or Y will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records. Failure to file an official withdrawal form may result in failing grades.
B. Complete Withdrawal from College
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 withdraw officially from the college within the published deadlines may result in failing grades and responsibility for course tuition and fees.

Students electing to withdraw from the college must contact the Office of Admissions and Records 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) or Y (withdrawn, failing).

A. Withdrawal of Financial Aid Students
In accordance with federal regulations (CFR 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.

ACADEMIC RENEWAL (AR 2.3.7)

Students who are returning 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 Office of Admissions and Records 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.

A. Prior to petitioning for academic renewal, the student must demonstrate renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.

B. 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.

C. All course work will remain on the student’s permanent academic record, ensuring a true and accurate academic history.

D. The academic renewal policy may be used only once at each college and cannot be revoked once approved.

E. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

HONORS PROGRAM (AR 2.3.8)

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor’s, Foundation’s, and 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.

SEXUAL HARASSMENT POLICY (AR 2.4.4 & 5.1.8-17)

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)
It shall be a violation of Maricopa Community College Sexual Harassment Policy for any employee, student or campus visitor to:

A. Make unwelcome sexual advances to another employee, student or campus visitor;

B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

C. Engage in verbal or physical conduct of a sexual nature
with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual’s submission to, or rejection of, the sexual advances will in any way:

1. Influence any personnel decision regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or

2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

D. Engage in verbal or physical conduct of a sexual nature that:

1. Has the purpose or effect of substantially interfering with an employee’s ability to do his or her job; or with a student’s ability to learn or participate in a class; or

2. Which creates an intimidating, hostile or offensive work or academic environment;

E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity;

F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

G. 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.

Additional Policy Violations (AR 5.1.10)

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.

Responsibility for Policy Enforcement (AR 5.1.11)

Every Maricopa Community Colleges employee and student 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.

Amorous Relationships (AR 5.1.12)

An amorous relationship that might be appropriate in other circumstances may be 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 instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

Complaints (AR 5.1.13)

A. 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 EEO/AA 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.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the dean of students (or equivalent) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president’s office, Office of Dean of Student Services and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

The Maricopa Community Colleges EEO/AA Office phone number is 480-731-8885.

Confidentiality (AR 5.1.14)

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with Maricopa Community Colleges’ legal obligation to investigate and resolve issues of sexual harassment.
Violations of Law (AR 5.1.15)
An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.16)
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.17)
Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. Maricopa Community Colleges will take appropriate disciplinary action, up to and including, employment termination or academic dismissal.

PETITION SIGNATURE SOLICITATION (AR 2.4.8)
A. 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.

B. 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.

C. 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.

D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

SOLICITATION (AR 2.4.9)
A. Definitions
A “solicitor” is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

B. Requirements
1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of $50 per day or $125 per full week.

2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.

3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

6. A college may waive the fee prescribed in this regulation for any solicitor’s participation in a special event if the college determines that such participation will
be of particular educational benefit to the interests of that college’s students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college’s Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

a. Such product or service presents low risk of harm to a potential user;

b. The product or service is not food or food-related and;

c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

CHILDREN ON CAMPUS (AR 2.4.10)

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

CRIME AWARENESS AND CAMPUS SECURITY ACT (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

WORKPLACE VIOLENCE PREVENTION (AR 2.4.12)

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

STUDENT RIGHT TO KNOW (AR 2.4.13)

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

COPYRIGHT ACT COMPLIANCE (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

A. It is the intent of the Governing Board of the Maricopa 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.

B. 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.

C. 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 matters and provide training programs on current copyright laws.

D. 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.
E. 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.

F. 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.

Copyright Definition:

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then this means that you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages—potentially in excess of $100,000 for each work infringed.

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

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

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

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

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

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

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.

To learn more about copyright, go to: http://www.dist.maricopa.edu/legal/ and click on “Intellectual Property.” While you’re there, you should read the Maricopa Community Colleges’ Copyright Guidelines. You should also review the complete text of the Computer Resource Standards which can be found under the “Information Technology” link. The Standards also appear in college catalogs and student handbooks.

**TAPPING OF FACULTY LECTURES (AR 3.4)**

The Maricopa Community Colleges acknowledge 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.

**COMPUTING RESOURCE STANDARDS (AR 4.4)**

**Introduction**

The Maricopa Community Colleges provide its students and employees wide access to information resources and technologies. With the advent of new forms of technology, Maricopa Community Colleges have recognized that the free exchange of opinions and ideas essential to academic freedom is furthered by making technological resources more accessible.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. That Maricopa makes its technology available for educational purposes requires users to observe Constitutional and other legal mandates whose aim is to safeguard equipment, networks, data and software that are acquired and maintained with public funds.

**General Responsibilities**

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the internet, electronic mail and similar electronic information) of the Maricopa Community Colleges are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa’s computing resources are presumed to have read and understood the Standards. While the Standards govern use of computing resources District-wide, an individual community college or center may establish guidelines for computing resource usage which supplement (but do not replace or waive) these Standards. Use of Maricopa’s computing resources, including web sites created by employees, is limited to educational, research, service, operational, and management purposes of the Maricopa Community Colleges.
It is not Maricopa’s practice to monitor the content of electronic mail transmissions, files, or other data maintained in its computing resources. The maintenance, operation and security of Maricopa’s computing 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 maintained there. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user’s privacy will be honored. Nevertheless, that privacy is subject to Arizona’s public records laws and other applicable state and federal laws, as well as policies of Maricopa’s Governing Board, all of which may supersede a user’s interests in maintaining privacy in information contained in Maricopa’s computing resources.

Frequently, access to Maricopa’s computing resources can be obtained only through use of a password known exclusively to the user. It is the user’s responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its computing resources by other users, both within and outside the Maricopa Community Colleges. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Much of the data contained in Maricopa records that are accessible through use of computing resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa’s computing resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Maricopa personnel are discouraged from offering advice to Maricopa employees regarding personal, non-job-related use, maintenance or repair of any computer equipment or software that belongs to such employees. Maricopa can assume no responsibility for any result from such advice.

Violation of any provision of the Standards could result in immediate termination of a user’s access to Maricopa’s computing resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

**Prohibited Conduct**

The following is prohibited conduct in the use of Maricopa’s computing resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.

2. Unauthorized attempts to monitor another user’s password protected data or electronic communication, or delete another user’s password protected data, electronic communications or software, without that person’s permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

5. Hosting a website through the use of Maricopa’s computing resources without the use of “maricopa.edu” in its URL. If an institution owns additional domain names, those services should directly reroute visitors to a “maricopa.edu” domain and not host web pages directly.

6. Use of computing resources for non-Maricopa commercial purposes.

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 Maricopa’s Governing Board, including (but not limited to) Maricopa’s non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, 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 computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.

12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

**Personal Web Site Standards**

Faculty, staff and students may use Maricopa’s computing resources for development of personal websites as a learning tool. Use of Maricopa’s resources for this purpose is a privilege, not a right. The development and maintenance of such a web site is subject to the following Faculty, Staff and Student Personal Web site Standards, as well as the General Standards for Use of Maricopa’s Computing Resources:

1. The author of a website may not use the site to advertise personal services, whether or not for financial gain, nor for any commercial purpose.
2. A website may not be created in such a way as to allow any person unauthorized access to Maricopa’s computing resources.

3. The author of a website is solely responsible for the contents of the site. The home page of a personal website must display, or link to, the following disclaimer in a conspicuous manner:

“This site is authored and maintained by [name of author]. It is not an official website of the Maricopa Community Colleges, and Maricopa is not responsible for the contents of this site.”

4. Maricopa does not endorse the contents of any personal website. It is solely the author’s responsibility to ensure that the personal website comply with all relevant Standards, as well as state and federal law, and any relevant policy of Maricopa’s Governing Board.

5. Upon discovery of a violation of any relevant Standard, Maricopa may unilaterally delete a personal website from its computing resources and terminate the author’s access to those resources.

HAZING PREVENTION REGULATION (AR 2.6)
The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges’ 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 the Maricopa Community Colleges 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 Maricopa Community Colleges; 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 Maricopa Community Colleges Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:

a. Pre-pledging, illegal pledging or underground activities.

b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.

c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).

d. Encouraging or forcing use of alcohol or drugs.

e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.

f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8

g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.

h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.

i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.

j. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the dean of student services’ for investigation by any member of the college community. The dean of student services’ will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

Alleged violations of the Maricopa Community Colleges 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 Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the dean of student services’ for investigation by any member of the college community. The dean of student services’ will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the dean of student services’ 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 dean of student services’ 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 dean of student services’ office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the dean of students’ office.
   c. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
   d. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:
   a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
   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 Maricopa Community Colleges hazing prevention regulation: “Organization” is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

**ABUSE-FREE ENVIRONMENT (AR 2.4.7)**

**A. 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.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student’s needs. The
Policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal “duty to care” responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

1. Visibly demonstrate a performance of the Maricopa Community College District “duty to care”.
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
7. Provide individual and group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

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.

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.

B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student’s educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.


c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.
2. 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:

a. Drinking or possession of alcoholic beverages on the college campus.
b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct
Disciplinary actions include, but are not limited to:

a. Warning,
b. Loss of privileges,
c. Suspension, or
d. Expulsion.

4. Legal Consequences of Alcohol and Other Drugs
a. Laws Governing Alcohol
The State of Arizona sets twenty-one as the “legal drinking age”. An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.10 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less that $250 for a first offense to a minimum of six months in jail and revocation of the driver’s license for three years upon a third offense.

a. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
First conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both.

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both.
Special sentencing provisions for possession of crack cocaine:
Mandatory at least five years in prison, not to exceed twenty years and fined up to $250,000, or both, if:

1) First conviction and the amount of crack possessed exceeds five grams.
2) Second conviction and the amount of crack possessed exceeds three grams.
3) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Civil fine of up to $10,000 (pending adoption of final regulations).

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions.

c. State Penalties and Sanctions
Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1) Marijuana: A first offense for possession or use of marijuana in an amount of less that one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars.
The sale of marijuana in an amount of less that one pound carries a prison sentence of four years and a fine of at least seven hundred fifty dollars.

2) LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less that one thousand dollars.

3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less that two thousand dollars.
C. Alcoholic Beverages - Usage Regulation (AR 4.13)
1. No alcoholic beverage is allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.

2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.

3. 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.

4. 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.

D. 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 Dean of Student Services.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate dean 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 dean of student services for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

ACADEMIC MISCONDUCT (AR 2.3.11)

A. Definitions
1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.

   a. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

   b. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

3. Sanctions
Any student found by a faculty member to have committed academic misconduct maybe subject to the following sanctions: Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate dean that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the appropriate dean.

   1. Warning - A notice in writing to the student that the student has violated the academic code.

   2. Grade Adjustment - Lowering of a test, assignment or academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.
3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.

4. Course Failure - Failure of a student from a course where academic misconduct occurs.

5. Disciplinary Probation - A written reprimand in response to academic misconduct. 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.

6. 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.)

7. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all other colleges/centers in the District.)

Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate dean that sanctions 5, 6, or 7 imposed. College suspension or expulsion will be imposed only upon the approval of the appropriate dean.

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

STUDENT DISCIPLINARY CODE (AR 2.5.2)

Purpose
The purpose of this policy 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 document:

A. “College” means Maricopa Community Colleges or a designated college or center. “College president” also refers to center provost.

B. “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”.

C. “Faculty member” means any person hired by the college or District to conduct classroom instruction.

D. “College official” means any person employed by the college or District to conduct classroom instruction.

E. “College community” means students, faculty members, college officials or any other persons employed by the college. A person’s status in a particular situation shall be determined by the college president.
F. “College premises” means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

G. “Organization” means a group that has complied with the formal requirements for college recognition.

H. “Judicial body” means any person or persons authorized by the college president/provost to determine whether a student has violated this Student Code and to recommend imposition of sanctions.

I. “Judicial advisor” means a college official authorized on a case by case basis by the college president/provost to impose sanctions upon students found to have violated this Student Code. The college president/provost may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the college president/provost from authorizing the same judicial advisor to impose sanctions in all cases.

J. “Appellate boards” means any person or persons authorized by the college president/provost to consider an appeal from a judicial body’s determination that a student has violated this Student Code or from the sanctions imposed by the judicial advisor. Nothing shall prevent the college president/provost from acting as the appellate board.

K. The term “shall” is used in the imperative sense.

L. The term “may” is used in the permissive sense.

M. The term “policy” is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Code and Governing Board policy.

Article II: Judicial Authority

A. The college president/provost shall determine the composition of judicial bodies and appellate boards and determine which judicial advisor, judicial body and appellate board shall be authorized to hear each case.

B. The judicial advisor 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 Code.

C. Decisions made by the judicial advisor shall be final, pending the normal appeal process.

Article III: Prescribed Conduct

A. Jurisdiction of the College

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college/center premises and/or during college sponsored or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct - rules and regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any official, college employee or office.
   b. Forgery, alteration or misuse of any college document, record or instrument of identification.
   c. Tampering with the election of any college-recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act 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 appropriate dean 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.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.

4. 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.

5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one’s self to these persons when requested to do so.

6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

7. Violation of published Governing Board policy, college rules or regulations.

8. Violation of federal, state or local law on college/center premises or at college-sponsored or supervised activities.

9. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
10. Use, possession or distribution of alcoholic beverages or public intoxication.

11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.

12. Participation in a college demonstration 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; intentional obstruction that unreasonably interferes with freedom of movement, or either pedestrian or vehicular, on campus.

13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised activities.

14. Conduct which 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 activities sponsored by or participated in by the college.

15. Attempted or actual theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   b. Unauthorized transfer of a file
   c. Unauthorized use of another user’s identification and password
   d. Use of computing facilities to interfere with the work of another student, faculty member or college official
   e. Use of computing facilities to send obscene or abusive messages
   f. Use of computing facilities to interfere with normal operation of the college computing system
   g. Use of computing facilities for students’ personal benefit

16. Abuse of the judicial system, including but not limited to:
   a. Falsification, distortion or misrepresentation of information before a judicial body
   b. Disruption or interference with judicial proceedings
   c. Institution of a judicial proceeding knowingly without cause
   d. Attempting to discourage an individual’s proper participation in, or use of, the judicial system
   e. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding

f. Harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding

g. Failure to comply with the sanctions imposed under this Student Code

h. Influence or attempting to influence another person to commit an abuse of the judicial system

D. Violation of Law and College Discipline

1. When a student is charged only with an off-campus violation of federal, state or local laws but not with any other violation of this Student Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to confess such charges, although not actually admitting guilt, e.g., “no contest” or “nolo contendere”.

2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out before, during, or after civil or criminal proceedings off campus.

3. 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 considerations for that individual because of his or her status as a student. If the alleged offense is also a subject of a proceeding before a judicial body under this Student Code, however, the college may advise off campus authorities of the existence of this Student 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 personnel capacities, remain free to interact with governmental representatives as they deem appropriate.
Article IV: Judicial Policies

A. Charges and Hearings
1. Any member of the college community may file charges against any student for his conduct under this Student Code. Charges shall be prepared in writing and directed to the judicial advisor responsible for administration of the college judicial system. Any charge should be submitted within thirty (30) days of the incident. The judicial advisor will rule on the timeliness of the charges.

2. The judicial advisor may conduct an 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 judicial advisor. Such dispositions shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.

4. Hearings shall be conducted by judicial body according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the closed hearing shall be at the discretion of the judicial body, and/or its judicial advisor.
   c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
   d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Both the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
   e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination.
   f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
   g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
   h. After the hearing, the judicial body (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of this Student Code. The judicial body shall render written findings of fact and conclusions and forward these along with recommended sanctions as outlined in Article IV, Section B to the judicial advisor within three (3) working days of the conclusion of the hearing.
   i. The judicial body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the college and/or District.

6. No student may be found to have violated this Student Code solely because student failed to appear before a judicial body. In all cases, the evidence and support of the charges shall be presented and considered.

B. Sanctions
1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. Warning - a written notice to the student that the student is violating or has violated institutional regulations.
   b. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   c. Loss of Privileges - denial of specified privileges for a designated period of time.
   d. Restitution - compensation for loss, damage or injury.
   e. Discretionary Sanctions - work assignments, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor).
   f. 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. (College suspension applies at all of the Maricopa Community Colleges.)

g. College Expulsion - permanent separation of the student from the college. (College expul-
sion applies at all of the Maricopa Community Colleges)

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than college expulsion, disciplinary sanction shall not be made part of the student’s aca-
demic record, but shall become part of the student’s confidential record. Upon graduation,
the student’s confidential record maybe expunged from the student’s confidential record five (5) years after
final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in Section B 1. a through d.
   b. Deactivation - loss of all privileges, including college recognition for a designated pe-
      riod of time.

4. All sanction(s) shall be determined and imposed by the judicial advisor based upon the findings
   and conclusions of the judicial body. The judicial advisor will consider the recommendations for
   sanction(s) of the judicial body but will not be bound by its recommendations. The judicial ad-
   visor will forward the sanctions s/he determines to be appropriate along with the findings and
   conclusion to the accused student within two (2) working days after receipt of the judicial body’s
   findings.

C. Interim Suspension
   In certain circumstances, appropriate college/center officials may impose an interim suspension prior to
   the hearing before a judicial body.
   1. Interim suspension may be imposed only:
      a. To insure the safety and well-being of members of the college community or preserva-
         tion of college property;
      b. To insure the student’s own physical or emotional safety and well-being; or
      c. If the student poses a definite threat of disruption of or interference with the normal op-
         erations of the college.
   2. During the interim suspension, the student shall be denied access to the college including classes
      and/or all other activities or privileges for which the student might otherwise be eligible, as the
      judicial advisor deems appropriate.

D. Appeals
   1. A decision reached by the judicial body or a sanc-
      tion imposed by the judicial advisor may be appealed by accused students or complainants to
      an appeal board within five (5) working days of receipt of the decision. Such appeals shall be in
      writing and shall be delivered to the judicial advi-
      sor or his/her designee.

   2. An appeal shall be limited to the review of the verbatim record of the initial hearing and sup-
      porting documents for one or more of the follow-
      ing purposes:
      a. To determine whether the original hearing was conducted fairly and in accordance with
         this Student Code prescribed procedures
      b. To determine whether the decision reached regarding the accused student was con-
         formed with the standard established in Ar-
         ticle IV section A #4 i
      c. To determine whether the sanction(s) im-
         posed was appropriate to the violation
      d. To consider new evidence

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial
   body and judicial advisor for reopening of the hearing to allow consideration of the original de-
   termination and/or sanction(s).

   In cases involving appeals by students accused of violating this Student Code, review of the sanc-
   tion by the appellate board may not result in more severe sanction(s) for the accused student. In-
   stead, following an appeal, the appropriate college official may, upon review of the case, reduce
   but not increase the sanctions imposed by the jud-
   dicial advisor.

4. In cases involving appeals by persons other than students accused of violating this Student Code, the
   appropriate college official may, upon review of the case, reduce or increase the sanctions im-
   posed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

Article V: Interpretation and Revision
   A. Any question of interpretation regarding the Student Code shall be referred to person designated in Article
      I #13, or his/her designee, for final determination.

   B. The Student Code shall be reviewed every three (3) years under the direction of the Vice-Chancellor for
      Student Development and Community Affairs.
A. Definitions
For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.
1. College - includes all colleges, educational centers, skill centers and District office.
2. Educational Records - 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:
   a. 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
   b. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual’s employment
   c. 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
   d. Alumni records which contain information about a student after he or she is no longer an attenant of the community college and the records do not relate to the person as a student

B. Annual Notification
Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.
   Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes to be inaccurate or misleading.
   Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

   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 responsibility.

   Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.
   The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   US Department of Education
   400 Maryland Ave., S.W.
   Washington, DC 20202-4605
C. Student Directory
   A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

   At any Maricopa community college, directory information is defined as a student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

D. Use of Educational Records for Advisement Purposes
   All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District’s colleges or centers.

   The institution retains the right to exercise discretion in determining the release of directory information.

E. Disclosure to Parents
   In accordance with federal law, college officials may disclose educational records to parents of minors or 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.
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**Add/Drop Period**
A period of time before classes begin when schedule changes are made. A penalty may be charged for changes made after the start of classes.

**Admission**
Acceptance into a college after the student has filed a completed Student Information Form with the Admissions and Records Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

**Advisor**
A counselor, faculty, or other designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their goals and enhance their success.

**AGEC**
A 35-semester-credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credit.

**Assessment**
Also known as placement or Assessment of Skills for Successful Entry and Transfer (ASSET) testing. Assessment is a way of evaluating students’ present skills in English, reading and math so students may choose courses that match their skills. Assessment is based on scores on the ASSET course placement tests. Scores are used as a guide for proper course placement, which leads to greater success.

**Associate Degree**
Degree awarded by community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60 semester credits. May be an Associate in Arts (AA), Associate in Transfer Partnership (ATP), Associate in Business (ABus) or Associate in Science (AS) designed primarily for transfer to complete a baccalaureate degree; an Associate in Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate in General Studies (AGS), designed to fulfill students’ goals of higher education.

**Associate in Transfer Partnership (ATP)**
The Associate in Transfer Partnership (ATP) is designed for students transferring to public and private colleges and universities. This degree is specifically developed for students who have an identified major and have selected the baccalaureate degree granting institution to which they intend to transfer.

**Audit**
An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete required assignments.

**Bachelor’s Degree**
A degree awarded by a four-year college or university. Generally requires completion of 120 semester credits. Also referred to as a baccalaureate degree (e.g., BA or BS).

**College Orientation**
A session during which new students are introduced to academic programs, facilities, and services provided by a college.

**Commencement**
Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.
Continuous Enrollment
The process of registering for and completing courses during consecutive semesters, which may include summer sessions. Determines catalog year for graduation.

Corequisite
Specified conditions, requirements, or courses that must be completed at the same time as another course.

Counselor
A professionally trained staff member who helps students with educational, career, or personal concerns.

Course
A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. Also called course offering or class.

Course Fee
A charge for services, supplies, and/or materials for a course, in addition to tuition and registration fees for the course.

Course Number
A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG 101).

Course Prefix
A three-letter code that identifies the subject area of a course (e.g., ENG in ENG101 indicating a course in English).

Course Title
The name of a specific course that indicates subject and content (e.g., Freshman English, title for English 101).

Credit Hour
The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (e.g., 3 credit hours).

Curriculum
A planned sequence of courses aimed at an academic or occupational goal; also referred to as a program of study.

Customer
One that purchases and/or consumes a product or service; defining and meeting customer needs drives the development of any successful product or service.

Division
A group of faculty who teach classes in related subjects, such as Communication, English, and Social Science in the Liberal Arts Division.

Electives
Non-required courses that students may select to complete their program of study.

Extracurricular Activities
Also known as cocurricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

Faculty
Instructors.

Final Exams
Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the Schedule of Classes.
Fiscal Office
Also known as the Cashier’s Office. Students may pay tuition and fees, course fees, and other encumbrances owed the college at the Fiscal Office.

Grade Point
The numerical value of grade multiplied by the credit hours for a course (A=4 points; B=3 points; C=2 points; D=1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the student earns 12 points: A=4 points x 3 (credit hours) = 12 points.

Grade Point Average
Generally called GPA, grade point average is determined by dividing the total number of grade points earned by the total number of credit hours attempted. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA.

Load
Also called academic load. The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

Lower Division
Normally freshman- and sophomore-level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions offer lower division courses and upper division courses, which are junior-level and senior-level (300 and 400) courses.

Major
An area of concentrated study often for a specific degree or occupation, such as English, nursing, or engineering.

Official Absence
Absence from class approved by the Dean of Student Services for students who are participants in an official college activity. Students must present approved absence documentation to their instructors before the official absence and make arrangements to complete the work they will miss.

Pass/Fail
An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fail grades will transfer to another college or university.

Period
Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week for a one-credit course that meets during a 16-week semester.

Placement Test
See assessment.

Prerequisite
Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

Probation
A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Recess
Holidays and the periods of time between academic semesters when classes are not in session.

Registration
Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.
**Required Course**
A course that a student must complete to meet certain goals or to complete a certain curriculum.

**Schedule of Classes**
A college publication that lists all courses offered during a semester, including dates and times of class meetings, names of instructors, buildings and rooms, credit hours, and other important registration information.

**Scholastic Suspension**
Not being allowed to enroll in the college for one semester. This is caused by not maintaining the minimum required GPA for two consecutive semesters.

**Section Number**
A four-digit code used to identify each class section of each course offered. Each class has a different section number. Section numbers are listed in the Schedule of Classes.

**Self-paced courses**
Essentially self-study courses that permit students to set flexible schedules. Self-paced courses are recommended for students who are self-motivated, are strong readers, have good problem-solving skills, can manage time well, and set their own deadlines.

**Semester**
Traditionally half an academic year, 16 weeks in length. Fall semester begins in August and spring semester begins in January.

**Service Learning**
Combines community service with classroom instruction, focusing on critical thinking, value clarification and social responsibility. The key components of Service Learning are linkage to course competencies or objectives, a relevant experience and a meaningful contribution to the community.

**Service Strategy**
A distinctive formula for delivering service that clearly states a customer benefit that is valuable to the customer and that establishes an effective competitive position.

**Subject Codes**
See Course Prefix and Course Number.

**Syllabus**
One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor’s grading system, attendance policies, and testing and assignment dates.

**Transcript**
An official record of a student’s college coursework that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

**Transfer Credit**
Course credit that is accepted from or by another college or university to meet requirements in a major or as general education.

**Trial Schedule**
A form on which students list their course selections in order to determine which combination of courses and class times works best during a particular term.

**Tuition and Fees**
The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

**Withdrawal**
Officially dropping any or all courses during a semester. Students withdrawing from one or more courses must notify the Admissions and Records Office in writing and request that they be officially withdrawn. Refunds are based on the refund schedule set forth in the catalog. After a specified date, students must have instructor approval before withdrawing from a course.
Estrella Mountain Community College is conveniently located one mile north of Interstate 10 (exit #129) on Dysart Road in Avondale. There is ample parking for day, evening and weekend sessions.
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FALL 2004
Registration ............................................................ March 22 - August 20
Classes Begin ............................................................. August 21
Late Registration ..................................................... August 21 - August 27
Labor Day Observed .................................................. September 6
Last Day for Withdrawal without Instructor Signature ....... October 8
Application for December Graduation ......................... September 7
Veteran’s Day Observed ................................................ November 11
Thanksgiving Break ................................................... November 25 - 28
Last Day Withdrawal Accepted ........................................ November 29
Final Exams .............................................................. December 13 - 16
Mid-Year Recess Begins ............................................... December 17

SPRING 2005
Registration .......................................................... October 11, 2004 - January 15, 2005
Classes Begin ............................................................. January 15
Martin Luther King, Jr.’s Birthday Observed .................... January 17
Application for May Graduation .................................... February 22
President’s Day Observed ............................................. February 21
Last Day for Withdrawal without Instructor Signature ........ March 4
Spring Break ............................................................ March 14 - 20
Last Day Withdrawal Accepted ........................................ April 25
Final Exams .............................................................. May 9 - 12
Commencement .......................................................... May 13

SUMMER 2005
Memorial Day Observed .............................................. May 30
First 5-Week Day and 8-Week Evening Sessions Begin .... May 31
First 5-Week Day Session Ends ...................................... June 30
Independence Day Observed ....................................... July 4
Second 5-Week Day Session Begins ................................ July 5
8-Week Evening Session Ends ...................................... July 21
Second 5-Week Day Session Ends .................................. August 4