The Rio Salado College Story:  
25 Years of Delivering Dreams

Rio Salado is proof that new models of higher education can successfully meet the needs of adult students who are not adequately served by traditional learning formats. When it was established a quarter century ago, Rio was charged with reaching out to an emerging market: busy adults with careers and families who require flexible and convenient learning formats in order to earn their degrees.

What was most unusual at the time was Rio Salado’s status as “the college without walls.” Rio Salado has never built a traditional campus. Rather, from its Tempe, Arizona administrative headquarters, Rio Salado utilizes technology and forges partnerships to deliver educational opportunities to diverse populations throughout Maricopa County.

Today Rio focuses on a threefold mission: customized, unique programs and partnerships, accelerated formats and distance learning, particularly through Internet courses. Rio’s student population has steadily increased, and today it is the District’s second largest college in terms of students served, with total credit and non-credit headcount exceeding 50,000 annually, and the third largest college in FTSE.

A sizable number of Rio Salado students can be found taking their courses at their places of employment through community partnerships at corporations and government agencies. Others go to class at Paradise Valley Mall, Luke Air Force Base, the Rio Salado College School of Dental Hygiene, Rio East Valley, or one of five computer labs. Dual enrollment for able and ambitious high school students is another major Rio program. In addition, many Adult Basic Education students earn their GED’s (high school equivalency diplomas) through Rio 7th Avenue in Phoenix, and then successfully transition into college courses.

However, a surprising fact is that approximately 18,000 Rio Salado students are not visible at any physical location. They take their courses “anytime and anyplace” through distance learning, with the Internet being the preferred format. Rio Salado now offers 200 Internet courses and a broad range of student services such as registration, tutoring, academic advising, electronic library services and counseling... all just a mouse click away.

Another Rio Salado difference can be found in the collective expertise of its faculty. Unlike most colleges or universities, Rio Salado relies primarily on 800 adjunct faculty, who are directed by only 25 permanent faculty members. This means that Rio Salado’s instructors are actively employed in the disciplines they teach and therefore can share relevant and real-world knowledge, practices and strategies with their students.

Since 1990, President Linda M. Thor has been the guiding force that has propelled the college into a 21st century learning model. Under her leadership, Rio Salado’s reputation for excellence and innovation has attracted regional and national attention and prestigious awards.

The 2003-2004 academic year marks the 25th anniversary of Rio Salado. A spirit of achievement and innovation makes Rio Salado College the unparalleled success it is today. Rio Salado carries the maximum 10-year accreditation from the Higher Learning Commission of the North Central Association.

Rio Salado College is accredited by the Higher Learning Commission and a member of the North Central Association:
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602
312-263-0456, Fax: 312-263-7462
✔ http://www.ncahigherlearningcommission.org

President’s Message

“We like to think of Rio Salado as the college of choice for today’s active, working adults. We focus on customized programs and partnerships, accelerated formats and distance learning, and we pride ourselves on being educational change agents.”
— President Linda M. Thor
Rio Salado College

Administration
Linda M. Thor, Ed.D.
President
Carol Scarafiotti, M.A.
Dean of Instruction
James Van Dyke, Ph.D.
Dean of Applied Programs
Todd Simmons, M.Ed., C.P.A.
Dean of Administrative Services
Karen L. Mills, Ed.D.
Senior Associate Dean of Instruction
Carol Wilson, M.A.
Senior Associate Dean of Applied Programs
Sylvia Hantla, M.A.
Associate Dean of Student Services
Mary Rodes, M.A.
Associate Dean of Marketing
Mary Annaman, Ed.D.
Administrative Director of Adult Basic Education & Transition
Monica Zontanos, M.A.
Administrative Director of Faculty Services
Carl Matthusen, M.A.
General Manager of KJZZ/KBAQ

Faculty Members
Janine Adkins, B.S., The American University; M.A., Brown University; Ph.D., Case Western Reserve University.
Angela Ambrosia, B.A., University of Louisville; M.S., Long Island University; M.B.A., University of Phoenix; M.S., Nova University; Ph.D., Kennedy Western University.
Keith Anderson, B.A., Oberlin College; M.F.A., University of Alabama; Ph.D., University of Arizona.
David Brewster, Diploma, U.S. Army Command and General Staff College; B.A., University of Phoenix; M.B.A., Arizona State University.
David Brown, B.A., Arizona State University; M.A., University of Phoenix.
Pat Case, A.A., Scottsdale Community College; B.S., M.C., Arizona State University; Ph.D., Walden University.
Larry Celaya, A.A., Arizona Western College; B.S., M.P.A., Arizona State University; Ph.D., Walden University.
Beatriz I. Cohen, B.S., Universidad Javeriana, Bogota, Colombia; M.C., Arizona State University.
Hazel M. Davis, B.A., Higher Diploma in Librarianship, University of Witwatersrand, Johannesburg, South Africa; M.L.S., University of Arizona.
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Cynthia Maxson, B.A., M.A., Grand Valley University.
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Vernon Smith, B.A., M.O.B., Brigham Young University.
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Kristopher Treat, B.A., Arizona State University; M.Ed., Northern Arizona University.
Janelle Underhill, B.A., Arizona State University; M.A., University of Arizona.
Lorelei Wood, B.S., M.A., Northern Arizona University.
Barry Wukasch, B.A., University of Texas; M.A., University of Houston; Ph.D., University of Arizona.

Emeritus Distinction
Julie A. Bertch 1980-2000
Jean Tease 1971-1997
How to Use This Catalog

This is a brief introduction on how the Rio Salado College Catalog is designed and how to use it. The catalog is published annually and the information contained in this catalog is subject to change, and it is the student's responsibility to be knowledgeable of its contents. The 2003-04 Rio Salado College Catalog includes program requirements for new students enrolling in the Summer I 2003, Summer II 2003 semesters, the Fall 2003 semester and the Spring 2004 semester. If you are a new student, or a student who has been readmitted after three or more semesters of inactivity, you may fall under the new catalog year requirement outlined on page 59. Contact Rio Salado's Student Enrollment Services at 480-517-8540 with any questions.

Rio Salado College is dedicated to serving you.

This catalog contains everything you need to know about Rio Salado College and our degree options, course descriptions, and numerous college resources available to you.

There are several ways to access information in this catalog:

- For example, the Table of Contents found on pages 4-5 provides a quick and simple way to find information.
- There is also a detailed, alphabetical Index on page 215.
- For a listing of all our certificate and degree programs, turn to page 6.
- We also have sections dedicated to the various areas of Rio Salado including Student Enrollment Services (page 15), Registration Information (page 29), and Financial Information (page 41). The information found within each of these sections is arranged in alphabetical order.

Use this catalog to find out about certificate and degree requirements. This information is located on pages 57-120. Course numbers and descriptions (on pages 153-214) are necessary to ensure proper course selection to satisfy degree requirements. If you would like a degree check sheet, please contact the Academic Advisement Office at 480-517-8540 or check out the website at www.rio.maricopa.edu.

The catalog is a helpful tool, detailing the many services available and the necessary information needed to make your college experience a rewarding one. You will find information on Academic Advisement (page 16), Counseling (page 19), How to Register (page 30), Tuition (page 45), Bookstore (page 18), and Tutoring (page 27). Other areas include Rio Salado's Library (page 27), Policies and Procedures (page 131-152), and Study Skills (page 8).

The Rio Salado College Catalog is published once a year. Please be aware that some courses and programs may be modified throughout the year. Students should always consult with an academic advisor to ensure that the most current information is available when making academic decisions.

Let Rio Salado College help you on your way to becoming a college graduate.

With Rio Salado College, you can achieve your academic goals.
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Certificate and Degree Programs

**Associate in Arts (AA) Degrees**
- AA GR: Associate in Arts Degree, General Requirements
- AA SR: Associate in Arts Degree, Special Requirements
- AGECA: Arizona General Education Curriculum

**Associate in Business (ABus) Degrees**
- ABus GR: Associate in Business, General Requirements
- ABus SR: Associate in Business, Special Requirements
- AGECB: Arizona General Education Curriculum

**Associate in Science (AS) Degrees**
- AS GR: Associate in Science, General Requirements
- AS SR: Associate in Science, Special Requirements
- AGECS: Arizona General Education Curriculum

**ATP: Associate in Transfer Partnership Degree**

**Associate in General Studies (AGS) Degree**

**Associate in Applied Science (AAS) Degrees**
- Chemical Dependency
- Computer Technology
- Dental Hygiene
- Nursing
- Organizational Leadership
- Public Administration
- Quality Customer Service

**Certificates of Completion**
- Chemical Dependency: Level I
- Chemical Dependency: Level II
- Clinical Dental Assisting
- Computer Usage and Applications
- Organizational Leadership
- Professional Addictions Counseling
- Public Administration
- Quality Customer Service
- Quality Process Leadership

**Educational Partnership Programs**
(limited to business, industry and governmental agencies)

**Associate in Applied Science (AAS) Degrees**
- Airline Operations
- Computer Technology
- Corrections
- Detention Services
- Fire Science
- Law Enforcement Technology
- Public Administration
- Quality Customer Service

**Certificates of Completion**
- Advanced Corrections
- Airline Operations: Ground Operations
- Airline Operations: Initial Flight Attendant
- Airline Operations: Passenger Services
- Airline Operations: Reservations
- Airline Operations: Vacations
- Automobile Insurance: Customer Service
- Basic Corrections
- Credit Card: Customer Service
- Credit Counseling: Customer Service
- Desktop Publishing
- Detention Services
- Fire Science
- Human Services - Assistance: Customer Service
- Human Services - Long Term Care: Customer Service
- Human Services - Specialist: Customer Service
- Insurance: Customer Service
- Law Enforcement Field Training
- Law Enforcement Technology
- Networking
- Network Professional Programming
- Public Administration
- Public Administration: Legal Services
- Public Safety Technology
- Quality Customer Service
- Technology Helpdesk Support
- Technology Troubleshooting and A+ Preparation
- Telecommunications: Customer Service
- Travel Agency: Customer Service
- Utilities: Customer Service
- Web Master
Student Success Strategies

IN THIS SECTION
Study Skills
• How to be an Active Learner
• How to Create a Study Group
• How to Prepare for Exams
• How to Manage Your Time

Balancing Work, Family and School

Vocabulary for College Survival
• Terms You Should Know

Who to Contact
• Have a question? Here’s who to call.

Web Pages
• Check out Rio Salado’s award-winning sites.
Study Skills

How to be an Active Learner
1. Read
Always read all information enclosed in your course materials packets and syllabi. These materials provide valuable information such as: how to contact your instructor, tutoring services, testing hours and locations, assignments, and important college phone numbers.

2. Organize
Organize all course materials and contact information. Create a calendar for assignment due dates and last dates to take midterm and final exams.

3. Attend Orientations and Labs
Be sure you attend all required orientations and lab sessions for your course. In-person requirements will be listed in the course schedule and your course syllabus. (Not all courses have in-person requirements.)

4. Go Through Successful Starts
Students who are taking an Internet format for the first time are advised to attend an in-person orientation or go through the online “Successful Start Directions.” These directions can be accessed through our web pages at:
✔ http://www.riosalado.edu/cd_start_directions

5. Stay on Track
Do not fall behind on assignments.

6. Save Assignments
Save copies of all assignments submitted to your instructor.

7. Don’t Forget
Contact your instructor with any questions or concerns about your class.

How to Create a Study Group
Students enrolled in Internet formats are able to develop study groups through “First Class Chat”, or “Anlon.” Students enrolled in Mixed Media and Print Based formats should contact their instructor to see if other students are interested in creating a study group. The steps below will help you to form a study group.

1. Find someone or several people who might want to study together.
2. Schedule an hour or longer for all of you to meet.
3. Find a place to meet where you can be comfortable and talk easily.
4. Introduce yourselves at your first meeting.
5. Talk about your impressions of your college experience.
6. Talk about your decision to come to school and the challenges you have faced by making that decision.
7. Talk about your goals and future plans.
8. Take turns talking so everyone shares equally.
9. Make sure that the group feels comfortable.
10. Exchange phone numbers.
11. Agree when and where you will meet again.

Congratulations! You have conducted your first study group! In future meetings, you can focus on course content.
How to Prepare for Exams
Use three simple steps and you will be ready for your exams. Remember, you cannot cram at the last minute and expect a passing grade. Many instructors build on concepts throughout the semester and your study should do this, too.

1. Organize
   • summarize, condense, and make sense of all your notes, homework and previous tests
   • develop your own organization system on an outline, map or whatever works for you
   • use your syllabus as a guide
   • put deadlines and study time on your calendar
   • important: do not be overwhelmed by the material

2. Review
   • review your lessons each week to put the material into long-term memory
   • use flash cards, highlighters, or whatever works best for you
   • important: review the material over several days or weeks, not all at once

3. Practice
   • make up practice questions and test yourself, or work with a study group
   • focus your study questions on what you do not know
   • important: try to teach the material to someone else and you will learn it much better yourself

How to Manage Your Time
1. Get a calendar and mark important dates
   • refer to syllabus for class deadlines
   • schedule study time
   • schedule family events
   • schedule leisure time for yourself

2. Create “to do” lists for each day
3. Tackle the tough jobs first
4. Set specific goals for each course
5. Reward yourself after completing each task
6. Monitor your “self talk” and do not beat yourself up if you do not complete everything on your list.

Balancing Work, Family and School
1. Take care of yourself:
   • eat a balanced diet
   • sleep 7-8 hours
   • exercise regularly

2. Get to know your classmates and you will discover that you are not alone in your situation.
3. Enlist your family’s support.
4. Use FREE college resources:
   • personal and career counseling
   • academic advisors
   • tutoring
   • disabled student services

5. Connect with resources for financial support:
   • financial aid
   • scholarships
   • your employer

For more information on any of these academic success skills, contact Student Services at 480-517-8540.
Vocabulary for College Survival:
Terms You Should Know

**Adjunct Faculty:** Part-time certified instructors.

**Academic Advisor:** A resource person able to help you plan your course of study and select appropriate courses. Also called program advisor.

**AGEC:** A 35-credit block of general education courses which will transfer to an Arizona university. May also add courses for "pathways" for specific majors toward an associate-level degree.

**Assessment:** Placement testing to guide students into appropriate Reading, Math, and English courses.

**Associate Degree:** A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. Degrees designed for transfer to a university include Associate in Arts (AA), Associate in Science (AS), and Associate in Business (AB). The Associate in General Studies (AGS) allows more flexibility in course selection, and the Associate in Applied Science (AAS) emphasizes a particular occupational field.

**Attachment:** A file that is included with an email message. Oftentimes, the file must be saved to the desktop before it can be opened.

**Audit:** To take a class for no credit. There are additional charges for auditing.

**Bachelor's Degree:** A degree awarded by a four-year college. The B.A. or B.S. requires approximately 120 credits.

**Catalog:** The annual publication which explains college policies, procedures, and programs, including course descriptions.

**Catalog Year:** A policy that allows students who maintain continuous enrollment to follow the program requirements of the catalog year in which they began. See page 59.

**Certificate of Completion (CCL):** A certificate awarded for the completion of a specified career program.

**Chat:** Sometimes called IRC (Internet Relay Chat). Having a conversation over the Internet by typing messages. As you type your message, it can be seen on both your screen and the person's screen that you are chatting with at the same time. Some Internet courses require students to participate in a chat room session.

**College Work/Study:** A form of financial aid based on need, which provides the student with paid employment while in school.

**Corequisite:** Requirement(s) which must be met concurrently with a course.

**Counselor:** A faculty member available to help you with personal, career, or school-related questions.

**Course Description:** The brief, official statement of the content and prerequisites and/or corequisites of each course included in the catalog.

**Course Number:** The three-digit number following the subject code which identifies a particular course, such as ENG 101, First-Year Composition.

**Credit Hour:** Numerical unit assigned to a course based on the amount of time spent in class.

**Curriculum:** A series of courses which meet a particular academic or vocational goal. Also called a program of study.

**Cursor:** A small symbol, usually a blinking line, arrow, or hand, which represents where you are currently positioned on the computer screen. You can change the position of the cursor by moving your mouse and clicking in a different spot. When the cursor is in the shape of a small arrow, it's called a "pointer." The two terms are often interchanged.

**Distance Learning:** Courses you can take any time, any place. For detailed information refer to pages 51-53.

**Drop/Add Period:** The period during which you can make changes in your schedule without penalty. The drop/add period varies with the length of the class. See the Refund Policy on page 38.

**Electives:** Courses a student can select in order to complete a program of study, sometimes with restrictions.

**Email:** Electronic mail; a means of sending written messages electronically.

**ESF (Electronic Student Files):** A web-based database set up by you and your advisor.

**Grant:** Student financial aid based on need. Grants do not have to be repaid.

**Helpdesk:** A college service that assists students when they are having technical/computer related problems while enrolled in an Internet course.

**Internet:** Classes on the World Wide Web. For more information, visit our site at ✔ http://www.riosalado.edu.
**Lower Division:** First and second year college courses. Only lower division courses are offered by the community colleges.

**MCCCD:** Maricopa County Community College District.

**Mixed Media:** Format which combines delivery technologies, for example, print, audio or video tapes, conference calling or laboratory kits.

**Netiquette:** Rules of conduct that define polite behavior in an email and on the Internet.

**Online:** When you are connected to the Internet or an online service, you are online. Online can also be used to describe services that are available to you through the Internet.

**Open Entry/Open Exit:** Self-paced computer courses which start every week and can be taken from your home, office or at any of our conveniently located computer labs. Appropriate software is required if working from your home or office.

**Password:** A secret word you use to gain access to a computer system. Sometimes there are restrictions on the types of characters you can use (i.e., letters, numbers, or incidentals), as well as a maximum number of them.

**Prerequisite:** A requirement which must be met before enrolling in a specific class, usually the completion of a lower-level class in the same subject.

**Print Based:** Format which uses printed material such as textbooks, study guides, and supplemental readings.

**Proctor:** An individual (approved by the Rio Salado Testing Center) who will supervise the student's distance learning midterms and finals when the student lives outside of Maricopa County.

**Required Course:** A course needed to complete a certificate or degree program.

**Residential Faculty:** Full-time certified instructors.

**Restricted Electives:** A listing of selected courses students can choose from to complete a certificate or degree program.

**Schedule:** The publication which includes class offerings for a specific term and year.

**Scholarships:** Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid.

**Section Number:** The four digit code following the subject code and course number in the schedule of classes which identifies the location and time of the class (ENG 101 3406).

**Site Supervisor:** An employee of the college who oversees Rio operations at locations in the community.

**Subject Code/Course Prefix:** The three-letter abbreviation which identifies the subject area of a course, such as ENG for English courses.

**Syllabus:** A course outline and information on classroom policies, tests, dates, and materials to be used in a class, usually given to students by the instructor at the first class meeting.

**Transcript:** An official record of a student's course work and grades.

**Transfer Credit:** Credit earned at another college applied to a Rio program.

**Upper Division:** Courses usually taken during junior and senior years, offered at four-year institutions.

**Username:** A unique name used to access resources on a computer. If you are registered for an Internet course, your username, along with your password, allows you to get access to course information and the messaging system. In an email address, the characters before the '@' symbol are the username.
### Who to Contact

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<th>Concerns</th>
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<th>Who to Contact</th>
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<td>Associate Dean of Student Services</td>
</tr>
<tr>
<td>Complaints &amp; Grievances (Grades/class/instructors)</td>
<td>480-517-8380</td>
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</tr>
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### Visit our web pages

- **Homepage**
  - ✓ http://www.riosalado.edu/

- **Career Services**
  - ✓ http://www.riosalado.edu/career/

- **Distance Learning**
  - ✓ http://www.riosalado.edu/distance_learning/

- **Student Services**
  - ✓ http://www.riosalado.edu/services/student/

- **Registration Online**
  - ✓ http://www.riosalado.edu/services/student/enrollment/registration/

- **Student Resources**
  - ✓ http://www.riosalado.edu/services/student/resources.shtml

- **Tutoring**
  - ✓ http://www.riosalado.edu/services/student/support/tutoring/
Student Enrollment Services

IN THIS SECTION

Academic Advising

Student Assessment and Course Placement
• Screening
• Course Placement Assessment
• Other Forms of Assessment
• Course Placement
• Waiver of Course Placement
• Implementation of Policy
• Evaluation

Bookstore

Credit for Prior Learning
• Credit by Evaluation
• College-Level Equivalency Examinations
• HCIES Credit for Prior Learning
• Servicemen’s Opportunity College
• Transfer Articulation Guidelines

Career/Counseling Services

Disability Services and Resources

Honors Program
• President’s Honor Roll
• Phi Theta Kappa
• Honors Program

Library Services

Tutoring Services
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 with 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.

Rio Salado’s advisement staff is here to help you get started and to offer support throughout your college career. Advisement services are available online, over the phone, and by appointment at several convenient locations in the valley. Walk-ins are welcome at the Rio Tempe site. Let our advisors provide assistance with:

• Unofficial transcript evaluation
• Academic planning
• Transferability
• Course selection
• Prerequisites
• Development of an individual learning plan

Once you set up an individual learning plan with an academic advisor, log onto the Electronic Student File System (ESF) at:

✓ http://www3.rio.maricopa.edu/esf/login/

The ESF System will provide you with online access to your individual learning plan, your current class schedule, and a direct e-mail link to your assigned academic advisor.

For more information, contact an academic advisor at 480-517-8540 or by e-mail at:
✓ academic.advisement@email.rio.maricopa.edu
Student Assessment and Course Placement (AR 2.2.7)

Rio Salado, like all of the Maricopa Community Colleges, uses placement testing to guide students into appropriate reading, math and English courses. Tests are offered throughout the year at several locations, both days and evenings. Scores are valid for two years and may be used at any of the Maricopa colleges. Those who have successfully completed a course in any of these three subjects may advance to the next level without further testing.

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.

All students must be assessed before registration to determine their current skills and knowledge levels in order to direct them to appropriate classes. Placement testing is free. Placement tests are not admission tests, and are used only to guide students in the selection of appropriate courses. An advisor will help interpret your scores and identify those courses. You may take one, two, or all three tests in a single session. Each portion of the test takes 25 minutes and all questions are multiple choice.

For a pamphlet on preparing for the placement tests with sample questions, please call Student Enrollment Services at 480-517-8540 or pick up the pamphlet at any Rio Salado Service Center. Dates and times for tests are listed in the current class schedules with phone numbers for reservations.

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 5 (five) 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 or 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.

Bookstore

(480) 517-8355
✓ www.riosalado.edu/bookstore

All major credit cards accepted. Have your course and section numbers available. Students may purchase textbooks in three convenient ways:

- Online at the conclusion of your Maricopa Online registration or at www.rio.bkstr.com
- By telephone (480) 517-8355 or 1-800-584-8775 with credit card
- In Person: (Call ahead for bookstore hours.)
  - Rio Salado Bookstore
  - South Mountain Community College Bookstore

- Any Maricopa Community College Bookstore, within 1-2 business days. Prepay or pay when you pick up your order.
- Rio Salado computer lab sites for prepaid orders, within 1-2 business days.
- Your home or office within 1-3 business days within Maricopa County or 3-7 business days outside Maricopa County. Prepaid orders only. UPS shipping and handling charges apply.

Refunds can be approved in person or by mail within 30 days of purchase, if the books are in the same condition as purchased and a receipt or invoice is provided. After 30 days or at the end of your course, you can sell back books in person or by mail if books are in salable condition (no missing pages or water damage). You can receive a price quote in 1 to 2 business days by faxing a list of the author, title and ISBN to 602-243-3187.

To return books via mail, complete the Textbook Return or Book Buyback Shipment Form and include your receipt. Package the books securely to prevent damage during transit. You will receive a check by mail within 10-15 business days after our receipt of the books.
Career/Counseling Services

Counselors are available to assist students with personal, educational, and vocational concerns. Counselors can help students with:

- **Career Guidance**: Career decision making. Assessment of interests, needs, personality traits, values.
- **Career Information**: Description of careers, market outlook, educational requirements.
- **Job Hunting Skills**: Applications, résumés, interviewing, strategies for networking.
- **Academic Success**: Time management, study skills, management of test anxiety.
- **Personal Counseling**: Stress management, motivation, goal setting, or any other concern interfering with academic work. Information on community services and agencies.

For more information, call **480-517-8580** or visit [http://www.riosalado.edu/career](http://www.riosalado.edu/career)

Get the Job You Really Want!

Rio Salado's Career Services are designed with you, the adult learner, in mind. Whether you are exploring your career options for the first time, thinking of a career change, or need to learn job search skills, our self-directed services can help you reach your personal and professional goals.

For an appointment or counseling, call the location nearest you or send us an e-mail.
- Jacque Beale, M.C. jacque.beale@riomail.maricopa.edu
- Beatriz Cohen, M.C. beatriz.cohen@riomail.maricopa.edu
- Jean Tease, Ed.D jean.tease@riomail.maricopa.edu

Student Enrollment Services
Paradise Valley Mall
2323 West 14th Street
Tempe, AZ 85281
480-517-8540

Rio Salado College and 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, can be 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 of the Maricopa Community 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 Maricopa Community 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 Student Enrollment Services at **480-517-8540**.

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.

Credit for Prior Learning (AR 2.2.4)
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 Testing and Assessment Office, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule on pages 45-49 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.

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 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/ENG 101, ENG 100 AA, AC, AD eligible for Honors ENG 102</td>
</tr>
<tr>
<td>English-Literature and Composition</td>
<td>4 or 5</td>
<td>6 credit hrs/ENG 101, ENH 110 eligible for Honors ENG 102</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>MAT 220 or MAT 221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>3</td>
<td>MAT 220 or MAT 221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>4 or 5</td>
<td>MAT 220 or MAT 221, and MAT 230 or MAT 231 upon completion of MAT 241</td>
</tr>
</tbody>
</table>

**Computer Science A and A B**

<table>
<thead>
<tr>
<th>Score</th>
<th>Credit for Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or 5</td>
<td>CSC 100</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 Student Enrollment Services at 480-517-8540.

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 examinations 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>

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 regarding DANTES examinations, call Student Enrollment Services at 480-517-8540.

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.

Departmental Credit By Examination
Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Testing and Assessment Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule on pages 45-49 for appropriate fees. 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; and

d. 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.
**College Level Examination Program (CLEP)**

<table>
<thead>
<tr>
<th>Examination</th>
<th>General Score</th>
<th>Sem. Hrs.</th>
<th>MCCCD</th>
<th>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>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>500</td>
<td>6</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>500</td>
<td>3</td>
<td>MAT122</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>500</td>
<td>8</td>
<td>Elective Credit*</td>
<td></td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>500</td>
<td>6</td>
<td>Elective Credit</td>
<td></td>
</tr>
</tbody>
</table>

**Subject**

- American Government
- American History - Early Colonization to 1877
- American History - 1865 to the Present
- American Literature
- Analysis & Interpretation of Lit
- Calculus with Elem Functions
- College Algebra (1993) (replaces College Algebra [1979])
- College Algebra and Trigonometry
- College French
- College German
- College German
- College German
- College Spanish
- College Spanish
- College Spanish
- Educational Psychology
- English Literature
- Freshman College Composition (replaces College Composition & Freshman English)
- General Biology
- General Chemistry
- Human Growth & Development
- Information Systems & Computer Applications
- Intro to Educational Psychology
- Introductory Accounting
- Introductory Business Law
- Introductory Psychology
- Introductory Sociology
- Principles of Macroeconomics (replaces Introductory Macroeconomics)
- Principles to Management
- Principles of Marketing
- Principles of Microeconomics (replaces Introductory Microeconomics)
- Trigonometry
- Western Civilization - Ancient Near East to 1648
- Western Civilization - 1648 to the Present

*The general studies requirement in natural sciences (SQ & SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.*
# Credit for Prior Learning

## Advanced Placement

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>MCCCD</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art - History</td>
<td>5 or 4</td>
<td>ARH101, 102 or ARH101</td>
<td>6</td>
</tr>
<tr>
<td>Art - Studio - Drawing</td>
<td>5</td>
<td>ART111, ART112</td>
<td>6</td>
</tr>
<tr>
<td>Art - Studio - General</td>
<td>5</td>
<td>ART111, 112 or ART112</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>5 or 4</td>
<td>BIO18, BIO182 or CHM151/151LL &amp; CHM154/154LL</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 or 4</td>
<td>CHM151/151LL</td>
<td>9</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
</tr>
<tr>
<td>Economics - Introductory Macroeconomics</td>
<td>5 or 4</td>
<td>ECN111</td>
<td>3</td>
</tr>
<tr>
<td>Economics - Introductory Microeconomics</td>
<td>5 or 4</td>
<td>ECN112</td>
<td>3</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>5 or 4</td>
<td>ENG100AA, AC, AD &amp; ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>5 or 4</td>
<td>ENG101 &amp; ENH110</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>no credit</td>
<td>3</td>
</tr>
<tr>
<td>French - Language</td>
<td>5,4,3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German - Language</td>
<td>5,4,3</td>
<td>GER101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German - Literature</td>
<td>5,4,3</td>
<td>GER101,102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>History - American</td>
<td>5 or 4</td>
<td>HIS103, HIS104</td>
<td>6</td>
</tr>
<tr>
<td>History - European</td>
<td>5 or 4</td>
<td>HIS101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Latin - Language</td>
<td>5</td>
<td>LAT101,102, 201,202, 202</td>
<td>16</td>
</tr>
<tr>
<td>Mathematics - Calculus AB</td>
<td>5, 4, or 3</td>
<td>MAT220 or MAT221</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics - Calculus BC</td>
<td>5 or 4</td>
<td>MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241</td>
<td>8 to 10</td>
</tr>
<tr>
<td>Music</td>
<td>5 or 4</td>
<td>MTC105</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>5 or 4</td>
<td>PHY111, 112</td>
<td>8</td>
</tr>
<tr>
<td>Physics - Electricity &amp; Magnetism</td>
<td>5 or 4</td>
<td>PHY116 - with calculus and laboratory course work</td>
<td>5</td>
</tr>
<tr>
<td>Physics - Electricity &amp; Magnetism</td>
<td>5 or 4</td>
<td>PHY112 - with laboratory course work</td>
<td>4</td>
</tr>
<tr>
<td>Physics - Mechanics</td>
<td>5</td>
<td>PHY115 - with calculus and laboratory course work</td>
<td>4</td>
</tr>
<tr>
<td>Political Science - American Government</td>
<td>5 or 4</td>
<td>POS 110</td>
<td>3</td>
</tr>
<tr>
<td>Political Science - Comparative Government and Politics</td>
<td>5 or 4</td>
<td>POS 140</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 or 4</td>
<td>PSY101</td>
<td>3</td>
</tr>
<tr>
<td>Spanish - Language</td>
<td>5,4,3</td>
<td>SPA 101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>Spanish - Literature</td>
<td>5,4,3</td>
<td>SPA 101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>Statistics</td>
<td>5,4,3</td>
<td>MAT167</td>
<td>3</td>
</tr>
</tbody>
</table>
Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. 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</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Design</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ART 111, 112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ART 112</td>
</tr>
<tr>
<td>Biology</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>BIO 181, 182</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>BIO 181</td>
</tr>
<tr>
<td>Chemistry</td>
<td>7, 6, or 5</td>
<td>9</td>
<td>CHM 151, 152</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>CHM 151</td>
</tr>
<tr>
<td>Economics</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ECN 111, 112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ECN 111</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>ENG 100AB, AC, AD</td>
</tr>
<tr>
<td>English B</td>
<td>No Credit</td>
<td>None</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>HIS 101, 102</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>HIS 101</td>
</tr>
<tr>
<td>History - European</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>HIS 100, HIS Elective Credit</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>HIS Elective Credit</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>PHY 111, 112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>PHY 111</td>
</tr>
</tbody>
</table>
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. 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 on pages 45-49 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.

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 Skill 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 MCCD, 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, AGECB, or AGECN) 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 offers 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 a 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/eddev/curric/program.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 below.

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 an Associate in Transfer Partnership Degree, 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 an Associate in Transfer Partnership Degree.

University Transfer Guides are accessible at the following web sites:

- Arizona State University Main/East: http://www.asu.edu/provost/articulation/
- Arizona State University West: http://www.west.asu.edu/gowest/
- Northern Arizona University: http://www.nau.edu/regis/transguide/info.htm
- The University of Arizona: http://w3.arizona.edu/~oncourse/tguides/

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/
Disability Services and Resources

Rio Salado provides information, resources, and services which promote a successful learning experience and independence for students with disabilities.

Services include interpreters, notetakers, specialized adaptive equipment, special testing arrangements, community referrals, and tutoring.

The center welcomes your calls for more information. Call 480-517-8540 or our TDD number at 480-517-8565.

Animals and Pets
With the exception of dogs used by visually and hearing impaired students, animals are not permitted on any of the Rio Salado College facilities. Disabled students with dogs needing special accommodations should contact Disability Services and Resources at 480-517-8540.

Honors Program

In an effort to recognize and encourage excellence in many of our talented students, the college provides an Honors Program. The program includes the President’s Honor Roll, Phi Theta Kappa, and special honors classes and activities.

President’s Honor Roll
The honor roll is determined each fall and spring semester and includes students who have achieved a grade point average (GPA) of 3.75 or higher in twelve or more credits during the preceding academic term. Honor roll students receive a letter of congratulations from the college president.

Phi Theta Kappa
Students who have completed 12 or more credits of 100- or 200-level college work at Rio Salado or another MCCCD college with a cumulative GPA of 3.25 or higher are eligible for membership in the Honor Program. Due to district honors program procedures, honors tuition waivers are only available during fall and spring semesters, not summer. Scholarships and partial fee waivers are available to honors students.

For more information on the Honor Roll, or Honors Program, write the Honors Program Coordinator, Rio Salado College, 2323 W. 14th Street, Tempe, AZ 85221-6950, or call 480-517-8284. For more information on Phi Theta Kappa, write the Phi Theta Kappa Advisor at the same address or call 480-517-8279.
Library Services

Rio Salado College provides access to library and information services in both traditional and non-traditional formats.

The Rio Salado Electronic Virtual Library is located at:

✔ http://www.rio.maricopa.edu/library

This was developed as an Internet-based library with many leading edge features. The online library includes an extensive collection of full-text searchable databases featuring magazines, journals, newspapers, encyclopedias and images, a collection of full-text electronic books, online tutorials, a virtual reference center, and an online link to our reference librarian. You may access the electronic library from any computer with Web access; from home or work, from computers available in the Rio Tempe library, or from the labs at any of the major Rio sites (Rio Tempe, Rio Paradise Valley Mall, Rio West Valley, Rio Sun Cities, and Rio East Valley).

As a student of Rio Salado College, you are also encouraged to use the services of the Rio Salado Library and Information Center located at 2323 West 14th Street in Tempe. Personalized reference service is available by telephone, e-mail, fax, or in person. The Rio library staff can obtain books for you from the other Maricopa College Campus libraries through interdepartmental loan. In addition, as a Rio student you are eligible to use the services of any of the campus libraries within the Maricopa Community College District for conducting research or borrowing books. To obtain a library card, call the Rio library at 480-517-8424, or submit an e-mail request from the library website. Your library card may then be used at any MCCCD campus library.

Call 480-517-8424 for more information, or to request assistance, or log on to “Ask a Librarian” from the library website.

Tutoring Services

(480) 517-8247
✔ www.riosalado.edu/tutoring

Smart students use tutors! Our tutoring services are designed to help you succeed in college. Tutors help Rio Salado students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments.

We offer tutoring services in multiple formats, depending on the subject.

• Online Tutor  • Email a Tutor
• Beep a Tutor  • Meet a Tutor
• Call a Tutor
Community Services

Adult Basic Education (ABE)
ABE classes, for persons 16 years of age or older who are not enrolled in public school classes, help the individual develop or improve basic skills in reading, writing, and math.

These classes are offered throughout Maricopa County and are free of charge. Books and materials are provided for in-class use. For more information about class locations and schedules, call 480-517-8030 or 480-517-8110.

English for Speakers of Other Languages (ESOL)
Classes are designed for individuals who do not speak English as their first language, and range from beginning to advanced. Classes are for students 16 years of age or older who are not enrolled in public school classes, who need to improve listening, speaking, reading, and written communication skills in the English language.

These classes are offered throughout Maricopa County and are free of charge. Books and materials are provided for in-class use. For more information about class locations and schedules, call 480-517-8030 or 480-517-8110.

General Educational Development (GED)/Adult Secondary Education (ASE)
GED/ASE classes help students 18 years of age and older prepare to take the GED (high school equivalency diploma) exam. Students prepare in the areas of reading, writing, math, social studies, and science.

These classes are offered throughout Maricopa County and are free of charge. Books and materials are provided for in-class use. For more information about class locations and schedules, call 480-517-8030 or 480-517-8110.

The ABE, ESOL and GED/ASE programs are made possible through funding from the Arizona Department of Education/Division of Adult Education.

Prepare for GED Online
Students can also prepare to take the GED (high school equivalency diploma) test online. Coursework includes reading, writing, math, social studies, and science.

Cost: $50 plus textbook. For more information, call 480-517-8030, or visit the website at:
✔ http://www.riosalado.edu/ged/

KJZZ/KBAQ
KJZZ (91.5FM) and KBAQ (89.5FM) are services of Rio Salado College. KJZZ features a format of news and jazz, while KBAQ concentrates on classical music.

Both stations showcase the best programs from National Public Radio and other sources, and supplement them with award-winning local productions.

Rio Institute for Senior Education (RISE)
RISE, the Rio Institute for Senior Education, is a locally-based program serving the Sun Cities area. An affiliate of the LIRA A (Learning in Retirement Association of Arizona) and EIN (Elderhostel Institute), RISE offers retirees a unique opportunity to design, administer and enjoy intellectually stimulating classes.

Members of RISE also learn outside of class through free lecture series, travel programs, social events and informal sessions with a network of compatible friends.

The program offers college-level learning experiences but requires no tests, homework or credit classes. It's a wonderful way to expand your horizons and meet new, interesting people! For more information about RISE, call 480-517-8770.

Sun Cities Lifelong Learning Center
The Rio Salado Sun Cities Lifelong Learning Center, located at 12535 Smokey Drive in Surprise, Arizona, offers a variety of computer classes in a state-of-the-art learning lab and provides other non-credit classes to meet community needs. The center is also home to RISE - the Rio Institute for Senior Education. For more information, call 480-517-8770.

Sun Sounds of Arizona Information Access Service
The Sun Sounds of Arizona information access service provides audio access to printed information including newspapers, magazines, advertisements and other textual materials 24-hours-a-day, 7-days-a-week, for any individual who cannot read due to visual, physical or learning disabilities. Information access services are disseminated through radio broadcasting, audio streaming, and telephone. For information on volunteering, applying to borrow a Sun Sounds Radio, acquiring a Sun Dial Access Code Card or to listen to the service, visit the Sun Sounds website at:
✔ http://sunsounds.org or call 480-774-8300.
Registration Information

IN THIS SECTION

Registering for Classes
• In Person & Phone Registration Hours
• By Phone
• Online/Maricopa Online
• Touchtone Phone/CARL
• In Person
• By Mail/Fax

Cancellations, Drop/Add, and Withdrawals
• Class Cancellation
• Drop/Add
• Withdrawals

Change of Student Address or Telephone Number

Admission/Registration Policies
• Admission Policy
• Admissions Classifications
• Admission Information
• Concurrent Enrollment
• Other Admission Information
• Academic Load
• Schedule Changes

Social Security Number

Transcript Information
**Registering for Classes**

**Registration (AR 2.4.6)**

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.

If you need help selecting courses, please call an academic advisor at 480-517-8580.

**In Person and Phone Registration Hours:**

- Monday & Thursday: 8:00 AM - 8:00 PM
- Tuesday & Wednesday: 8:00 AM - 8:00 PM
- Friday & Saturday: 8:00 AM - 5:00 PM

**By Phone**

Call 480-517-8540 (or out-of-state 1-800-729-1197). When you call, have the following information ready:

1. Social Security number.
2. Course identification, section number and title.
3. Credit card number (MasterCard, Visa, American Express, Discover/Novus) and expiration date if paying by credit card (payment can also be made by check or money order).
4. Placement scores for English, reading, or math or proof of prerequisite.

**Online/Maricopa Online**

New and continuing students can register and pay online. Visit our web site at: ✔ http://www.riosalado.edu

Courses that require a prerequisite or placement exam are not available through Maricopa Online.

**Touchtone Phone/CARL**

Continuing students can register and pay using the Computer Assisted Registration Line, also known as CARL. Call 480-731-8255.

**In Person**

Come to the Rio Tempe office or to the nearest Rio office. Pay by credit card (MasterCard, Visa, American Express, Discover) or check. At Rio Tempe, you may also pay by cash, check or money order.

**By Mail/Fax**

1. Complete a Student Information Form.
2. Select your courses.
3. Mail your completed form and copy of your placement test scores (if registering for English, reading or math), along with check, money order, or credit card information to: Rio Salado College, 2323 West 14th Street; Tempe, AZ 85281; or
4. Fax completed Student Information Form, with credit card number and expiration date, to 480-517-8199.

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**Cancellations, Drop/Add, and Withdrawals**

**Class Cancellation**

Rio Salado College reserves the right to cancel classes based on class size; to make other changes as college needs require; and to change, without notice, any of the information, requirements and regulations published in the schedule of classes.

**Drop/Add**

During the drop/add period, students may revise their programs by dropping and/or adding any available classes. These changes can be made by calling the Admissions and Records Office at 480-517-8540.

For 13-15 week classes, after the drop/add period, students may be permitted to change their schedule only after consultation with the instructors involved. Deadlines for full refund and tuition/fee cancellation are published each semester in the schedule of classes.

When registering for flex start classes, which start every two weeks, registration must be received by the Saturday preceding the Monday start date.

**Withdrawals**

A student who must withdraw from a class after the drop/add period must inform the Admissions and Records Office. Failure to withdraw officially may result in a punitive grade on a transcript and responsibility for any unpaid tuition and fees. Call 480-517-8540 for withdrawal information.

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**Change of Student Address or Telephone Number**

A ll students who have a change of address or telephone number should notify the Rio Salado Admissions and Records Office immediately so that records can be accurate.

- Call 480-517-8540.
- Students can also change their address online at: ✔ http://www.riosalado.edu
Admission/Registration Policies

Admission Policy (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.

Admissions Classifications
The following admission criteria have been adopted by the State Board of Directors for Community Colleges of Arizona:

A. Admission of Regular Students
A 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. 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.
2. A student admittance committee at the community college to the Office of Admissions and Records or designated office with all requested supporting transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

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. These guidelines must be approved by the State Board of Directors for Community Colleges of Arizona.

E. 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: $408  
- Total: $17,608

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 Office of Admissions and Records or designated international student office.

Footnotes:

1. Based on 2002-2003 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 2002-2003 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
The social security number is generally used as the student’s identification number. Disclosure of the social security number is voluntary and an alternate student identification number may be requested (A.R.S. §15-1823). Correct social security numbers must be on file for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications. Choosing an alternative identification number may delay matching of educational records.

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 on page 144 may be admitted on academic probation.

D. Residency
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)

Guidelines used to determine residency for tuition purposes are a combination of statutory law (A.R.S. §15-1801 et. sec.) and regulations of the State Board of Directors for Community Colleges of Arizona (R7-1-304). 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 of Guidelines
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.

Criteria for Determining Residency
The following criteria for determining a student’s residency have been reproduced from Arizona statutes, State Board of Directors for Community Colleges of Arizona regulations and guidelines adopted by the Maricopa Community Colleges Governing Board.

Criteria for Determining Residency
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 or her 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 the state board of directors for community colleges. 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 on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met 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) Arizona driver's license.
   b) Arizona motor vehicle registration.

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.
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. A person 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

H  Temporary Worker in Professional Nursing/Specialty/Nonagricultural Occupations

I  Representative of Foreign Information Media

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

R  Religious Workers

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 but 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 State Board of Directors for Community Colleges of Arizona 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)

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

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 on page XX.)
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 2.2.3B**, 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 2.2.3B** 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 2.2.3B** 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 State Board of Directors for Community Colleges of Arizona 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 equivalency 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) on page 17.

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.

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).

Social Security Number

A student’s Social Security number is the student identification number and is used for admissions, registration, and records maintenance. If the student does not have a social security number or prefers not to use his/her number, the Admissions and Records Office will issue an ID number. Correct Social Security numbers are required to report information pertaining to potential education tax credit. Contact the Admissions and Records Office at 480-517-8540.
Transcript Information

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 fee schedule for charges for other official transcripts.

To have a transcript of Rio Salado coursework sent to another college, fax your request to 480-517-8199, or mail it to Admissions and Records. Include your name, social security number, where the transcript should be sent, and your signature.

Unofficial transcripts and transcripts sent within MCCCD are free of charge. Official transcripts are $5.00. Include a credit card number with your faxed request.

You can view your transcript or order an official transcript online at:


Veterans Affairs Office

The Veterans Affairs Office (VAO) is located at the Rio Salado Administrative Office at 2323 W. 14th St., Tempe, Arizona 85281-6950. The VAO is available to assist with Veterans Administration (VA) educational benefits forms.

All students applying for or receiving VA educational benefits are encouraged to contact the VAO before enrolling and at least once each semester to make sure their paperwork is correct.

Veterans must apply for benefits by completing the Veterans Request for Benefits form and submit it to the VAO. This form must be completed each time the VA student enrolls for classes. Deferments are temporary and the student is responsible for paying his/her tuition and fees on the date specified by the college. Deferments must be approved by the VA coordinator.

Drop/Add: Every veteran is responsible for notifying the VAO of any change in his/her schedule throughout the semester.

If the VA student is currently enrolled in another institution, he/she must notify the Veterans Office at both colleges, so that the VA Regional Office can be properly advised. For more information, please call 480-517-8153. Office hours for the Veterans Affairs Office are Monday through Friday, 8:30 a.m. to 5:00 p.m.
Financial Information

IN THIS SECTION

Cashiers Services

Student Financial Assistance
• How to Apply for Federal Financial Aid
• Satisfactory Academic Progress
• Refunds and Repayments
• Award Amount and Level of Enrollment

Refund Policy

Scholarships

Tuition and Fees

Veterans Services
Cashiers Services

Cashiers Services is located at the Rio Tempe Administrative Offices and may be reached at 480-517-8334. Contact the Cashiers Services for information on:
• Tuition payments;
• Fee payments;
• Out-of-County affidavits;
• Class schedules and invoices;
• Employee tuition waivers;
• Tuition refunds;
• Third Party billing

You may pay tuition and other charges in person at Cashiers Services using a credit card, check, cash or money order. You may also pay via the telephone using your credit card or mail your check, money order or credit card information to Cashiers Services. The mailing address is Rio Salado College, Cashiers Services, 2323 West 14th Street, Tempe, AZ 85281.

Please note: Tuition refunds are not automatic. The student must contact Cashiers Services after withdrawing or dropping a class. Payments made by check require a 10-workday waiting period to insure bank clearance. Students are charged a $15 fee (plus any collections fees) for every check that is returned by the bank. For Third Party Billing, organizations and agencies can mail or fax a letter of intent, purchase orders or authorization letter to be billed for a student's tuition. For more information or questions, please call 480-517-8336.

Financial aid applications are available at the Rio Salado Financial Aid Office at Rio Tempe, Rio Service Centers, any of the Maricopa Community Colleges, or by accessing the Rio Salado web page at:
✓ http://www.riosalado.edu
Go to Student Services, then Financial Aid/Scholarships.

Office hours for the Financial Aid Office: Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday 7:00 a.m. to 6:00 p.m., and 7:00 a.m. to 5:00 p.m. on Friday. Contact the Financial Aid Office at 480-517-8310.

Student Financial Assistance

(AR 2.2.11 and 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 an 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 Rio Salado Financial Aid Office.

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 Rio Salado Financial Aid Office.

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 Rio Salado Financial Aid Office.

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 2003-2004 academic year, academic progress will be evaluated on Spring 2003, Fall 2002, and Summer 2002).
C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in sections V and VI.

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>M in 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 section V.
E. Reinstatement procedures as outlined in section 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. 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.
E. 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 Rio Salado Financial Aid Office when this condition has been met. For more information, please contact the Rio Salado Financial Aid Office at 480-517-8310.
Refunds and Repayments
In accordance with federal regulations (CFR 668.22), students 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 Rio Salado Financial Aid Office. This could affect a student's ability to receive financial aid in the future at any school. For a student receiving financial aid, see also 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 Rio Salado Financial Aid Office at 480-517-8310.

Refund Policy (AR 2.2.10)
A. Refund Policy for Credit Courses
All students who officially withdraw from the college or individual classes (in fall, spring, or summer) by the withdrawal process set forth in the catalog will receive a refund based on the following schedule. (Deadlines that fall on a weekend or a college holiday will advance to the next college workday.) Beyond these deadlines there will be no refund.

<table>
<thead>
<tr>
<th>Length of Term</th>
<th>Deadline for Notice</th>
<th>Amount of Refund</th>
<th>Course Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Class</td>
<td>A ny time prior to the day of the first class meeting</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>13 or more weeks</td>
<td>Within seven (7) calendar days including the day of the first class meeting</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>13 or more weeks</td>
<td>Within eight (8) to fourteen (14) calendar days including the day of the first class meeting</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>10 to 12 weeks</td>
<td>Within four (4) calendar days including the day of the first class meeting</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>3 to 9 weeks</td>
<td>Within three (3) calendar days including the day of the first class meeting</td>
<td>100%</td>
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</tr>
<tr>
<td>3 days to 2 weeks</td>
<td>No later than the day of the first class meeting</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Less than 3 days</td>
<td>Prior to the day of the first class meeting</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund.

B. Canceled Classes
When a class is canceled by the college, a 100% refund will be made for the canceled class.

C. 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:

- 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.

D. 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.
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)

Guidelines used to determine residency for tuition purposes are a combination of statutory law (A.R.S. §15-1801 et. sec.) and regulations of the State Board of Directors for Community Colleges of Arizona (R7-1-304). 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.)

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, 2003 for Fall, Spring and Summer Sessions.)

The following is a tuition and fees schedule for 2003-2004 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.

Student Status

1. **County Resident** - **Resident Rate**: per credit hour
   - General Tuition: $38.50 plus Fees: $12.50 $51.00

2. **County Resident** - **Audit Rate**: per credit hour
   - Audit Fee Surcharge: $25.00 plus General Tuition: $38.50 plus Fees: $12.50 $76.00

3. **Out-of-County Resident**: (7 & more credit hours system-wide) - per credit hour
   - Out-of-County Surcharge: $161.00 plus General Tuition: $38.50 plus Fees: $12.50 $212.00

4. **Out-of-State Resident**: (including F-1 Non-immigrants - 7 & more credit hours system-wide) - per credit hour
   - Out-of-State Surcharge: $165.00 plus General Tuition: $38.50 plus Fees: $12.50 $216.00

5. **Unclassified Student** - **Out-of-State, Out-of-County**: (less than 7 credit hours system-wide) - per credit hour
   - Unclassified Student Surcharge: $25.00 plus General Tuition: $38.50 plus Fees: $12.50 $76.00

6. **Out-of-State students participating in Western Undergraduate Exchange Program**: (any number of credit hours) - per credit hour
   - WUE Out-of-State Surcharge: $25.50 plus General Tuition: $38.50 plus Fees: $12.50 $76.50

7. **Courses offered out of Arizona, including distance learning, to non-resident out-of-state students**: - per credit hour $135.00

Scholarships

Rio Salado students in good standing are eligible to apply for scholarship funds to assist them with tuition costs. Scholarship awards are based on financial need and merit. Applications are available from the Financial Aid Office, Rio Service Centers, Student Services or on the Rio Salado web page at:

✔ [http://www.rio.maricopa.edu](http://www.rio.maricopa.edu)

Go to Student Services, then Financial Aid/Scholarships

Applications will be evaluated by the Rio Salado Scholarship Committee and you will be notified of their decision. Please allow at least three (3) weeks for your application to be processed.

If you have additional questions regarding scholarships, please contact the Rio Salado Financial Aid Office at 480-517-8310 or the Student Services Scholarship Office at 480-517-8540.

Additional information on privately funded scholarships are available at public libraries, and on the Rio Salado web page at:

✔ [http://www.rio.maricopa.edu](http://www.rio.maricopa.edu)

Go to Student Services, then Financial Aid / Scholarships / Internet Sources.
**FINANCIAL INFORMATION**

**Tuition and Fees**

8. **Corporate Tuition Rate - Out-of-State**: (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour
   - O ut-of-State Surcharge: $76.00 plus
   - General Tuition: $38.50 plus Fees: $12.50 .... $127.00

9. **Skill Center Tuition Rates**:
   - Hourly Tuition: .............................................. $3.75

10. **Credit by Examination & Credit by Evaluation**:
    - per credit hour - excludes HCIES courses
    - Regular Rate: $38.50
    - Contract Testing Rate: ................................ $19.25

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 in-county due to a reciprocal arrangement with that county.

* According to Arizona Revised Statute, 15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

**Special Fees**

The following fees are in addition to applicable tuition and fees:

- **Check Returned from Bank** .............................. 15.00
- **Child Care Fees** (per clock hour)
  - GCC - Drop in .................................................. 1.75
  - For each 15 minutes of late pick-up .............. 6.00
  - Registration per semester—Students .......... 15.00
  - GWC - Students ................................................. 2.00
  - Staff & Faculty ................................................. 3.00
  - For each minute of late pick-up .............. 1.00
  - Registration per semester .............. 15.00
  - MCC - Students .................................................. 1.75
  - Drop in .................................................. 3.00
  - Registration per semester—Student .......... 15.00
  - Registration per semester—Staff & Faculty .......... 20.00
  - For each 15 minutes of late pick-up .......... 15.00
  - For every week payment is late .............. 5.00
- **PC** ............................................................. 2.25
  - For each 15 minutes of late pick-up .......... 15.00
- **PVCC** ......................................................... 1.75
  - Drop in .................................................. 3.00
  - Registration per semester .............. 15.00
  - For each 15 minutes of late pickup .......... 5.00

**SCC** — Students ............................................... 2.25
- Staff & Faculty ............................................... 3.00
- A dditional time from
  - 7 am to 8 am for all ................................ 2.75
  - Registration per semester—Students .......... 15.00
  - Registration per semester—Staff & Faculty .......... 20.00
  - Contract C hanges (2+) ................................ 5.00
  - For each 15 minutes of late pick-up .......... 5.00
  - For every week payment is late .............. 5.00

**SMC** — Students ............................................... 1.75
- From 9 am to 12 pm Preschool per week .......... 26.25
- Staff & Faculty ............................................... 2.25
- From 9 am to 12 pm per week ...................... 33.75
- Registration per semester ...................... 10.00
- For each 15 minutes of late pick-up .......... 5.00

**All other colleges** ............................................... 1.75

**Course Materials Fees** ........................................... actual to 25.00

**Distance Learning Fees** ........................................... actual cost

**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) ...................... 5.00

**HCIES Skills Demonstration Assessment Fee** .... 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 .............. 50.00
  - Improperly displaying a parking permit .............. 5.00
  - Obstructing a properly parked/moving vehicle .... 5.00
  - Parking in an unauthorized parking area .......... 15.00
  - Parking by a college employee or student in a visitor area .......... 5.00
  - Parking in a Fire Lane .................. 50.00
  - Parking on or blocking a pedestrian path ........ 5.00
  - Parking outside stall lines .............. 5.00
  - Parking beyond posted time limit .............. 5.00
  - Parking in an undesignated, restricted, or unauthorized off-pavement area ........ 5.00
Financial Information

Tuition and Fees

Removing a barricade or failure to obey vehicle control device ........................................... 15.00
Violating disabled parking stall or access ................................................................. 50.00

P E D 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 (charged at the college of first registration, if at more than one)
Credit classes only (per student/semester—refundable only if student qualifies for 100% refund. See refund schedule on page XX.) .................... 5.00

Transcript Fee ........................................................................................................... 5.00

College Specific Fees: (not inclusive)
Aeronautics Fee (Chandler-Gilbert)

ART 205, 215, 225 ........................................ 60.00
AM T ......................................................... 90.00
Aviation Industry Lab .......................................................... 50.00
AVT .................................................................... 40.00

Anthropology Field School Fee
(Glendale) (non-refundable)

ASB 231 .................................................................. 80.00

Art (Paradise Valley)

ART 295AA Art Workshop/Seminar Drawing .......... 30.00

Art (Phoenix)

ART 131 Basic Photography .................................................. 35.00
ART 132 Photography II ...................................................... 35.00
ART 138 Commercial Photography I ...................... 35.00
ART 139 Commercial Photography II ...................... 35.00

Art (Scottsdale)

ART 105 Typography and Lettering—changed to ADA 105, Typography and Lettering ........................................... 50.00
ART 169 Two-dimensional Compt Design .................. 50.00
ART 170 Three-dimensional Compt Design .................. 50.00
ART 175 Electronic Publishing Design ...................... 50.00
ART 177 Computer Photographic Imaging .................. 50.00
ART 179 Electronic Presentation Design ..................... 50.00
ART 181 Graphic Design I ............................................ 50.00
ART 182 Graphic Design II ............................................ 50.00
ART 183 Computer-Aided Graphic Arts I ................. 50.00
ART 184 Computer Animation ....................................... 50.00
ART 185 Modeling for Animation ................................ 50.00
ART 186 Modeling for Digital Media ......................... 50.00
ART 190 Art of West Site Design ................................ 50.00
ART 192 3-D Modeling for Digital Media .................... 50.00
ART 194 3-D Modeling for Animation ......................... 50.00
ART 207 Int. Computer Photographic Imaging ............ 50.00
ART 273 Intmd Computer Photo Imaging .................... 50.00
ART 274 Advanced Computer Photo ......................... 50.00
ART 281 Graphic Design III ........................................... 50.00
ART 282 Graphic Design IV ........................................... 50.00
ART 283 Computer-Aided Graphic Arts II ................. 50.00
ART 284 Intermedia Animation ..................................... 50.00
ART 285 Multimedia Graphics ........................................ 50.00
ART 289 Computer Illustration ....................................... 50.00
ART 291 Advanced Computer Graphic Arts ............ 50.00

Accounting (GateWay)

ACC 115 Computerized Accounting ......................... 50.00

Applied Arts and Human Sciences (Phoenix)

CFS 140 Special Topics: Child and Family Studies .......... 250.00

Applied Business (Phoenix) .................................................. 52.00

BFC 102 AD, BD
BFC 103 AK, BK, CK, AD, BD, CD
BFC 104 AD, BD, CD
BFC 107 A H, BH

Business—Personal Computers (GateWay)

BFC 101 AA Intro to Microcomputers ......................... 50.00
BFC 110 Computer Usage and Applications ................. 50.00
BFC 114 AE Excel: Level I ............................................ 50.00
BFC 117A M Database Management: Msoft Access ........ 50.00
BFC 120 DA Microsoft Graphics: IBM PowerPoint .... 50.00
BFC 130 DK Personal Word Processing: Word .......... 50.00

CISCO (GateWay)

CNT 140 Cisco Networking Fundamentals ................. 30.00
CNT 150 Cisco Networking Router Tech ...................... 30.00
CNT 160 Cisco Network Design I ................................. 30.00
CNT 170 Cisco Project Based Learning .................... 30.00
CNT 180 Cisco Network Design II ....................... 30.00
CNT 200 Cisco Networking Adv Configuration ............ 30.00
CNT 210 Remote Access Networks ......................... 30.00
CNT 220 MultiLayer Switching .................... 30.00
CNT 230 Network Troubleshooting ......................... 30.00
NET 244A Intro to Networking I ............................... 30.00

College Level Examination Preparation (CLEP) (Paradise Valley) ........................................... 15.00

Conservatory Theater Fee - Summer only (Scottsdale) .................................................. 100.00

Corey Training (GateWay, Scottsdale, South Mountain)

COV 110 Seven Habits of Highly Effective People ... 75.00
COV 110A Seven Habits of Highly Effective People ... 55.00
COV 110AB Seven Habits of Highly Effective People-A dvanced Application .................. 35.00

Rio Salado College Catalog 2003-2004

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### Financial Information

#### Tuition and Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>D107 Seven Habits of Highly Effective People</td>
<td>75.00</td>
</tr>
<tr>
<td>D115 First Things First</td>
<td>35.00</td>
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<tr>
<td>D116 Getting to Synergy</td>
<td>35.00</td>
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<tr>
<td>D120 Principles Centered Leadership</td>
<td>75.00</td>
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<tr>
<td><strong>Culinary Arts Fee</strong> (see also Food &amp; Nutrition) - per semester</td>
<td></td>
</tr>
<tr>
<td>(Scottsdale)</td>
<td></td>
</tr>
<tr>
<td>Cul 140</td>
<td>425.00</td>
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<tr>
<td>Cul 240</td>
<td>425.00</td>
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<tr>
<td><strong>Dental Assisting</strong> (Rio Salado)</td>
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<tr>
<td>CDA courses have non-credit lab course fees. Call 480-517-8540 or 1-888-238-4379 for information.</td>
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<tr>
<td><strong>Dental Hygiene</strong> (Rio Salado)</td>
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<tr>
<td>all DHE courses</td>
<td>175.00</td>
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<tr>
<td>Skills Enhancement (4 hrs block)</td>
<td>150.00</td>
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<td>Skills Enhancement (8 hrs block)</td>
<td>300.00</td>
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<td><strong>Dental Hygiene &amp; Dental Assisting</strong> (Phoenix)</td>
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<tr>
<td>DAE 101 Pre-Clinical Dental Assisting</td>
<td>35.00</td>
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<td>DAE 102 Pre-Clinical Dental Assisting Lab</td>
<td>45.00</td>
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<td>DAE 106 Clinical Dental Assisting</td>
<td>35.00</td>
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<td>DAE 107 Clinical Dental Assisting Lab</td>
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<td>DAE 131 Oral Radiography Lab</td>
<td>145.00</td>
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<td>DAE 204 Dental M aterial Lab</td>
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<td>DHE 120 Pre-Clinical Dental Hygiene</td>
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<td>DHE 133 Dental Hygiene Clinic</td>
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<td>DHE 213 Dental Hygiene Clinic II</td>
<td>475.00</td>
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<td>DHE 233 Dental Hygiene Clinic III</td>
<td>350.00</td>
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<tr>
<td>DHE NC 500 Instrument Kit</td>
<td>990.00</td>
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<tr>
<td><strong>Desktop Publishing Class Fee</strong> (Scottsdale)</td>
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<tr>
<td>not to exceed</td>
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<tr>
<td><strong>Diagnostic Medical Imaging</strong> (GateWay)</td>
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<tr>
<td>DMI 231 Professional and Patient Interactions</td>
<td>70.00</td>
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<tr>
<td><strong>Electronic Music Fee</strong> (Scottsdale)</td>
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<tr>
<td>MTC 191, 192</td>
<td>75.00</td>
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<td><strong>Electronics</strong> (C handler-Gilbert)</td>
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<tr>
<td>Ele 286 Intro to IC Devices</td>
<td>167.00</td>
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<td><strong>EMT/FSC</strong> (Phoenix)</td>
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<tr>
<td>EMT 200 Refresher Course for Certified EMT Ts</td>
<td>35.00</td>
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<td>EMT 201 Interactive Basic EMT T Refresher</td>
<td>54.00</td>
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<tr>
<td>EMT 272A/A Advanced EMT T (Practicum)</td>
<td>400.00</td>
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<tr>
<td><strong>English</strong> (GateWay)</td>
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<tr>
<td>ENG 071 Fundamentals of Writing</td>
<td>71.00</td>
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<tr>
<td><strong>Equine Science</strong> (Scottsdale)</td>
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<tr>
<td>Eqs 145 Basic Horsemanship</td>
<td>40.00</td>
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<td>Eqs 145 Basic Horsemanship not to exceed</td>
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<tr>
<td>Eqs 150 E quine M anagement</td>
<td>25.00</td>
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<td>Eqs 160 English Horsemanship I not to exceed</td>
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<tr>
<td>Eqs 165 Western Horsemanship I</td>
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<td>Eqs 180 English Horsemanship II</td>
<td>25.00</td>
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<td>Eqs 185 Western Horsemanship II</td>
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<tr>
<td>Eqs 270 Teaching Techniques in</td>
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<tr>
<td>Horsemanship</td>
<td>25.00</td>
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<tr>
<td>Eqs 275 Principles of Equine Massage</td>
<td>25.00</td>
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<tr>
<td><strong>Field Trips &amp; Out-of-County/Country Tours.</strong> actual cost (Special assessment directly related to actual cost of trip or tour.)</td>
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<td><strong>Firearms Ammunition Fee</strong> (Phoenix)</td>
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<tr>
<td>AJS 151, 153</td>
<td>40.00</td>
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<td><strong>Firearms Training Fee</strong> (Scottsdale)</td>
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<td>AJS 155, 158A A, 158A B</td>
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<tr>
<td><strong>Fire Science</strong> (G lensdale)</td>
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<tr>
<td>FSC 102 Fire Ops I</td>
<td>250.00</td>
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<tr>
<td><strong>Fire Science</strong> (M esa)</td>
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<td>FSC 102 Fire Ops I</td>
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<td>FSC 109 Emergency Response</td>
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<tr>
<td>FSC 134 Fire Fighter Fitness</td>
<td>30.00</td>
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<td><strong>Fitness Center</strong> (Paradise Valley)</td>
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<td>PED 201BP &amp; 202BP Backpacking Fee</td>
<td>55.00</td>
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<tr>
<td>PED 201SP Kayaking, Water Sports</td>
<td>30.00</td>
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<tr>
<td>PED 201SP Krav M aga Self-D efense</td>
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<tr>
<td>PED 201JX &amp; 202JX G olfing Fees</td>
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<tr>
<td>PED 202SL Scuba Diving Fees</td>
<td>160.00</td>
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<td><strong>Food and Nutrition</strong> (see also Culinary Arts) (C handler-Gilbert)</td>
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<td>Fon 142AB</td>
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<tr>
<td><strong>Food &amp; Nutrition Program</strong> (Phoenix)</td>
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<tr>
<td>Fon 118 &amp; 218</td>
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<td>Fon 130, 132 &amp; 135, 142AB, 179-183</td>
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<td><strong>Health Science</strong> (GateWay)</td>
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<tr>
<td>Res 226 Respiratory Care Clinical III</td>
<td>35.00</td>
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<tr>
<td>Res 280 Respiratory Care Review</td>
<td>55.00</td>
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<td><strong>Life Science</strong> (M esa)</td>
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<tr>
<td>BIO 181 General Biology I Honors</td>
<td>50.00</td>
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<tr>
<td>BIO 205 Microbiology Lab</td>
<td>30.00</td>
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<tr>
<td>BIO 212A A Biotechnology I Lab</td>
<td>100.00</td>
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<tr>
<td>BIO 212A B Biotechnology I Lab</td>
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<tr>
<td>BIO 212AC Biotechnology III Lab</td>
<td>100.00</td>
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<tr>
<td>BIO 220 Biology of Micro-organisms</td>
<td>50.00</td>
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<tr>
<td>BIO 246 Cellular and Molecular Biology Lab</td>
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<td><strong>Manufacturing Process Program</strong> (M esa)</td>
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<td>GTC 236 CAD/CAM Programming</td>
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<tr>
<td>GTC 246 Advanced CAD/CAM Programming</td>
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<td>GTC 266 CAD/CAM Molding</td>
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<tr>
<td>WLD 101 Welding I</td>
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<tr>
<td>WLD 102 Basic Welding Matal Sculp</td>
<td>100.00</td>
</tr>
<tr>
<td>WLD 106 A RC Welding</td>
<td>100.00</td>
</tr>
<tr>
<td>WLD 206 A dv Welding H ell &amp; W ire</td>
<td>100.00</td>
</tr>
<tr>
<td>WLD 208 A dv A RC Welding &amp; Cert</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>M aterials Fee</strong> (Skill Center)</td>
<td></td>
</tr>
<tr>
<td><strong>Math Software License Fee</strong> (Paradise Valley)</td>
<td>75.00</td>
</tr>
<tr>
<td><strong>Mathematics</strong> (Glendale)</td>
<td></td>
</tr>
<tr>
<td>Mat 092, 122, 151</td>
<td>Actual Cost</td>
</tr>
<tr>
<td><strong>Mathematics</strong> (M esa)</td>
<td></td>
</tr>
<tr>
<td>Mat 082, 092, 120, 122, 150, 151</td>
<td>72.00</td>
</tr>
<tr>
<td><strong>Mechanical Technology</strong> (GateWay)</td>
<td></td>
</tr>
<tr>
<td>Met 102 M achine Processes</td>
<td>95.00</td>
</tr>
<tr>
<td>Met 105 CAD Solid M odeling</td>
<td>95.00</td>
</tr>
<tr>
<td>Met 106AA M achine B ench I</td>
<td>43.00</td>
</tr>
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</table>
### Tuition and Fees

**Music** (Phoenix)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTC 191</td>
<td>Electronic Music I</td>
<td>40.00</td>
</tr>
<tr>
<td>MTC 192</td>
<td>Electronic Music II</td>
<td>40.00</td>
</tr>
<tr>
<td>MTC 195</td>
<td>Studio Music Recording I</td>
<td>40.00</td>
</tr>
<tr>
<td>MTC 196</td>
<td>Studio Music Recording II</td>
<td>40.00</td>
</tr>
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</table>

**Music** (Scottsdale)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
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<tbody>
<tr>
<td>MTC 120</td>
<td>Music I</td>
<td>150.00</td>
</tr>
<tr>
<td>MTC 191</td>
<td>Electronic Music I</td>
<td>75.00</td>
</tr>
<tr>
<td>MTC 192</td>
<td>Electronic Music II</td>
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</tr>
<tr>
<td>MTC 195</td>
<td>Studio Recording I</td>
<td>150.00</td>
</tr>
<tr>
<td>MTC 195A</td>
<td>AA</td>
<td>150.00</td>
</tr>
<tr>
<td>MTC 196</td>
<td>Studio Recording II</td>
<td>150.00</td>
</tr>
<tr>
<td>MTC 196A</td>
<td>AA</td>
<td>150.00</td>
</tr>
<tr>
<td>MTC 220</td>
<td>AA</td>
<td>150.00</td>
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</table>

**Nursing** (Mesa)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>Peace Officer Certification I</td>
<td>150.00</td>
</tr>
<tr>
<td>103</td>
<td>Comm Health Advocate Intro to Diabetes</td>
<td>35.00</td>
</tr>
<tr>
<td>NCE 126, 126A, 126A B</td>
<td>Nursing Assisting</td>
<td>46.00</td>
</tr>
<tr>
<td>NUR 108, 109, 208, 209</td>
<td>Nursing Process</td>
<td>46.00</td>
</tr>
<tr>
<td>NUR 180, 181, 280, 281</td>
<td>Nursing Project</td>
<td>30.00</td>
</tr>
</tbody>
</table>

**Nursing** (Phoenix)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 213</td>
<td>Radiologic Tech</td>
<td>35.00</td>
</tr>
<tr>
<td>NUR 180, 181, 280, 281</td>
<td>Nursing Project</td>
<td>30.00</td>
</tr>
</tbody>
</table>

**Nursing** (Glendale, GateWay, Scottsdale)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 180, 181, 280, 281</td>
<td>Nursing Project</td>
<td>30.00</td>
</tr>
</tbody>
</table>

**Nursing Student Test Fee** (GateWay) up to 25.00

**Peace Officer Certification** (Glendale)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJS 102</td>
<td>Peace Officer Certification I</td>
<td>150.00</td>
</tr>
<tr>
<td>AJS 140</td>
<td></td>
<td>35.00</td>
</tr>
<tr>
<td>AJS 153</td>
<td></td>
<td>35.00</td>
</tr>
<tr>
<td>AJS 202</td>
<td>Peace Officer Certification II</td>
<td>100.00</td>
</tr>
<tr>
<td>AJS 286</td>
<td>AZ Post Notebook &amp; Targets</td>
<td>50.00</td>
</tr>
<tr>
<td>AJS 287</td>
<td></td>
<td>35.00</td>
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<tr>
<td>AJS 289</td>
<td></td>
<td>35.00</td>
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</table>

**PED Special Course Fee** Actual Cost

**Student Teaching Lab** (Rio Salado)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 288</td>
<td>Student Teaching Lab</td>
<td>350.00</td>
</tr>
</tbody>
</table>

**Teacher Prep** (Rio Salado)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 288</td>
<td>Student Teaching Lab</td>
<td>350.00</td>
</tr>
</tbody>
</table>

**Telecommunications Production/ Motion Picture** (Scottsdale)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCM 100</td>
<td>Digital Multi-Media</td>
<td>100.00</td>
</tr>
<tr>
<td>TCM 101</td>
<td>Fundamentals of Radio &amp; TV</td>
<td>30.00</td>
</tr>
<tr>
<td>TCM 104</td>
<td>Scriptwriting</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 111</td>
<td>Screenwriting</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 111AA</td>
<td>Screenwriting Short Film</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 112</td>
<td>Writing for Situation Comedy</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 114</td>
<td>Audio for TV</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 120</td>
<td>Intro to Sound Design</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 131AA</td>
<td>Radio/TV Announcing</td>
<td>100.00</td>
</tr>
<tr>
<td>TCM 134</td>
<td>Preprod for Motion Pict &amp; TV</td>
<td>100.00</td>
</tr>
</tbody>
</table>

---

**Footnotes**

- Fee not to exceed the listed course fees. Actual fees might be less.
- Schedule Change/Cancellation
- Note: Fees not to exceed the listed course fees. Actual fees might be less.
### Tuition and Fees

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCM 135 Prod for Motion Pict &amp; TV</td>
<td>100.00</td>
</tr>
<tr>
<td>TCM 136 Post Prod for Motion Pict &amp; TV</td>
<td>100.00</td>
</tr>
<tr>
<td>TCM 140 Modern Media Concepts</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 145 Motion Picture Production</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 151 Broadcast Production</td>
<td>75.00</td>
</tr>
<tr>
<td>TCM 180AA TV Prod Techniques</td>
<td>100.00</td>
</tr>
<tr>
<td>TCM 211 Screenwriting II</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 213 Motion Picture Workshop</td>
<td>200.00</td>
</tr>
<tr>
<td>TCM 213A Motion Picture Workshop</td>
<td>200.00</td>
</tr>
<tr>
<td>TCM 214 TV Workshop</td>
<td>75.00</td>
</tr>
<tr>
<td>TCM 215 Photography for Motion Picture</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 216 Screenwriting III</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 218 Screenwriting TV</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 220 Advanced Sound Design, Film &amp; Video</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 235 Producing News</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 240 Advanced TV Production</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 241 Non-linear Editing</td>
<td>380.00</td>
</tr>
<tr>
<td>TCM 241AA Intro to Non-linear Avid</td>
<td>380.00</td>
</tr>
<tr>
<td>TCM 241AB Intro to Non-linear Final Cut Production</td>
<td>200.00</td>
</tr>
<tr>
<td>TCM 242 Portfolio Non-linear Editing</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 243 Intro Video Comp/Title Anim</td>
<td>200.00</td>
</tr>
<tr>
<td>TCM 245 Avid Motion Picture Production</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 246 New Media Production</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 251 Advanced Studio Production</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 260 Film &amp; Video Prod &amp; Financing</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 271 Advanced Non-linear Effects and Composing Avid</td>
<td>380.00</td>
</tr>
<tr>
<td>TCM 280 Advanced Portfolio Non-linear Editing</td>
<td>150.00</td>
</tr>
<tr>
<td>TCM 282 Avid Non-linear Editing Techniques</td>
<td>380.00</td>
</tr>
<tr>
<td>TCM 298AA Special Projects</td>
<td>50.00</td>
</tr>
<tr>
<td>TCM 298AB Special Projects</td>
<td>100.00</td>
</tr>
<tr>
<td>TCM 298AC Special Projects</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>Tractor Trailer Driving</strong> (Glendale)</td>
<td>1,990.00</td>
</tr>
<tr>
<td><strong>Skill Center Materials Fee</strong></td>
<td>225.00</td>
</tr>
<tr>
<td><strong>Speedy Spanish</strong> (Phoenix)</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Non-Credit Courses / Seminars / Workshops / Community Services

Fees for these courses are determined by the length and type of each course and will cover total costs.

### Outstanding Debts

Any debt or returned check may revoke a student’s current enrollment and the student’s right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

1. The college fiscal agent is responsible for:
   a. verifying the student’s districtwide debt,
   b. notifying the student of the debt,
   c. attempting to collect the debt, and
   d. notifying credit reporting organizations of the debt.

2. All Maricopa Community College services will be withheld pending payment of debt at college fiscal office with cash, certified check or money order. Student may be withdrawn from classes.

3. If other attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   a. collection agency, requiring payment of collection fees by the student;
   b. the Tax Refund Setoff Programs as stated in A.R.S. §42-133;
   c. litigation, requiring payment of court costs and legal fees by the student.

### Discounted Fees and Waivers

1. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.

2. Tuition and fee waivers shall be funded through Auxiliary Fund monies for college credit courses for the enrolled members of the Pima-Maricopa Indian Community who live on the Pima-Maricopa Reservation.

3. The Maricopa Community Colleges waives tuition and student activity fees for employees and their dependents, and for legislative mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.
Veterans Services (AR 2.2.9)

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 approved programs. Application forms, counseling, advisement, and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled.

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.

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 Rio Salado's Veterans Affairs Office at 480-517-8153.
Stay at Home & Go Places
Earn a Degree through Rio Salado Distance Learning Classes.

IN THIS SECTION
Distance Learning/Accelerated Courses
• Let the College Come to You
• Technology Makes It Possible for You to Take High Quality College Courses
• Here’s How It Works
• Choose a Delivery Format that Meets Your Needs
• Multiple Start Courses
• You Have the Whole College Supporting You

Education Programs
• Online Post-Baccalaureate Teacher Preparation Program
• Elementary Education
• Secondary Education
• Special Education
• Professional Development Program for K-12 Teachers
• Associate in Transfer Partnership Degree: K-8 Classroom Instructional Support
• Baccalaureate Degree Partnership with Charter Oak State College & Charter Learning

Choose Nursing
• Rio Salado’s Nursing Program
• The Power of Education

Online Clinical Dental Assisting Program
• What Does a Dental Assistant Do?

Instructional Computing
• Serving the General Public
• Computer Labs
• Computing Resources

Languages
• Accelerated Classes
• Distance Classes
Distance Learning / Accelerated Courses

Let the College Come to You!
Your time is an important resource. If you don't have the time to drive to a college campus to take courses, or if you have work or family responsibilities that interfere with your ability to attend classes, Rio Salado College offers you the convenience of Distance Learning courses. With Rio Salado's Distance Learning classes, college comes to you!

Technology Makes It Possible for You to Take High Quality College Courses
You can take over 300 different courses with the help of technology, (a computer, VCR, tape player, CD-ROM or telephone). It's simple. You choose your study time and submit assignments by mail, fax or computer. Your instructor is available by phone, fax and/or email to help guide your learning.
✔ http://www.rio.maricopa.edu

Stay at Home & Go Places! Earn a Degree through Rio Salado Distance Learning Classes.

Here's How It Works...
Enroll for your distance classes well in advance so you have your books/materials and are ready to begin assignments on your starting date. Registration for flexible start classes must be completed by the Saturday before your scheduled start date. Once you have enrolled and paid for your courses:

1. A welcome letter is mailed to you before your start date. Internet students will access this information on the Web.
2. You purchase the required books at the Rio Salado College Bookstore. To purchase your books in person or by phone, call 480-517-8355 or 1-800-584-8775. To purchase your books online, go to: ✔ http://www.riosalado.bkstr.com
   You may print your course materials packet from the web or at a local Kinko's. For more information, call 480-517-8243. If you live outside the Phoenix metropolitan area, please call 480-917-9600 for assistance.
3. If you are enrolled in courses requiring audio or video-cassettes, tapes will be mailed to you automatically from the Rio library once all tuition and fees have been paid.*
4. Some science classes may have an orientation meeting at the start of the semester or in-person meetings later in the course.
5. You may call your Rio Salado instructor using Voice Messaging 24-hours-a-day. Internet students connect with their instructor online.
6. Print and Mixed Media students can mail or fax required assignments. Internet students e-mail required assignments. Due dates for assignments are noted on the course calendar. Your instructor will review the assignments and provide feedback on your progress.
7. You make an appointment to take your midterms and finals at an approved testing site.

*These materials need to be returned to the library when you complete your course.

Get the Video!
A Distance Learning Orientation video is available to give you more information about the program and/or helpful hints on how to be a successful distance student. Contact the Rio Salado Library at 480-517-8424 for your free copy, or call 480-517-8540 for more information.
Choose a Delivery Format that Meets Your Needs

Internet students access their courses through their own Internet connection and browser. They may use Windows based PC or Macintosh. The minimum requirements are 32 Megs of RAM and a 56k modem or better, plus a Pentium 300 CPU or Power PC CPU.

Mixed Media classes combine delivery technologies which may include conference calling, audio and videocassettes, print materials and/or laboratory kits.

Print-Based classes rely on textbooks, study guides, course packets, and supplemental readings.

Open Entry/Open Exit computer courses can be taken at home, in the office, and/or at one of Rio's computer labs. Students must provide their own software if working from home or office.

Note: Rio Salado computer labs are available for educational purposes only.

Multiple Start Courses

With Rio Salado's multiple start schedule, you have the opportunity to enroll in and begin a course at multiple times throughout the year. Registration for multiple start classes must be completed by the Saturday before your scheduled start date. In most cases, you have 13 weeks to complete the course. You may work ahead and complete the course in less time with instructor approval. A course calendar helps you identify the specific dates for submitting assignments and taking exams. As with all distance learning classes, in person testing is required for the midterm and final exams (for non-local students, the college will work with a proctor for the in-person testing).

You Have the Whole College Supporting You!

Rio Salado College Student Services is here to help you. Distance learning students have access to the following services in-person, via telephone or online.

Academic Advising:
For help with individual learning plans, course selections, prerequisites, transfer credits, and more, call 480-517-8540. Or check out our online services at: ✔ http://www.rio.maricopa.edu/services/student/

Bookstore:
Order your books online, by telephone or purchase your materials in-person. Call 480-517-8355 or 1-800-584-8775 or visit the web site at: ✔ http://riosalado.bkstr.com

Counseling:
Assistance is available in the areas of career guidance, time management, test anxiety, study skills or personal problems interfering with your academic progress. For an appointment at Rio Tempe, call 480-517-8540 or at Rio Paradise Valley, call 480-517-8760 or visit the web site.

E-Learning Profile (ELP):
ELP is available online to assess your current learning strategies and give you guidance on how to be a successful learner.

Electronic Virtual Library:
The Internet-based library has several online tutorials, a reference center and specific links to support class research. To obtain a library card, call 480-517-8424 or visit the web site.

Financial Aid:
Grants, work study and scholarships are available to assist eligible students with college expenses. Call 480-517-8310 or visit the web site.

Help Desk:
For help with technical/Internet questions, call 480-517-8600 or visit the web site.

Orientation:
A distance learning orientation video is available to give you more information about the program and helpful hints on how to be a successful distance student. Contact the library at 480-517-8424 for your free copy.

Successful Start Workshop:
First time Internet students may attend a free "Successful Start" workshop held at Rio Tempe from 6:00 p.m. - 7:30 p.m. on the Tuesday evening prior to each flex start date. Learn how to access your class, to use email to communicate with your instructor, and to be a prepared Internet student. Call 480-517-8288 to reserve your seat, or 480-517-8380 (Instructional Helpdesk) for further information.

Tutoring:
Beep-A-Tutor is available seven-days-a-week for Math and Spanish classes. Cyber tutoring for Math, Writing, Spanish, and Chemistry are available online. Group or individual sessions by telephone or at convenient locations are available for a variety of subjects. Call 480-517-8577 or 480-517-8540 or visit the web site.

Visit our web site at: ✔ http://www.rio.maricopa.edu
Education Programs

Online Post - Baccalaureate Teacher Preparation Program

Student Goal: to become a certified Elementary (K-8), Secondary (7-12) or Special Education teacher (K-12).

The Rio Salado College Online Post-Baccalaureate Teacher Preparation Program was created to address state and national needs regarding the teacher shortage crisis. The program is approved by the Arizona Department of Education (ADE) and leads to elementary, secondary or special education teacher education certification. The program capitalizes on e-learning by offering courses in an Internet format. Students who have earned a Bachelor's degree can take courses at home or at work, anytime and anywhere.

The program consists of three levels. Level I is comprised of Teacher Education Foundation Courses that are required prior to applying for formal admission to the Post Baccalaureate Teacher Preparation Program. Level II of the program contains Teacher Education Methods Courses that are required prior to being able to register for the full time nine (9) week student teaching laboratory.

Successful completion of all three (3) program course levels (I, II, and III) and successful passing of the ADE’s Arizona Educator Proficiency Assessments will result in being able to apply for and receive an Arizona Teaching Credential.

Program Description: This specialized program is approved by the Arizona Department of Education and prepares students who have a baccalaureate degree, to become certified teachers in elementary, secondary or special education.

Required Courses, Level I
Students must earn a grade of “C” in all Level I EDU courses and a GPA of 2.5 or better.

EDU 285A A  Education Program Seminar
EDU 287A A  Master Teacher Seminar I
EDU 222  Intro to the Exceptional Learner
EDU 225  Foundations/Aproaches Serving English Language Learners (ELL)
EDU 270  Learning and the Brain
EDU 270AA  Elementary Reading/Decoding
EDU 271  Phonics Reading/Decoding
EDU 272  Educational Psychology
EDU 276  Classroom Management

Required Courses, Level II
(Successful completion of all Level I courses and formal program admission required.)

Students must earn a grade of “C” in all Level II EDU courses and a GPA of 2.5 or better and successfully pass the subject knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam given by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the subject knowledge portion of this exam to obtain a Standard Certificate.

EDU 285AC  Education Perspectives
EDU 287AC  Education Seminar III
EDU 240  Methods for Teaching SEI/ESL
EDU 290  Science Methods
EDU 293  Math Methods
EDU 295  Social Science Methods

Required Course, Level III
(Successful completion of all Level II courses and the Subject Knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) required. Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a Standard Certificate)

EDU 288A A  Student Teaching

Note: Following completion of Level III, the student must take and pass the Professional Knowledge portion of the AEPA to obtain a teaching certificate in the state of Arizona.
Note: There are additional certification requirements for students planning to teach in Arizona beyond passing the AEPA. They include the US and AZ Constitution (students have three years from initial certification to complete this requirement) and a fingerprint clearance card.

### Secondary Education

33 credits + 24 credits in Teaching Content Area, if needed

**Required Courses, Level I**

Students must earn a grade of “C” in all Level I EDU courses and a GPA of 2.5 or better.

- EDU 285AA Education Program Seminar
- EDU 287AA Master Teacher Seminar I
- EDU 225 Foundations/Approaches Serving English Language Learners (ELL)
- EDU 270 Learning and the Brain
- EDU 272 Educational Psychology
- EDU 276 Classroom Management

**Required Courses, Level II**

(Successful completion of all Level I courses and formal program admission required.) Students must earn a grade of “C” in all Level II EDU courses and a GPA of 2.5 or better and successfully pass the subject knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam given by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a Standard Certificate.

- EDU 285AC Education Perspectives
- EDU 287AC Education Seminar III
- EDU 240 Methods for Teaching SEI/ESL
- EDU 274 Adolescent Behavior

**Required Course, Level III**

(Successful completion of all Level II courses and the Subject Knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) required. Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a teaching certificate in the state of Arizona.)

- EDU 288AB Student Teaching

*Note: Secondary students may take multiple secondary methods course modules

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### Professional Development for K-12 Teachers

Rio Salado College, renowned for innovations in teaching and learning, is offering unique courses for K-12 classroom teachers through the Education Professional Development Program.

These cost-effective courses, which are offered in an Internet format, are accepted by the Arizona Department of Education and lead to approved endorsements in the following areas:

- Computer Science
- Structured English Immersion (SEI)/English-as-a-Second Language (ESL)/Bilingual
- Math Specialist
- Reading
- Middle School

Most school districts also accept these courses for salary increases. A bonus is that these classes begin every two weeks for easy scheduling. They may be completed in 14 weeks or in as few as six weeks with instructor approval.

In addition, if you hold a degree from another state and would like to become certified in Arizona, Rio Salado College has courses that can help you meet the Arizona Standard Elementary and Secondary certification requirements.

For more information on the Education Professional Development Program, contact Rio Salado academic advisors at 480-517-8540 or visit our web site at: www.riosalado.edu/education
Special Education 48 credits

Required Courses, Level I

Students must earn a grade of “C” in all Level I EDU courses and a GPA of 2.5 or better.

EDU 285AA Education Program Seminar
EDU 287AA Master Teacher Seminar I
EDU 222 Intro to the Exceptional Learner
EDU 270AA Elementary Reading/Decoding
EDU 271 Phonics Reading/Decoding
EDU 272 Educational Psychology
EDU 276 Classroom Management

Required Courses, Level II

(Successful completion of all Level I courses and formal program admission required.)

Students must earn a grade of “C” in all Level II EDU courses and a GPA of 2.5 or better and successfully pass the subject knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam given by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the subject knowledge portion of this exam to obtain a Standard Certificate.

EDU 285AC Education Perspectives
EDU 287AC Education Seminar III
EDU 223AA Emotional Disabilities
EDU 223AB Learning Disabilities
EDU 223AC Mental Retardation
EDU 233AD Health and Other Impairments in the Classroom
EDU 223AF Assessment in Special Education
EDU 226 Methods in Special Education
EDU 293 Math Methods

Required Course, Level III

(Successful completion of all Level II courses and the Subject Knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) required. Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a Standard Certificate.)

EDU 288AC Student Teaching

Note: Following completion of Level III, the student must take and pass the Professional Knowledge portion of the AEPA to obtain a teaching certificate in the state of Arizona.

Note: There are additional certification requirements for students planning to teach in Arizona beyond passing the AEPA. They include the US and AZ Constitution (students have three years from initial certification to complete this requirement) and a fingerprint clearance card.

Online Baccalaureate Degree Partnership with Charter Oak State College and Charter Learning

Rio Salado College has established an educational partnership with Charter Oak State College and Charter Learning. This collaborative agreement between the three parties provides a flexible and non-traditional means of earning the credits necessary for Arizona Elementary Education Teacher Certification and a bachelor’s degree as a requirement for the certification process. The concentration of the BS Degree focuses on elementary education and leadership. The total program of study is 124 credits, of which 94 can be taken at Rio Salado College.

For additional information regarding this partnership program contact Rio Salado College Student Enrollment Services at 480-517-8540 or e-mail academic.advisement@email.rio.maricopa.edu and Charter Learning at 602-553-2727 and ask for the Rio Salado Representative or e-mail dvandepol@charterlearning.com

Associate in Transfer Partnership Degree:
K-8 Classroom Instructional Support

Student Goal: to become an Instructional Associate/Paraprofessional in Elementary K-8.

The Associate in Transfer Partnership Degree (ATP) was developed in response to student requests, to the mandates in No Child Left Behind, and to address state and national needs of urban and rural school districts. The program capitalizes on e-learning by offering courses in an Internet format.

All courses contained in this ATP will apply directly toward a Bachelor’s degree at Charter Oak State College.

Program Description: This degree focuses on preparing adults to work effectively with children in a K-8 classroom. It includes both general education and teacher education foundation course work. After completing this degree, you may choose to work as an instructional associate/teacher’s aide/paraprofessional or you may continue taking courses towards a bachelor’s degree through the Rio Salado baccalaureate partnership with Charter Oak State College and Charter Learning.

Note: Students should plan on attending a program orientation session and consult with a student enrollment services advisor regarding course and program requirements. For specific information visit www.riosalado.edu

Required ATP Courses

Students must earn a grade of “C” or better in all general studies courses

General Studies 35 credits

First Year Composition (6 credits)
ENG English (101/107) & (102/108)
Literacy and Critical Inquiry (3 credits)
ENG 213 OR COM 230

Mathematical & Computer Studies (6 credits)
MAT 142 OR 150 OR 151 OR 152 & CIS 105 OR BPC 110

Social/Behavioral Requirements (6 credits)
HIS 103 & POS 110

Natural Science (8 credits)
BIO 100 OR BIO 105 & GPH 111

Humanities and Fine Arts (6 credits)
MHL 140 & ENH 110 OR 259

Historical or Global (3 credits)
HIS 104

Cultural Awareness (3 credits)
Shared with EDU 230

Education Foundation Courses 31 credits
Students must earn a grade of “C” in all Level I EDU courses and a GPA of 2.5 or better.

EDU 285AA Education Program Seminar
EDU 287AA Master Teacher Seminar I
EDU 222 Intro to the Exceptional Learner
EDU 225 Foundations/Approaches Serving English Language Learners (ELL)
EDU 270 Learning and the Brain
EDU 270AA Elementary Reading/Decoding
EDU 271 Phonics Reading/Decoding
EDU 272 Educational Psychology
EDU 276 Classroom Management

Additional Course Requirements 6 credits
ENH 110 Introduction to Literature OR ENH 112 Chicano Literature, OR ENH 114 African-American Literature OR ENH 205 Asian American Literature OR ENH 259 American Indian Literature AND MAT 156 Mathematics for Elementary Teachers

Required Elementary K-8 Methods Courses 22 credits
(Successful completion of the K-8 Instructional Associate ATP and formal program admission required.)

Students must earn a grade of “C” in all Level II EDU courses and a GPA of 2.5 or better and successfully pass the subject knowledge portions of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam given by the National Evaluation Systems, Inc. (N.E.S.). A Arizona teachers must pass the subject knowledge portion of this exam to obtain a Standard Certificate.

EDU 285AB Current Perspectives in Education
EDU 287AB Master Teacher Seminar II
EDU 217 Methods for SEI/SEL Students
EDU 227 Social Studies Techniques & Methods
EDU 229 Science Techniques & Methods
EDU 231 Math Techniques & Methods
EDU 277AA Elementary Student Teaching

After successful completion of the Methods courses students are qualified to take the professional knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). NOTE: A baccalaureate degree is required to apply for and obtain an Arizona teaching certificate.

A application to the Charter Oak State College Bachelor of Science (BS) Degree Program can be initiated after a minimum of 60 college credits have been successfully completed. Upper level courses can be taken simultaneously with the Rio Salado College core elementary K-8 education methods courses listed above. The final 30 credit hours of upper division course work must be taken from Charter Learning.

For additional information regarding this partnership program, contact Charter Learning at 602-553-2727 and ask for the Rio Salado Representative or email dvande-pol@charterlearning.com

For information on any of Rio Salado’s Education programs, contact Student Enrollment Services at:
Phone: 480-517-8540
e-Mail: admission@email.rio.maricopa.edu
visit: www.riosalado.edu/education
Choose Nursing

Nursing is a career with unlimited opportunities—ranging from caring for newborns to older clients; in settings with high technology like hospital critical care units, and in settings that provide outpatient services like clinics.

Licensed Practical Nurses (LPNs) interested in becoming Registered Nurses (RNs) can now earn their Associate of Applied Science in Nursing through Rio Salado College in just two semesters! This unique program allows LPNs to continue working while taking classes. Upon earning this degree, students will be fully prepared to sit for the NCLEX-RN exam.

Rio Salado's Online Nursing Program

Rio Salado College will offer much of the Nursing program content through a "distance learning" format, which gives students the flexibility to take classes anytime, day or night. Students interested in this option need to have a "reliable" Internet service provider and computer capability to access on-line courses. Clinical laboratory courses will meet the same requirements as those offered at other Maricopa Community College District Nursing Programs (MCCDNP) and will be conducted at partnering clinical settings.

Courses available online at Rio Salado include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCR240</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR261</td>
<td>Nursing Process and Critical Thinking III</td>
<td>3</td>
</tr>
<tr>
<td>NUR263</td>
<td>Health Assessment and Health Promotion II</td>
<td>1</td>
</tr>
<tr>
<td>NUR267</td>
<td>Pharmacology and Medication Administration III</td>
<td>1</td>
</tr>
<tr>
<td>NUR269</td>
<td>Nursing Science III</td>
<td>5</td>
</tr>
<tr>
<td>NUR281</td>
<td>Nursing Process and Critical Thinking IV</td>
<td>3</td>
</tr>
<tr>
<td>NUR285</td>
<td>Developing the Nurse's Role II</td>
<td>1</td>
</tr>
<tr>
<td>NUR289</td>
<td>Nursing Science IV</td>
<td>6</td>
</tr>
</tbody>
</table>

A list of the prerequisite courses, as well as all the courses required for the Associate of Applied Science in Nursing, is available on pages XXX. Currently, every course is offered through Rio Salado College except Microbiology (BIO 205). Microbiology will be available in January 2004. Student enrollment advisors are available to assist you with transcript evaluation and course enrollment.

Eligible students must have a valid, current and unrestricted LPN license and a current Health Provider CPR card or have successfully completed Blocks 1 and 2 of the MCCDNP (see information on pages XX for more information).

Upon completion of the program, successful students will be eligible to sit for the NCLEX-RN exam. The estimated cost to complete the program is $1850. Costs include tuition, test fees, textbooks, uniforms, health physical, graduation fees, and nursing pin.

The Power of Education

Knowledge is power! The power of thinking and the power of doing allow nurses to make differences in people’s lives. In one situation, you may be teaching someone the importance of proper hand washing; while in the next moment, you’re saving a life through critical thinking and problem solving. Thinking on your feet is an important and exciting part of nursing.

For interested students, the advanced placement application is available on the Rio Salado College nursing website under the section for prospective students.

To get started, call 480-517-8580, send an email to more.info@riomail.maricopa.edu, or visit online at http://www.riosalado.edu/nursing.
Online Clinical Dental Assisting Program

Are you looking for a well-paying and highly sought after career?
Do you enjoy helping others feel better about themselves?
Do you need good benefits and flexible hours?

Consider becoming a dental assistant. It’s a great career choice for people who desire the respect, pay, and rewards found in this exciting health care profession.

What Does a Dental Assistant Do?
Dental assistants work chair-side with dentists during patient treatments. Duties include:
- Support with dental procedures
- Expose radiographs
- Assist with restorations and preventative procedures
- Attend to well-being of patients

The Right Choice
The best way to land a job with a top quality dental office is through the Rio Salado College Online Clinical Dental Assisting Program. Anyone with a high school diploma or G. E. D. may enroll in this program. Courses are also recommended for current dental assistants who wish to become more proficient in certain areas.

This affordable program will provide you with the skills, professional experience, and contacts you need to begin your career the day you graduate! You’ll even get paid while you learn through a unique internship experience. Best of all, the entire program takes less than nine months to complete.

And you can do it from the comfort of your own home through distance learning.

Convenient Classes
Courses and laboratory time required for this program can be completed from the comfort and convenience of your own home through distance learning.

Distance learning lets you control your own class time. It also saves you time and money since you do not have to commute to class. And Rio Salado College provides you with all the support and resources you need to successfully complete the program. You learn on your own, but not alone!

Our unique distance lab kits allow you to develop many of the clinical skills in your own home. Just prior to your internship, a short lab practicum will be taught in our state-of-the-art dental assisting clinic with a low student-to-faculty ratio allowing for plenty of personal attention.

Your paid internship will be with a participating dental office near your home or as close as can be arranged. This distance learning format lets you complete the program no matter where you live. So, even if you are in a rural or remote area, you can complete the program and become a skilled dental assistant.

Launch your new professional career by contacting Rio Salado College today.

For More Information:
Phone: 480-517-8540 or 1-888-729-1197
Online: ✔ www.riosalado.edu/dental_assisting

This program is offered in partnership with the Arizona Dental Association (AzDA), Massachusetts Dental Society (MDS), New Hampshire Dental Society (NHDS), Oregon Dental Association (ODA), and the Washington State Dental Association (WSDA); the professional associations for Dentists in the corresponding states and constituents of the American Dental Association (ADA).
Languages
Rio Salado College has made it easier than ever to learn a language at a convenient time or place that fits your busy schedule. Whether you want to learn a second language for a degree requirement, for the workplace, for travel or for personal development, you can choose the format that works best for you.

Accelerated Classes
By meeting one night per week and completing other multimedia activities on your own, you can take a Spanish class in just 13 weeks! Our small, in-person classes offer you the personal attention to understand and speak Spanish. ¡Es verdad! - Really!

Distance Classes
You can take a language class on the Internet or through Mixed Media with video, audio cassettes, and conference calls on your telephone. Your instructor is just a click away, and our nationally recognized Beep-A-Tutor service is available for all languages. Distance Learning language classes emphasize reading, writing, grammar, listening and speaking skills, and are excellent for the student working on a degree. German and Spanish are available through the Internet. French and Spanish are available in the Mixed Media format. Spanish classes start every month!

For general information, placement assistance or departmental approval, call the Language Hotline at 480-517-8255.

For specific times and locations, look under your language of choice in the Classes by Subject section of the current Rio Salado Class Schedule.

For more information, call 480-517-8540 or visit our web site at:

✔ http://www.riosalado.edu/languages

Instructional Computing
Serving the General Public
With Rio Salado, updating your computer skills is flexible, convenient and fun.

• The Rio Salado Computer Labs are located valley-wide.
• Rio Salado computer classes can be taken from your home, office or at one of four computer labs.
• Computer Help Desk for student questions and inquiries call 480-517-8600.
• Computer Usage and Applications certificate and degree program available.

Internet and Print Based Courses
Students work at one of the Rio Salado computer labs or at home or office if they have the appropriate hardware and software. Each lab is staffed with computer instructors and lab assistants who are there to help with questions and provide support.

Computer Labs
Rio East Valley
1455 South Stapley Dr., Suite 15
Mesa, AZ 85204
480-517-8055

Rio Paradise Valley Mall
4550 East Cactus Rd.
Mesa, AZ 85032
480-517-8765

Rio Sun Cities Lifelong Learning Center
12535 Smokey Dr.
Surprise, AZ 85374
480-517-8775

Rio Tempe
2323 West 14th St., 3rd Floor
Tempe, AZ 85281-6950
480-517-8455

Computing Resources
• Valley-wide accessibility
• Computer Help Desk for student questions
• Over 100 personal computers available throughout the Valley
• Internet Access
Certificates and Degrees

IN THIS SECTION
Certificate and Degree Programs
Educational Partnership Programs
Catalog Under Which a Student Graduates
• University Department Time Limit for Coursework
• General Graduation Requirements

Maricopa Community Colleges General Education Statement
Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S
Courses That Can Be Used to Satisfy MCCCAGEC A, AGEC B and/or AGEC S
Associate in Arts (AA) Degree, General Requirements (GR)
Associate in Arts (AA) Degree, Special Requirements (SR)
Associate in Arts in Elementary Education (AAEE) Degree
Associate in Science (AS) Degree, General Requirements (GR)
Associate in Science (AS) Degree, Special Requirements (SR)
Associate in Business (ABus) Degree, General Requirements (GR)
Associate in Business (ABus) Degree, Special Requirements (SR)
Academic Certificate
Associate in Transfer Partnership (ATP) Degree
Associate in General Studies (AGS) Degree
Associate in Applied Science (AAS) Degree, General Studies Requirements
Chemical Dependency
Computer Technology
Dental Assisting
Dental Hygiene
Nursing
Organizational Leadership
Public Administration
Quality Customer Service

Modifications to programs and courses may occur throughout the academic year. For the most updated information on curriculum, see our website at:
✔ http://www.riosalado.edu/ci/programs/
or to speak to an academic advisor, call 480-517-8540.
Certificate and Degree Programs

**Associate in Arts (AA) Degrees**
AA GR: Associate in Arts Degree, General Requirements
AA SR: Associate in Arts Degree, Special Requirements
AA EE: Associate in Arts in Elementary Education Degree
AGEC A: Arizona General Education Curriculum

**Associate in Business (ABus) Degrees**
ABus GR: Associate in Business, General Requirements
ABus SR: Associate in Business, Special Requirements
AGEC B: Arizona General Education Curriculum

**Associate in Science (AS) Degrees**
AS GR: Associate in Science, General Requirements
AS SR: Associate in Science, Special Requirements
AGEC S: Arizona General Education Curriculum

**Academic Certificate**
ATP: Associate in Transfer Partnership Degree

**Associate in General Studies (AGS) Degree**

**Associate in Applied Science (AAS) Degrees**
Chemical Dependency
Computer Technology
Dental Hygiene
Nursing
Organizational Leadership
Public Administration
Quality Customer Service

**Certificates of Completion**
Chemical Dependency - Level I
Chemical Dependency - Level II
Clinical Dental Assisting
Computer Usage and Applications
Organizational Leadership
Professional Addictions Counseling
Public Administration
Quality Customer Service
Quality Process Leadership

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Educational Partnership Programs

(limited to business, industry and governmental agencies)

**Associate in Applied Science (AAS) Degrees**
Airline Operations
Computer Technology
Corrections
Detention Services
Fire Science
Law Enforcement Technology
Public Administration
Quality Customer Service

**Certificates of Completion**
Advanced Corrections
Airline Operations: Ground Operations
Airline Operations: Initial Flight Attendant
Airline Operations: Passenger Services
Airline Operations: Reservations
Airline Operations: Vacations
Automobile Insurance: Customer Service
Basic Corrections
Credit Card: Customer Service
Credit Counseling: Customer Service
Desktop Publishing
Detention Services
Fire Science
Human Services - Assistance: Customer Service
Human Services - Long Term Care: Customer Service
Human Services - Specialist: Customer Service
Insurance: Customer Service
Law Enforcement Technology
Law Enforcement Field Training
Networking
Network Professional
Programming
Public Administration
Public Administration: Legal Services
Public Safety Technology
Quality Customer Service
Technology Helpdesk Support
Technology Troubleshooting and A+ Preparation
Telecommunications: Customer Service
Travel Agency: Customer Service
Utilities: Customer Service
Web Master
Catalog Under Which a Student Graduates (AR 2.2.5)

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 F93 (Active)
Continued at a Public Community College S94, F94 (Active)
Transferred to a University S95 (94 or Any Subsequent Catalog)

Example B:
Admitted & Earned Course Credit at a Public Community College or University F92 (Active)
Enrolled But Earned All Ws, Zs, or Fs S93 (Inactive)
Enrolled in Audit Courses Only F93 (Inactive)
Nonattendance S94 (Inactive)
Transferred to a University F94 (94 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 F92 (Active)
Nonattendance S93, F93, S94 (Inactive)
Readmitted & Earned Course Credit at a Public Community College F94 (Active)
Transferred to a University S95 (94 or Any Subsequent Catalog)

Example B:
Admitted & Earned Course Credit at a Public Community College or University F92 (Active)
Nonattendance S93 (Inactive)
Readmitted & Earned Course Credit at a Public Community College Su93 (Active)
Nonattendance F93, S94 (Inactive)
Transferred to a University F94 (92 or Any Subsequent Catalog)

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

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

Example:
Admitted & Earned Course Credit at a Public Community College or University Su94 (Active)
Continued at a Public Community College F94, S95 (Active)
Nonattendance F95 (Inactive)
Readmitted & Earned Course Credit at a Public Community College Su96 (Active)
Nonattendance Su96, F96 (Inactive)
Transferred to a University Su96 (94 or Any Subsequent Catalog)

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

General Graduation Requirements (AR 2.3.9)
All students are required to complete the degree and/or certificate requirements as approved by the Maricopa Community Colleges 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 on page XXX, must satisfy general 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.

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 Maricopa Community College or center.

8. have paid required degree or certificate application fee.

See fee schedule on pages 45-49 for charges.

Graduation Grade Point Average
Students must meet all requirements for graduation.
Graduation requires a minimum grade point average of 2.000. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

For more information, see General Graduation Requirements section on page 60.

Graduation with Honors
All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point average will graduate with the following designations:

3.50 to 3.69 "with distinction"
3.70 to 3.89 "with high distinction"
3.90 to 4.0 "with highest distinction"

Certificates/Degrees
The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows:

(1) Certificate of Completion (Career Program Specified);
(2) Academic Certificate;
(3) 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 Maricopa Community Colleges 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.
Maricopa Community Colleges
General Education Statement
(effective Fall 2002)

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 Community Colleges are 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 the Maricopa Community Colleges 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 a 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 the Maricopa Community Colleges and the institutions to which Maricopa Community College 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.
Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S

The Maricopa Community College District Arizona General Education Curriculum (MCCD 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 MCCD AGEC transfers as a block without loss of credit.

All credits used to satisfy the MCCD 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 on page 19.

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 MCCD Associate in Arts, the AGEC B is a component of the MCCD Associate in Business, and the AGEC S is a component of the MCCD Associate in Science.

Three Types of MCCD AGECs

There are three types of MCCD AGECs. They are the AGEC A, the AGEC B, and the AGEC S. Designated to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors can be accessed at the Arizona Transfer Articulation Support System (ATASS) website or via the following address:

✔ 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 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.

The MCCD 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.
- 3.0 on a 4.0 grading scale for Arizona residents and a minimum 2.5 on a 4.0 grading scale for non-residents.
- use the following policies to help students complete the required Core and Awareness Areas without exceeding the 35 semester credits:
  - 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 requirement.
- follow the general studies policy below:
- General Education Designations (example: [FYC], [SB], [H U], etc.)

Effective Fall 2000 the course evaluation and/or the general education designation as listed in the Arizona 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 MCCD and the institutions to which MCCD 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 (E 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.
- require that a minimum of 12 semester credits of course work be taken at any of the MCCD 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.
Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S

The 35 semester credits required for each of the three AGECs follow. See the list entitled “M CCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S” for specific course information via the following website:

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

Click on Program Information. Scroll down to Program Sorting/Reporting. Click on AGEC Course Matrix. Click on the Current Academic Year. Click on 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, C, or S list.

A. Core Areas:

1. First-Year Composition [FYC] 6
2. Literacy and Critical Inquiry [L] 3

To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA], and a second course from Computer/Statistics/Quantitative Applications [CS]. NOTE: The Mathematics [MA] requirement differs for AGEC A, AGEC B, and AGEC S.

AGEC A requires;
   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;
   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;
   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 course work from more than one discipline for a total of six semester credits.

5. 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.

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 transfer 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 MCCD 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 course work 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 course work 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. The courses selected must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

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.
Details about the Arizona General Education Curriculum (AGEC) and the requirements for various Awareness areas are provided. The curriculum includes a focus on cultural diversity, historical awareness, and global awareness. The cultural diversity area requirements involve courses that examine the complex interplay of different cultures, while the historical awareness area focuses on understanding the past through the development of contemporary culture. Global awareness courses recognize the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. Each area has specific course requirements and credit hours that students must complete to satisfy the requirements.
Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S

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. There are three types of MCCD AGECs: AGEC A, AGEC B, and AGEC S. Designed to articulate with different academic majors, the requirements vary accordingly.

This list of courses compliments and supports the AGEC A, B and S information within the MCCD college catalogs. The course matrix lists single courses and the general education area(s) satisfied by each course. Course combinations are also listed with the combinations connected by "and". The general education area(s) satisfied by the combined courses is listed at the end of the combination.

For example, GLG110 as a single course satisfies the Global [G] Awareness area. GLG110 & GLG111 combined satisfy Natural Sciences [SG] in the Core Area. Thus, if a student chooses to take the GLG110 & GLG111 combination, the student will satisfy the [G] general education area by successfully completing the course combination of GLG110 and GLG111.

Please be aware of the following general education policy that allows students to complete the Core and Awareness areas in the AGECs without exceeding 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.

Please note: The General Education Designation is valid for the term in which a student is awarded credit on a transcript. Information subject to change. For a current update, go to: www.district.maricopa.edu/eddev/curric/ac/agecmatrix.html

Information subject to change. For a current update, go to: www.district.maricopa.edu/academic/curric/ or call Student Enrollment Services at 480-517-8540.
Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARH145</td>
<td>History of American Indian Art</td>
<td>3 cr.</td>
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<tr>
<td>ARH201</td>
<td>Art of Asia</td>
<td>3 cr.</td>
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<tr>
<td>ARH217</td>
<td>Mexican Art History</td>
<td>3 cr.</td>
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<tr>
<td>ASB102</td>
<td>Intro/Cultural &amp; Social Anthropology</td>
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<td>ASB202</td>
<td>Ethnic Relations in the United States</td>
<td>3 cr.</td>
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<tr>
<td>ARH211</td>
<td>Women in Other Cultures</td>
<td>3 cr.</td>
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<td>ARH214</td>
<td>Magic, Witchcraft &amp; Healing</td>
<td>3 cr.</td>
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<td>ASB222</td>
<td>Buried Cities &amp; Lost Tribes</td>
<td>3 cr.</td>
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<tr>
<td>ASB223</td>
<td>Buried Cities &amp; Lost Tribes: New World</td>
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<td>ASB230</td>
<td>Principles of Archaeology</td>
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<td>ASB231</td>
<td>Intro To Archaeological Field Methods</td>
<td>4 cr.</td>
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<td>ASB235</td>
<td>Southwest Archaeology</td>
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<td>ASB238</td>
<td>Archaeology of North America</td>
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<td>ASB245</td>
<td>Indians Of The Southwest</td>
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<td>ASM104</td>
<td>Intro To Biological Anthropology</td>
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<td>ASM265</td>
<td>Laboratory Methods in Archaeology</td>
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<td>AST101</td>
<td>Survey of Astronomy</td>
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<td>AST102</td>
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<td>AST111</td>
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<td>Astronomy I Laboratory</td>
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<td>AST114</td>
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<td>BIO100</td>
<td>Biology Concepts</td>
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<td>BIO101</td>
<td>Gen Bio (Non-Majors) Selected Topics</td>
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<td>BIO102</td>
<td>Gen Bio (Non-Majors) Additional Topics</td>
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<td>BIO105</td>
<td>Environmental Biology</td>
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<td>BIO108</td>
<td>Plants &amp; Society</td>
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<td>BIO109</td>
<td>Natural History of the Southwest</td>
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<td>BIO110</td>
<td>Lab For Natural History Of The Southwest</td>
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<td>BIO145</td>
<td>Marine Biology</td>
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<td>BIO156</td>
<td>Human Biology for Allied Health</td>
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<td>BIO160</td>
<td>Intro To Human Anatomy &amp; Physiology</td>
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<td>BIO181</td>
<td>General Biology (Majors) I</td>
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<td>BIO182</td>
<td>General Biology (Majors) II</td>
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<td>BIO201</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>BIO205</td>
<td>Microbiology</td>
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<td>BIO241</td>
<td>Human Genetics</td>
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<td>BIO245</td>
<td>Cellular and Molecular Biology</td>
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<td>BIO246</td>
<td>Cellular and Molecular Biology Lab</td>
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<td>BPC110</td>
<td>Computer Usage and Applications</td>
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<td>BPC217AM</td>
<td>Advanced Microsoft Access: Database Management</td>
<td>3 cr.</td>
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<td>CFS157</td>
<td>Marriage &amp; Family Life</td>
<td>3 cr.</td>
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<td>CFS159</td>
<td>The Modern Family</td>
<td>3 cr.</td>
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<td>CFS176</td>
<td>Child Development</td>
<td>3 cr.</td>
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<td>CFS205</td>
<td>Human Development</td>
<td>3 cr.</td>
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<td>CFS242</td>
<td>Curriculum Planning for Diversity</td>
<td>3 cr.</td>
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<tr>
<td>CFS259</td>
<td>Sexuality Over The Life Span</td>
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<td>CHI201</td>
<td>Intermediate Chinese I</td>
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<td>CHI202</td>
<td>Intermediate Chinese II</td>
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<td>CHM107</td>
<td>Chemistry &amp; Society</td>
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<td>CHM107LL</td>
<td>Chemistry &amp; Society Lab</td>
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<td>CHM130</td>
<td>Fundamental Chemistry</td>
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<td>CHM130LL</td>
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<td>CHM151</td>
<td>General Chemistry I</td>
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<td>CHM151LL</td>
<td>General Chemistry I Lab</td>
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<td>CHM152</td>
<td>General Chemistry II</td>
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<td>Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S</td>
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<tr>
<td><strong>SG-A&amp;B, SG-S, SQ-A&amp;B, SQ-S</strong></td>
<td><strong>CHM152LL</strong> General Chemistry II Lab (1 cr.)</td>
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<td><strong>SG-A&amp;B, SG-S, SQ-A&amp;B, SQ-S</strong></td>
<td><strong>CHM154</strong> General Chemistry II With Qual (3 cr.)</td>
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<td><strong>CHM154LL</strong> General Chemistry II With Qual Lab (2 cr.)</td>
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<td><strong>CHM230</strong> Fundamental Organic Chemistry (3 cr.)</td>
<td><strong>COM110AAB</strong> Interpersonal Communication Part I (1 cr.)</td>
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<td><strong>AND</strong></td>
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<td><strong>SB</strong></td>
<td><strong>COM207</strong> Intro To Communication Inquiry (3 cr.)</td>
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<td><strong>L</strong></td>
<td><strong>COM222</strong> Argumentation (3 cr.)</td>
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<td><strong>L</strong></td>
<td><strong>COM225</strong> Public Speaking (3 cr.)</td>
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<td><strong>L</strong></td>
<td><strong>COM230</strong> Small Group Communication (3 cr.)</td>
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<td><strong>L, HB</strong></td>
<td><strong>COM241</strong> Performance of Literature (3 cr.)</td>
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<td><strong>SB</strong></td>
<td><strong>COM250</strong> Intro To Organization Communication (3 cr.)</td>
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<td><strong>SB, C, G</strong></td>
<td><strong>COM263</strong> Elements of Intercultural Communication (3 cr.)</td>
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<td><strong>C</strong></td>
<td><strong>CIS105</strong> Survey Computer Info Systems (3 cr.)</td>
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<td><strong>CIS158</strong> COBOL Programming I (3 cr.)</td>
<td><strong>CIS159</strong> Visual Basic Programming I (3 cr.)</td>
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<td><strong>CS</strong></td>
<td><strong>CIS162</strong> C Programming I (3 cr.)</td>
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<td><strong>CIS162AA</strong> C: Level I (3 cr.)</td>
<td><strong>CIS162AB</strong> C++: Level I (3 cr.)</td>
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<td><strong>CS</strong></td>
<td><strong>CIS162AC</strong> Visual C++: Level I (3 cr.)</td>
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<td><strong>CS</strong></td>
<td><strong>CIS163AA</strong> Java Programming: Level II (3 cr.)</td>
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<td><strong>CIS175JA</strong> Java Programming For Non-C Programmers (3 cr.)</td>
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<td><strong>CS</strong></td>
<td><strong>CIS217AM</strong> Advanced Microsoft Access: Database Management (3 cr.)</td>
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<td><strong>CS</strong></td>
<td><strong>CIS262</strong> C Programming II (3 cr.)</td>
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<td><strong>SB</strong></td>
<td><strong>COM100</strong> Intro To Human Communication (3 cr.)</td>
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<td><strong>COM100AA</strong> Intro To Human Communication Part I (1 cr.)</td>
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<td><strong>SB</strong></td>
<td><strong>COM100AB</strong> Intro To Human Communication Part II (1 cr.)</td>
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| Information subject to change. For a current update, go to www.dist.maricopa.edu/academic/curric/ or call Student Enrollment Services at 480-517-8540. |
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Note: Three (3) of the five (5) HUM 105 modules must be taken to secure [HU, C] credit.
Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S

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<td>INT120</td>
<td>20th Century Architecture &amp; Furniture (3 cr.)</td>
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<td>INT225</td>
<td>History of Decorative Arts (3 cr.)</td>
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<td>ITA201</td>
<td>Intermediate Italian I (4 cr.)</td>
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<tr>
<td>ITA201AA</td>
<td>Intermediate Italian I (4 cr.)</td>
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<tr>
<td>ITA202</td>
<td>Intermediate Italian II (4 cr.)</td>
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<tr>
<td>ITA202AA</td>
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<td>JAS225</td>
<td>Statistics for Social Research/Justice &amp; Government (3 cr.)</td>
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<td>JPN201</td>
<td>Intermediate Japanese I (5 cr.)</td>
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<td>JPN202</td>
<td>Intermediate Japanese II (5 cr.)</td>
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<td>JRN201</td>
<td>News Writing (3 cr.)</td>
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<td>JRN212</td>
<td>Broadcast Writing (3 cr.)</td>
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<td>LAT201</td>
<td>Intermediate Latin I (4 cr.)</td>
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<td>LAT202</td>
<td>Intermediate Latin II (4 cr.)</td>
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<td>MAT142</td>
<td>College Mathematics (3 cr.)</td>
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<td>MAT150</td>
<td>College Algebra Concepts (5 cr.)</td>
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<td>MAT151</td>
<td>College Algebra/Functions (4 cr.)</td>
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<td>MAT151AA</td>
<td>College Algebra I (1 cr.)</td>
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<td>MAT151AB</td>
<td>College Algebra II (1 cr.)</td>
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<tr>
<td>MAT151AC</td>
<td>College Algebra III (1 cr.)</td>
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<td>MAT151AD</td>
<td>College Algebra IV (1 cr.)</td>
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<td>MAT152</td>
<td>College Algebra (3 cr.)</td>
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<td>MAT162</td>
<td>University Mathematics (3 cr.)</td>
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<tr>
<td>MAT167</td>
<td>Elements of Statistics (3 cr.)</td>
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<tr>
<td>MAT172</td>
<td>Finite Mathematics (3 cr.)</td>
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</tbody>
</table>

Information subject to change. For a current update, go to www.dist.maricopa.edu/academic/curric/ or call Student Enrollment Services at 480-517-8540.
CERTIFICATES & DEGREES

Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>MAT150 OR MAT151 OR MAT152 AND MAT182</td>
<td>Plane Trigonometry (3 cr.)</td>
</tr>
<tr>
<td>MA-A</td>
<td>Pre-Calculus (5 cr.)</td>
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<tr>
<td>MA-A, MA-B</td>
<td>Brief Calculus (3 cr.)</td>
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<tr>
<td>MA-A, MA-B</td>
<td>Technical Calculus I (3 cr.)</td>
</tr>
<tr>
<td>MA-A, MA-B, MA-S</td>
<td>Analytic Geometry &amp; Calculus I (5 cr.)</td>
</tr>
<tr>
<td>MA-A, MA-B, MA-S</td>
<td>Calculus with Analytic Geometry I (4 cr.)</td>
</tr>
<tr>
<td>MA-A, MA-B</td>
<td>Technical Calculus II (3 cr.)</td>
</tr>
<tr>
<td>MA-A, MA-B</td>
<td>Discrete Mathematical Structures (3 cr.)</td>
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<tr>
<td>MA-A, MA-B, MA-S</td>
<td>Analytic Geometry &amp; Calculus II (5 cr.)</td>
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<td>MA-A, MA-B, MA-S</td>
<td>Calculus with Analytic Geometry II (4 cr.)</td>
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<tr>
<td>MA-A, MA-B</td>
<td>Technical Calculus III (3 cr.)</td>
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<td>MA-A, MA-B, MA-S</td>
<td>Calculus with Analytic Geometry III (5 cr.)</td>
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<td>MA-A, MA-B, MA-S</td>
<td>Calculus with Analytic Geometry III (4 cr.)</td>
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<tr>
<td>MA-A, MA-B</td>
<td>Differential Equations (4 cr.)</td>
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<td>MA-A, MA-B</td>
<td>Differential Equations (3 cr.)</td>
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<tr>
<td>SB</td>
<td>Media &amp; Society (3 cr.)</td>
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<tr>
<td>L, C</td>
<td>Cultural Diversity &amp; The Media (3 cr.)</td>
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<tr>
<td>HU, H</td>
<td>Survey of Music History (3 cr.)</td>
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<tr>
<td>HU, G</td>
<td>Music in World Cultures (3 cr.)</td>
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<tr>
<td>HU, C</td>
<td>American Jazz &amp; Popular Music (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Survey of Broadway Musical Usics (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Music of African-American Cultures (3 cr.)</td>
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<tr>
<td>HU, H</td>
<td>Rock Music &amp; Culture (3 cr.)</td>
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<tr>
<td>HU, C*</td>
<td>Survey of American Music (3 cr.)</td>
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<td>HU</td>
<td>Intro to Philosophy (3 cr.)</td>
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<td>HU</td>
<td>Intro to Philosophy (3 cr.)</td>
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<tr>
<td>L, HU</td>
<td>Intro to Logic (3 cr.)</td>
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<td>HU, G</td>
<td>World Philosophy (3 cr.)</td>
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<td>HU</td>
<td>Intro to Ethics (3 cr.)</td>
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<tr>
<td>L, HU</td>
<td>Critical Thinking and Problem Solving (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Philosophy of the Arts (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Introduction to Ancient Philosophy (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Medical &amp; Bio-Ethics (3 cr.)</td>
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<td>HU</td>
<td>Philosophy of Sexuality (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Political Philosophy (3 cr.)</td>
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<tr>
<td>HU, C</td>
<td>African-American Religions (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Metaphysics: An Introduction (3 cr.)</td>
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<td>HU</td>
<td>Theory of Knowledge (3 cr.)</td>
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<td>HU</td>
<td>Plato (3 cr.)</td>
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<tr>
<td>HU, G, H</td>
<td>World Religions (3 cr.)</td>
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<tr>
<td>HU</td>
<td>Philosophy of Religion (3 cr.)</td>
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<td>HU</td>
<td>Intro to Eastern Philosophy (3 cr.)</td>
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<td>HU</td>
<td>American Indian Euro-American Comparative Worldview (3 cr.)</td>
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<tr>
<td>SG-A&amp;B, SQ-A&amp;B</td>
<td>Fundamentals of Physical Science (4 cr.)</td>
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<td>SG-A&amp;B, G SQ-A&amp;B</td>
<td>Intro to Physical Science (4 cr.)</td>
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<td>SG-A&amp;B, SQ-A&amp;B</td>
<td>General Physics I (4 cr.)</td>
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<td>General Physics II (4 cr.)</td>
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<td>University Physics II (5 cr.)</td>
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<tr>
<td>SG-A&amp;B, SQ-A&amp;B</td>
<td>University Physics I: Mechanics (4 cr.)</td>
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<tr>
<td>SG-A&amp;B, SQ-A&amp;B</td>
<td>University Physics II: Electricity &amp; Magnetism (4 cr.)</td>
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<tr>
<td>SG-A&amp;B, SQ-A&amp;B</td>
<td>University Physics III: Thermodynamics, Optics, and Waves (4 cr.)</td>
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<tr>
<td>SG-A&amp;B, SQ-A&amp;B</td>
<td>Elementary Portuguese II (5 cr.)</td>
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<tr>
<td>G</td>
<td>Intermediate Portuguese I (5 cr.)</td>
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<tr>
<td>G</td>
<td>Intermediate Portuguese II (5 cr.)</td>
</tr>
<tr>
<td>SB</td>
<td>Intro to Political Science (3 cr.)</td>
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<tr>
<td>SB</td>
<td>A merican National Government (3 cr.)</td>
</tr>
<tr>
<td>SB</td>
<td>Issues in American Politics (3 cr.)</td>
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</tbody>
</table>
## Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC C

| SB, G | POS120 | World Politics (3 cr.) |
| SB, G | POS125 | Issues in World Politics (3 cr.) |
| SB | POS130 | State & Local Government (3 cr.) |
| SB, G | POS140 | Comparative Government (3 cr.) |
| G | POS180 | United Nations Study (3 cr.) |
| SB, C | POS223 | Civil Rights (3 cr.) |
| SB | POS285 | Public Policy (3 cr.) |
| SB | PSY101 | Intro to Psychology (3 cr.) |
| SB, C, G | PSY143 | Psychology & Culture (3 cr.) |
| C | PSY157 | Lesbian, Gay and Bisexual Studies (3 cr.) |
| SB | PSY215 | Intro to Sport Psychology (3 cr.) |
| SB | PSY218 | Health Psychology (3 cr.) |
| CS | PSY230 | Intro to Statistics (3 cr.) |
| SB, C | PSY235 | Psychology of Gender Differences (3 cr.) |
| SB | PSY240 | Developmental Psychology (3 cr.) |
| SB | PSY245 | Psychology of Adult Development (3 cr.) |
| SB | PSY250 | Social Psychology (3 cr.) |
| SB | PSY258 | Domestic Problems & Crisis (3 cr.) |
| SB | PSY260 | Psychology of the Personality (3 cr.) |
| SB | PSY266 | Abnormal Psychology (3 cr.) |
| SB | PSY270 | Personal & Social Adjustment (3 cr.) |
| SB | PSY277 | Psychology of Human Sexuality (3 cr.) |
| SB | PSY280 | Organizational Psychology (3 cr.) |
| SB | PSY281 | Human Factors (3 cr.) |
| L, SG-A&B | PSY290AB | Research Methods (4 cr.) |
| L, SG-A&B | PSY290AC | Research Methods (4 cr.) |
| SB | PSY292 | Psychology of Altered States of Consciousness (3 cr.) |
| SB | REC120 | Leisure & The Quality of Life (3 cr.) |
| SB | REC160 | Leisure & Society (3 cr.) |
| HU | REL101 | Intro to Religion (3 cr.) |
| HU, H | REL201 | Classics of Western Religions (3 cr.) |
| HU, G | REL202 | Classics of Asian Religions (3 cr.) |
| L, HU, C | REL203 | American Indian Religions (3 cr.) |
| L, HU | REL205 | Religion and the Modern World (3 cr.) |
| HU | REL213 | Medical & Bio-Ethics (3 cr.) |
| HU, C | REL225 | African-American Religions (3 cr.) |
| HU, G, H | REL243 | World Religions (3 cr.) |
| HU | REL244 | Philosophy of Religion (3 cr.) |
| HU | REL246 | American Indian Euro-American Comparative Worldview (3 cr.) |
| HU | REL270 | Introduction to Christianity (3 cr.) |
| HU | REL271 | Introduction to the New Testament (3 cr.) |
| G | REL290 | Women & Religion (3 cr.) |
| G | RUS201 | Intermediate Russian (3 cr.) |
| G | RUS201AA | Intermediate Russian (3 cr.) |
| G | RUS202 | Intermediate Russian (3 cr.) |
| G | RUS202AA | Intermediate Russian (4 cr.) |
| SB, G | SBU200 | Society and Business (3 cr.) |
| CS | SMT150 | Digital Systems and Microprocessors (4 cr.) |
| SB | SOC101 | Intro to Sociology (3 cr.) |
| SB | SOC110 | Drugs and Society (3 cr.) |
| SB | SOC130 | Human Sexuality (3 cr.) |
| SB, C | SOC140 | Racial & Ethnic Minorities (3 cr.) |
| SB, C, H | SOC141 | Sovereign Indian Nations (3 cr.) |
| SB, C | SOC142 | Sociology of the Chicano Community (3 cr.) |
| SB, C | SOC143 | Sociology of the Afro-American Problems (3 cr.) |
| SB | SOC157 | Sociology of Marriage & Family (3 cr.) |
| C | SOC160 | American Indian Law (3 cr.) |
### Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S

| SB   | SOC210 | The Child in Society (3 cr.)            |
| SB, C| SOC212 | Women & Men in a Changing Society (3 cr.) |
| SB   | SOC215 | Sociology of Adolescence (3 cr.)       |
| SB, C| SOC240 | Race and Ethnic Relations: American and Global Perspectives (3 cr.) |
| SB   | SOC245 | Social Deviance (3 cr.)                |
| SB   | SOC251 | Social Problems (3 cr.)                |
| SB   | SOC253 | Social Class & Stratification (3 cr.)  |
| SB   | SOC265 | Sociology of Aging (3 cr.)             |
| SB   | SOC270 | Sociology of Health & Illness (3 cr.)  |
| G    | SPA201 | Intermediate Spanish I (4 cr.)         |
| G    | SPA201AA | Intermediate Spanish I (4 cr.)        |
| G    | SPA202 | Intermediate Spanish II (4 cr.)        |
| G    | SPA202AA | Intermediate Spanish II (4 cr.)      |
| G    | SPA203 | Spanish for Spanish Speaking Students I (4 cr.) |
| G    | SPA204 | Spanish for Spanish Speaking Students II (4 cr.) |
| HU   | SPA265 | Advanced Spanish I (3 cr.)             |
| HU   | SPA266 | Advanced Spanish II (3 cr.)            |
| HU, G| SPH150 | Peninsular Spanish Lit in Translation (3 cr.) |
| HU, G| SPH151 | Latin American Lit in Translation (3 cr.) |
| HU, C| SPH245 | Hispanic Heritage in the Southwest (3 cr.) |
| HU, C| STO292 | The Art of Storytelling (3 cr.)        |
| HU, C| STO294 | Multicultural Folktales (3 cr.)        |
| SB, H| SWU102 | Introduction to Social Work (3 cr.)    |
| SB, H| SWU171 | Introduction to Social Welfare (3 cr.)  |
| SB   | SWU258 | Victimology & Crisis Management (3 cr.) |
| SB, C| SWU292* | Effective Helping in a Diverse World (3 cr.) |
| HU   | TOM145 | Intro to Motion Picture Production (3 cr.) |
| SB   | TEC105 | Clothing Selection (3 cr.)             |
| SB   | TEC106 | History of Fashion (3 cr.)             |
| HU   | THE111 | Intro to Theatre (3 cr.)               |

### Additional Courses

| HU   | THE205 | Intro to Cinema (3 cr.)             |
| HU, H| THE206 | Intro to Television Arts (3 cr.)    |
| HU   | THE210 | Contemporary Cinema (3 cr.)         |
| L, HU| THE220 | Modern Drama (3 cr.)                |
| L, HU| THE260 | Film Analysis (3 cr.)               |
| L, HU| THP241 | Intro to Oral Interpretation (3 cr.) |
| SB   | WED110 | Principles of Physical Fitness and Wellness (3 cr.) |
| SB, C| WST100 | Women & Society (3 cr.)             |
| SB, C| WST105 | Women of Color in America (3 cr.)   |
| SB   | WST110 | Women & Gender: A Feminist Psychology (3 cr.) |
| SB   | WST120 | Gender, Class, & Race (3 cr.)       |
| SB, C| WST160 | Women and the Early American Experience (3 cr.) |
| SB, C| WST161 | American Women Since 1920 (3 cr.)   |
| HU, C| WST209 | Women & Films (3 cr.)               |
| HU   | WST284 | 19th Century Women Writers (3 cr.)  |
| HU   | WST285 | Contemporary Women Writers (3 cr.)   |
| G    | WST290 | Women & Religion (3 cr.)            |
| SB, C| YAQ100 | Yaqui Indian History and Culture (3 cr.) |
Associate in Arts (AA) Degree, General Requirements (GR)

The Maricopa Community Colleges Associate in Arts General Requirements (AA GR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Education which includes the Arizona General Education Curriculum A (AGEC A), and MCCD Additional Requirements, 2) Non-English Language Requirements, 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Arts General Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree-granting institutions. The AA GR is designed for students who may or may not know their major or university. Additional information on academic majors at the Arizona public universities 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 and select the letter of the major you're interested in.

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 MCCD Associate in Arts General Requirements will apply to university graduation requirements of the university major for which the AA 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 on page 19.

The MCCD Associate in Arts General Requirements:

• requires 60-64 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 AGECA 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 minimum 60 semester credits but not more than 64 semester credits;
  Courses can satisfy multiple areas within the degree simultaneously (AGEC A Core Area, AGEC A Awareness Area, MCCD Additional Requirements, Non-English Language Requirements).
• follows the general studies 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 a general education designation may be subject to change. Given that curriculum is dynamic at both MCC and the institutions to which MCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

• requires courses that transfer as equivalent courses, 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 Arts 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 Associate in Arts 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 60-64 semester credits required for the Associate in Arts General Requirements follow. See the list entitled “MCCD Courses That Can Be Used to Satisfy MCCD AGECA, AGECC, and/or AGECS” for specific course information via the following website:

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

Click on Program Information, scroll down to Program Sorting/Reporting. Click on AGECA Course Matrix or click current academic year, click 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. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGECA requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGECA.

I. MCCD GENERAL EDUCATION

The MCCD General Education includes two areas, MCCD AGECA and MCCD Additional Requirements.

A. MCCD AGECA

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 the Mathematics [MA] A and a second course from either 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)

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]

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 Arizona Course Applicability System (AZCAS) for information on transfer equivalencies.

II. NON-ENGLISH LANGUAGE REQUIREMENTS 0-16
Students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements or a maximum of 16 semester credits in one non-English language. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency through assessment, then the Non-English Language Requirements have been satisfied and additional electives may be taken.

CRE101 [L] equivalent as indicated by assessment

III. GENERAL ELECTIVES 3-29
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 GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible at the following web site:

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

Click on: Student Information / Common Course Matrices

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (XX X DEC), or general elective credit (E 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.

AA GR Total Credits: 60-64
Associate in Arts (AA) Degree, Special Requirements (SR)

The Maricopa County Community College District Associate in Arts Special Requirements (AA SR) requires a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Education which includes the Arizona General Education Curriculum A (AGEC A), and MCCD Additional Requirements, 2) Common Lower Division Program Requirements, 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Arts Special Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree-granting institutions. The AA SR is designed for students who know their major but have not decided on their university for transfer purposes. Additional information on general education credits awarded for prior learning can be accessed via the following website:

✔ 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 and select the letter of the major you are interested in.

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 MCCD Associate in Arts Special Requirements degree will apply to university graduation requirements of the university major for which the AA 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 on page 19.

The MCCD Associate in Arts Special Requirements:

• requires 60-64 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 AGECA 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 60 semester credits but not more than 64 semester credits:
  Courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCD Additional Requirements, 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 a 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 MCCD and the institutions to which MCCD students transfer, students have the option to petition for course evaluation and/or general education designations.

• requires courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Applicability 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 Arts 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 Associate in Arts degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0= scale for Arizona residents and a minimum 2.5 on a 4.0= scale for non-residents.

The 60-64 semester credits required for the Associate in Arts Special Requirements follow: See the list entitled “MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC C” for specific course information via the following website:

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

Click on Program Information, scroll down to Program/Sorting Reporting. Click on AGECA Matrix or click current academic year, 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

The MCCCD General Education includes two areas, MCCD AGEC A and MCCD Additional Requirements.

A. MCCCD AGEC A

1. Core Areas:
   a. First-Year Composition (FYC) 6
   b. Literacy and Critical Inquiry (L) 3

2. Awareness Areas:
   a. Critical Thinking (CT) 3
   b. Communication (C) 3
   c. Historical Understandings (H) 3
   d. Scientific Understandings (S) 3

3. General Electives:
   a. Completion Requirement (CR) 15

Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC A</td>
<td>35</td>
</tr>
<tr>
<td>MCCD Additional Requirements</td>
<td></td>
</tr>
</tbody>
</table>

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c. Mathematical Studies [MA/CS] 6
To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] A and a second course from either 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 (6) semester credits.

Social and Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) 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 select eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SQ] or [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 credits. Students should consult with their 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 transfer 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]

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

1. 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:
COM 100 [SB] (3 credits) OR
COM 100A A & COM 100B & COM 100AC [SB] (3 credits) OR
COM 110 [SB] (3 credits) OR
COM 110A A & COM 110B & COM 110AC [SB] (3 credits) OR
COM 225 [L ] (3 credits) OR
COM 230 [L ] [SB] (3 credits)

2. Critical Reading
A total of three (3) semester credits is required for Critical Reading. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.
CRE 101 [L] OR equivalent as indicated by assessment

II. COMMON LOWER DIVISION PROGRAM REQUIREMENTS 6
A minimum of six (6) semester credits are required for Common Lower Division Program Requirements.
Students should refer to the Common Courses list for their chosen major and/or consult with an advisor to select courses from the Common Courses list. The list of Common Courses is accessible on the following web site:
✔ http://www.abor.asu.edu/4_special_programs/atass/index.html
Click on Student Information/Common Course Matrices

III. GENERAL ELECTIVES 13-23
A total of 13-23 semester credits are required for General Electives. Students may wish to select additional courses in consultation with an advisor 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 SR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have Common Courses. The list of Common Courses is accessible on the following web site:
✔ http://www.abor.asu.edu/4_special_programs/atass/index.html
Click on Student Information/Common Course Matrices

In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the non-English language requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English language requirement has been satisfied and additional electives may be taken.
Students must select courses that are acceptable as equivalent courses, 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.

AA SR Total Credits: 60-64
Associate in Arts in Elementary Education (AAEE) Degree

The Maricopa County Community College District Associate in Arts in Elementary Education (AAEE) requires the student to complete 60-63 semester credits for the program of study. The degree has two major components:

I. MCCCD General Education
   A. Arizona General Education Curriculum A (AGEC A)
   B. MCCCD Additional Requirements

II. Elementary Education Requirements
   A. Education Foundations
   B. Electives for Arizona Professional Teacher Standards

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.)

The MCCCD Associate in Arts in Elementary Education

- 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 AGECA requirements without exceeding the 35 semester credits:
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  3. A course cannot be used to satisfy more than one Core Area requirement.
  4. A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
  5. Effective Fall 2000, the course evaluation and/or general education designation listed in the CEG/AZCAS (Course Equivalency Guide/AZ 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.)

6. All courses applied to AGE 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 cross-references as equivalent courses;
- 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.

I. MCCCD General Education Requirements

<table>
<thead>
<tr>
<th>A. MCCCD AGECA</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>ENG 101 or ENG 102 or ENG 107 or ENG 108</td>
<td></td>
</tr>
<tr>
<td>1) MA - MAT 142 College Mathematics or higher (Note: MAT 156 and MAT 157 are excluded) AND</td>
<td></td>
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<tr>
<td>2) CS - CIS 105 Survey of Computer Information Systems OR</td>
<td></td>
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<tr>
<td>BPC 110 Computer Usage and Applications</td>
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<tr>
<td>c. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
<tr>
<td>1) Select 3 semester credits from the following courses:</td>
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<tr>
<td>COM 225 Public Speaking OR</td>
<td></td>
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<tr>
<td>COM 230 Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>d. Humanities and Fine Arts [HU]</td>
<td>6</td>
</tr>
<tr>
<td>1) Select 3 semester credits from the following courses:</td>
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</tr>
<tr>
<td>ARH 100 Introduction to Art</td>
<td></td>
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<tr>
<td>ARH 101 Prehistoric through Gothic Art</td>
<td></td>
</tr>
<tr>
<td>ARH 102 Renaissance through Contemporary Art AND</td>
<td></td>
</tr>
</tbody>
</table>
2) Select 3 semester credits from the following courses:
- ENH 110 Introduction to Literature
- ENH 241 American Literature Before 1860
- ENH 242 American Literature After 1860
- EDU 291 OR ENH 291 Children's Literature
- HUM 250 OR HUM 251 Ideas and Values in the Humanities
- T HE 111 Introduction to Theatre
- T HE 220 M odern D rama
- D AH 100 Introduction to D ance
- D AH 201 World D ance Perspectives

e. Social and Behavioral Sciences [SB] [6]
1) Select 3 semester credits from the following courses:
- HIS 103 United States History to 1870
- HIS 104 United States History 1870 to Present
2) Select 3 semester credits from the following courses:
- PSY 101 Introduction to Psychology
- G CU 121 World Geography I: Eastern Hemisphere
- G CU 122 World Geography II: Western Hemisphere
- E CN 111 Macroeconomic Principles
- E CN 112 Microeconomic Principles
- P OS 110 American National Government
- E CH 176 or C FS 176 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 MCCD AAEE requires coursework in two Awareness Areas:
- Cultural Diversity in the US [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.

B. MCCD Additional Requirements [0-3]

1. Oral Communication
Satisfied by COM 225 or COM 230 taken for Literacy and Critical Inquiry Requirement

2. Critical Reading
CRE 101 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
- EDU 221 Introduction to Education
- EDU 222 Introduction to the Exceptional Learner
- EDU 230 Cultural Diversity in Education
- MAT 156 M athematics for Elementary Teachers I
- MAT 157 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 EDU 250) to satisfy this requirement.

2. Content Area Electives
Select 7 credits from the following prefixes:
- ARH
- ART
- CFS 176 or ECH 176 Child Development
- CIS or BPC
- EDU (except EDU 250)
- ENG
- ENH
- GPH
- HIS
- MAT (courses numbered higher than 142 except MAT 156 and MAT 157)
- MHL
- MTC
- POS
- THE
- THP
Foreign Language
Natural Science

AAEE Total Credits: 60-63
Associate in Science (AS) Degree, General Requirements (GR)

The Maricopa Community Colleges Associate in Science General Requirements (AS GR) requires a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Education which includes the Arizona General Education Curriculum-S (AGEC S) and MCCD Additional Requirements, 2) Major Specific Requirements, 3) General Electives.

The degree is designed for students who plan to transfer into majors that articulate with the Associate in Science General Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree-granting institutions. The AS GR is designed for students who plan to pursue an associate degree or transfer to an Arizona university and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors at the Arizona public universities can be accessed via the following website:

✔ 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 and select the letter of the major you're interested in.

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 MCCD Associate in Science General Requirements will apply to university graduation requirements of the university major for which the AS 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 on page 19.

The MCCD Associate in Science General Requirements:

- requires 60-64 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 S 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 60 semester credits but not more than 64 semester credits:
  Courses can satisfy multiple areas within the degree simultaneously (AGEC S Core Area, AGEC S Awareness Area, MCCD Additional Requirements, Non-English Language Requirements).
- follows the general education policy below;
  General Education Designations (examples: [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 MCCD and the institutions to which MCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

- requires courses that transfer as equivalent courses, 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 Science 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 Associate in Science 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 60-64 semester credits required for the Associate in Science General Requirements follow. See the list entitled "MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S" for specific course information via the following website:

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

Click on Program Information, scroll down to Program Sorting/Reporting, Click on AGEC Course Matrix or current academic year, click 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. MCCD GENERAL EDUCATION Credits

The MCCD General Education includes two areas, MCCD AGEC S and MCCD Additional Requirements.

A. MCCD AGEC S

1. Core Areas: 35
   a. First-Year Composition [FYC] 6
   b. Literacy and Critical Inquiry [L] 3

RIO SALADO COLLEGE CATALOG 2003-2004
**Certificate & Degrees**

**Associate in Science (AS) Degree, General Requirements (GR)**

1. **Oral Communication**
   
   A total of three (3) semester credits are 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:
   - COM 100 [SB] (3 credits) OR
   - COM 100A & COM 100B & COM 100C [SB] (3 credits) OR
   - COM 110 [SB] (3 credits) OR
   - COM 110A & COM 110B & COM 110C [SB] (3 credits) OR
   - COM 225 [L] (3 credits) OR
   - COM 230 [L] [SB] (3 credits)

2. **Critical Reading**
   
   A total of three (3) semester credits are required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

   CRE 101 [L] OR equivalent as indicated by assessment

**II. MAJOR SPECIFIC REQUIREMENTS**

**Non-English Language Requirements** 0-16

In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirement or complete a maximum of 16 semester credits. However, if students select non-English Language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the Non-English Language Requirement has been satisfied and additional electives may be taken.

**III. GENERAL ELECTIVES** 3-29

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 GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. Students should consult with an advisor for a list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following web site:

✔ [http://www.abor.asu.edu/4_special_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information /Common Course Matrices.

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXX DEC), 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.

**AS GR Total Credits:** 60-64

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**C. Mathematical Studies [MA/CS]**

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

1. Mathematics [MA] S (3 credits)
   - Select a course in a calculus sequence (MAT 220/MT 221), or any mathematics course for which that course is a prerequisite AND
2. Computer/Statistics/Quantitative Applications [CS] (3 credits)

**d. Humanities and Fine Arts [HU]**

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]**

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

**f. Natural Sciences [SQ/SG]**

To complete the Natural Sciences requirement:

Select eight (8) semester credits of either general chemistry (CHM 151 & CHM 151LL, and CHM 152 & CHM 152LL), OR

Eight (8) semester credits of university physics (PHY 115 & PHY 116, or PHY 121 & PHY 131), OR

Eight (8) semester credits of general biology (BIO 181 & 182) 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 Arizona Course Applicability System (AZCAS) for information on transfer 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 one 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]

**B. MCCD Additional Requirements** 0-6

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCD Additional Requirements because courses can satisfy a Core Area and MCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.
Certificate & Degrees

Associate in Science (AS) Degree, Special Requirements (SR)

The Maricopa Community College District Associate in Science Special Requirements (AS SR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General education which includes the Arizona General Education Curriculum S (AGEC S) and MCCD Additional Requirements, 2) Additional Mathematics and Science Requirements, and 3) Major Specific Requirements.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Science Special Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree-granting institutions. The AS SR is designed for students who know their major and plan to pursue an associate degree or transfer to an Arizona university as yet undecided, and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors at the Arizona public universities can be accessed via the following website:

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

Click on Student Information / Degrees and Pathways, scroll down to the bottom of the page and select the letter of the major you're interested in.

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 MCCD Associate in Science Special Requirements will apply to university graduation requirements of the university major for which the AS 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 on page 19.

The MCCD Associate in Science Special Requirements:

- requires 60-64 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 S 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 60 semester credits but not more than 64 semester credits;
  Courses can satisfy multiple areas within the degree simultaneously (AGEC S Core A rea, AGEC S Awareness A rea, MCCD Additional Requirements, Non-English Language Requirement, Additional Mathematics and Science Requirements, Common Lower Division Program Requirements);
- follows the general education policy below;
  General Education Designations (examples: [FYC], [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

- requires courses that transfer as 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 MCCD general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Science 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 Associate in Science 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 60-64 semester credits required for the Associate in Science Special Requirements follow. See the list entitled “MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S” for specific course information via the following website:

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

Click on Program Information, scroll down to Program Sorting/Reporting. Click on AGEC Course Matrix or click current academic year. Select General Education Designation. The list identifies the courses in alpha-order by prefix as well as the different Core A reas and A wareness A reas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGEC A, B, or S list.

I. MCCD GENERAL STUDIES

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Core Areas:</td>
</tr>
<tr>
<td>a. First-Year Composition [FYC]</td>
</tr>
<tr>
<td>b. Literacy and Critical Inquiry [L]</td>
</tr>
<tr>
<td>c. Mathematical Studies [MA/CS]</td>
</tr>
<tr>
<td>1) Mathematics [MA] S (3 credits)</td>
</tr>
<tr>
<td>Select a course in a calculus sequence (MAT 220/MAT 221) or any mathematics course for which that course is a prerequisite AND</td>
</tr>
<tr>
<td>2) Computer/Statistics/Quantitative Applications [CS] (3 credits)</td>
</tr>
<tr>
<td>d. Humanities and Fine Arts [HU]</td>
</tr>
</tbody>
</table>
Students are encouraged to choose course work from more than one discipline for a total of six (6) 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 (6) semester credits.

f. Natural Sciences [SQ/SG] 8
   To complete the Natural Sciences requirements:
   Select eight (8) semester credits of either general chemistry (CHM 151 & CHM 151L, and CHM 152 & CHM 152L), OR
   Eight (8) semester credits of university physics (PH Y115 & PH Y116, or PH Y121 & PH Y131), OR
   Eight (8) semester credits of general biology (BIO 181 & BIO 182) 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 transfer 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.

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

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

   1. 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:
      COM 100 [SB] (3 credits) OR
      COM 100AA & COM 100AB & COM 100AC [SB] (3 credits) OR
      COM 110 [SB] (3 credits) OR
      COM 110AA & COM 110AB & COM 110AC [SB] (3 credits) OR
      COM 225 [LB] (3 credits) OR
      COM 230 [LB] [SB] (3 credits)

   2. Critical Reading
      A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.
      CRE 101 [L] OR equivalent as indicated by assessment

II. ADDITIONAL MATHEMATICS AND SCIENCE REQUIREMENTS 11-13

A. Additional Mathematics Requirements 3-5
   Select a course in a calculus sequence (MAT 230 or MAT 231) or any mathematics course for which that course is a prerequisite.

B. Additional Science Requirements 8
   Select one option from the following. Option selected under Natural Sciences [SQ/SG] in MCCD Core Areas will not apply in the Additional Science Requirement area. NOT E: Students should consult with an advisor for appropriate course selection.
   Select eight (8) semester credits of either general chemistry (CHM 151 & CHM 151L, and CHM 152 & CHM 152L), OR
   Eight (8) semester credits in university physics (PH Y115 & PH Y116, or PH Y121 & PH Y131), OR
   Eight (8) semester credits in general biology (BIO 181 & BIO 182) appropriate for the major.

III. MAJOR SPECIFIC REQUIREMENTS

A. Non-English Language Requirements 0-16
   In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English Language Requirement has been satisfied and additional electives may be taken.

B. Common Lower Division Program Requirements 6
   A minimum of six (6) semester credits is required for Common Lower Division Program Requirements.
   Students should refer to the list of Common Courses for their chosen major and/or consult with an advisor to select courses from the list. The list of Common Courses is accessible on the following web site:
   ✔ http://www.abor.asu.edu/4_special_programs/atass/index.html
   Click on Student Information / Common Course Matrices

C. General Electives
   If needed, 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 SR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have Common Courses. The list of Common Courses is accessible on the following web site:
   ✔ http://www.abor.asu.edu/4_special_programs/atass/index.html
   Click on Student Information / Common Course Matrices

Students must select courses for General Electives that are acceptable as equivalent courses, 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).

AS SR Total Credits: 60-64
Associate in Business (ABus) Degree, General Requirements (GR)

The Maricopa Community Colleges 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:
1) MCCD General Education which includes AGEC B,
2) Common Lower Division Program Requirements,
3) General Electives.

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 MCCD 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 on page 19.

The MCCD Associate in Business General Requirements:

• 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 MCCD and the institutions to which MCCD 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.

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

Click on Program Information, scroll down to Program Sorting/Reporting. Click on AGEC Course Matrix or click current academic year, click 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 Studies options, select from the appropriate AGEC A, B, or S list.
I. MCCD GENERAL STUDIES

A. MCCD AGEC B

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] 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 (6) 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 (6) 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 transfer 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

   * MCCD ACC250 or ACC211 may be taken in lieu of ACC111.
   ** MCCD 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 0-6

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, department 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 (ABus) Degree, Special Requirements (SR)

The Maricopa 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:

1) MCCD General Education which includes the Arizona General Curriculum B (AGEC B),
2) Common Lower Division Program Requirements,
3) General Electives.

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 (ABus GR) is designed for all other business majors. Additional information on academic majors can be accessed via the following website:

✔ [http://az.transfer.org/cas/atass/index.html](http://az.transfer.org/cas/atass/index.html)

Click on Student Information / Degrees and Pathways, scroll down to the bottom of the page and 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 MCCD 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 on page 19.

The MCCD Associate in Business, Special Requirements:

- 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 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)
- follows the general studies 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 MCCD and the institutions to which MCCD 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.

The 62-63 semester credits required for the Associate in Business Special Requirements follow. See the list entitled "MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S" for specific course information via the following website:

✔ [http://www.dist.maricopa.edu/academic/curric/](http://www.dist.maricopa.edu/academic/curric/)

Click on Program Information, scroll down to Program Sorting/Reporting. Click on AGEC Course Matrix or click current academic year, click 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. MCCD GENERAL STUDIES Credits

A. MCCD AGEC B

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 the 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) Computer/Statistics/Quantitative Applications [CS]
         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 (6) 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 (6) 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 transfer 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 education areas are noted with the general education designations encased in brackets.

Complete the following:

Accounting:
   * ACC111 & ACC230 & ACC240
   OR
   ** ACC211 & ACC212 6-7
   * MCCD ACC250 or ACC211 may be taken in lieu of ACC111.
   **MCCD ACC111 and ACC112 together are equivalent to ACC211.

Programming I (Visual Basic):
   CIS159 [CS] 3

Programming II (Java):
   CIS163 AA 3
   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
**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 studies component even though requirements of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

**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.

**Associate in Transfer Partnership (ATP) 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 website: 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

<table>
<thead>
<tr>
<th>Element</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCCD General Education Core</td>
<td>19</td>
</tr>
<tr>
<td>Approved Lower Division Transfer Courses</td>
<td>Variable</td>
</tr>
<tr>
<td>(Major dependent with maximum to be determined by receiving baccalaureate degree granting institution)</td>
<td></td>
</tr>
<tr>
<td>Associate in Transfer Partnership Degree Total Hours</td>
<td>60 minimum</td>
</tr>
</tbody>
</table>

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

- Accountancy
- American Indian Studies
- Business
- Computer Information Systems
- Construction
- Elementary Education
- Exercise Science
- Food and Nutrition
- Housing & Urban Development
- Nursing
- Psychology
- Recreation
- Social Work

### Associate in General Studies (AGS) Degree

The Maricopa Community Colleges 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.

#### The MCCD Associate in General Studies:

- 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** 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 courses that are 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.

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Rio Salado College Catalog 2003-2004
### General Studies Core Areas
(16 credits - grade of “C” or better)

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

**Oral Communication (3 credits)**
- COM Communication 100/100A A & 100A B & 100A C/110/110A A & 110A B & 110A C/225/230

**Critical Reading (3 credits)**
- CRE Critical Reading 101/E equivalent as indicated by assessment

**Mathematics (3 credits)**

**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.

### AGS 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
  - 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 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

**AGS General Education Distribution Areas**
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
- **AJS** 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 100/100A A & 100B B & 100AC / 110/110A A & 110B B & 110AC / 222/230/250/263
- **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
- **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) (except 115)
- **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
- **VED** Wellness Education 110
- **WST** Women's Studies 100/105/110/120/160/161
- **YAQ** Yaqui Indian History and Culture 100

Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

- **AGS** Agricultural Science 164/183
- **ASB** Anthropology 231
- **ASM** Anthropology 265
- **AST** Astronomy 101/102/111/112/113/114
- **CHM** Chemistry 107/107LL / 130/130LL / 151/151LL / 152/152LL / 154/154LL / 230/230LL
- **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 290A B / 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
- **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 291/293
- **JRN** Journalism 201/212
- **MCO** Mass Communications 220
- **NUR** Nursing 211
- **PHI** Philosophy 103/106/225
- **POS** Political Science 115
- **PSY** Psychology 290A B / 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.
Associate in Applied Science (AAS) Degree, General Education Requirements

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.

The MCCCD Associate in Applied Science Degree:
- requires 64 or more credits numbered 100 or above and includes credits or the equivalent in the General Studies 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 AAS 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;
- For Shared Programs, programs to be offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.
- Requires a minimum of six credit hours be completed with a grade of “C” or better at the college awarding the shared certificate or degree in programs other than Nursing. For those programs with less than six credit ours, the total hours for the program must be completed at the college awarding the shared 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;
- For an AAS in Nursing, a student must apply for graduation from the college where they have successfully completed Block 4.
- 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 A rizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

AAS General Education Core Areas
(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 & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230
  
  - Critical Reading (3 credits)
    
  CRE Critical Reading 101/111/E equivalent as indicated by assessment
  
  - Mathematics (3 credits)
    

AAS 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
  
  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)
CERTIFICATES & DEGREES

Associate in Applied Sciences (AAS) Degree

INT Interior Design 115/120/225
LAT Latin 201/202
M HL 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 Telecommunications 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 (3 credits)
Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 101/105/140/141/170
AJS Administration of Justice Studies 101/200/225/258/259/270
ASB Anthropology 100/102/211/214/222/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
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
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
VED Wellness Education 110
WST Women's Studies 100/105/110/120/160/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences (4 credits)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

AGS Agricultural Science 164
ASB Anthropology 231
ASM Anthropology 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 290A B/290AC

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

AGS Agricultural Science 164
ASB Anthropology 231
ASM Anthropology 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 290A B/290AC
Chemical Dependency

The Chemical Dependency program is designed to train people in the skills necessary for assisting chemically dependent persons to alleviate that dependency. The program includes courses designed to provide students with a knowledge of the field through focusing on the development of counseling skills specific to the needs of chemically dependent clientele as identified by appropriate agencies.

Restricted Electives: 2

Students must meet with a Program Advisor to identify course selections:

CHD 280* Chemical Dependency Practicum 6
CHD 285* Chemical Dependency Seminar 1
(May be repeated up to 4 times. Various topics offered.)
PSY 2xx Any 200 Level PSY Course 3
SOC 2xx Any 200 Level SOC Course 3
SWU 2xx Any 200 Level SWU Course 3

Certificate of Completion in Professional Addictions Counseling

The Certificate of Completion in Professional Addictions Counseling is designed to provide addictions specific education to behavioral health professionals. Courses focus on self-help groups, the recovery process, relapse factors, family dynamics and the various medical, emergent and intervention models. This program has also been designed to help professionals meet their educational requirements for state and/or national addiction certification requirement, as well as gain continuing education credits.

Required Courses: Credits: 15

CHD 110 Biosystems/Pharmacology of Chemical Dependency 3
CHD 150 Principles of Self-Help Groups 2
CHD 161* Beginning Interviewing and Documentation Skills 3
CHD 165* Theory and Techniques in the Treatment of the Chemically Dependent 2

Certificate of Completion in Chemical Dependency Level I

Required Courses: 21

BH S205* Models for Growth 3
CHD 100 Foundations of Chemical Dependency 3
CHD 102 Communication Skills in Chemical Dependency 3
CHD 110 Biological Systems Pharmacology of the Chemically Dependent 3
CHD 120 Professional Ethics in Counseling the Chemically Dependent 1
CHD 145 AIDS and Chemical Dependency 1
CHD 150 Principles of Self-Help Groups 2
CHD 161* Beginning Interviewing and Documentation Skills 3
CHD 165* Theory and Techniques in the Treatment of the Chemically Dependent 2

Certificate of Completion in Chemical Dependency Level II

Required Courses: 37

Certificate of Completion in Chemical Dependency Level I 21
CHD 220* Family Dynamics and Chemical Dependency 3
CHD 226* Counseling Multicultural and Diverse Populations 3
CHD 236* Recovery and Relapse of the Chemically Dependent 2
CHD 245* Dual Diagnosis 2
CHD 250* Group Interventions with the Chemically Dependent 3
CHD 275* Advanced Theory & Techniques in the Treatment of the Chemically Dependent 3

Certificate of Completion in Chemical Dependency

Required Courses: 100

CHD 220* Family Dynamics and Chemical Dependency 3
CHD 226* Counseling Multicultural and Diverse Populations 3
CHD 236* Recovery and Relapse of the Chemically Dependent 2
CHD 245* Dual Diagnosis 2
CHD 250* Group Interventions with the Chemically Dependent 3
CHD 275* Advanced Theory & Techniques in the Treatment of the Chemically Dependent 3

*Indicates course has a Prerequisite and/or Corequisite.
Certified in Applied Science in Chemical Dependency

Required Courses: 39
Certificate of Completion in Chemical Dependency Level I 39

General Education Requirements: 25

General Education Core: 15
First-Year Composition 6
ENG 101* First-Year Composition (3)
AND
ENG 102* First-Year Composition (3)

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

Mathematics 3
MAT 102* Mathematical Concepts/Applications (3)
OR
Equivalent as indicated by assessment

Critical Reading 3
CRE 101* Critical and Evaluative Reading I (3)
OR
Equivalent as indicated by assessment

General Education Distribution: 10

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

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

Social and Behavioral Services 3
PSY 101 Introduction to Psychology (3)
OR
PSY 270* Personal and Social Adjustment (3)

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Chemical Dependency Level I (21 credits)
Chemical Dependency Level II (39 credits)
Professional Addictions Counseling (15 credits)

Associate in Applied Science in:
Chemical Dependency (64 credits)

Students must earn a grade of “C” or better for all courses required within the program.
Minimum GPA 2.00

For a current listing of Chemical Dependency Seminars, visit
✔ http://www.rio.maricopa.edu/ci/programs/chemDependency/chemdepend.shtml

* Indicates course has a Prerequisite and/or Corequisite.
Computer Technology

The Computer Technology program is designed to provide information and training on the use, application and technological developments of computers in a changing electronic environment. Course work is aimed primarily at students interested in developing skills in the business or personal computing environment. Specifically, the courses provide instruction in the following areas: computer applications in the business environment and current trends and developments in computers; graphical applications; electronic spreadsheets; database; word processing; and computer operating systems.

Certificate of Completion in Computer Usage and Applications

The Computer Usage and Applications certificate is designed to provide an overview on the use, application, and technological developments of computers in a changing electronic environment. Courses focus on training the student in the basic use of software applications including the computer operating system, word processing, electronic worksheets, database management, presentation graphics, and the Internet.

**Required Courses:** 16

- BPC 135xx* Word Processing (any module) 2
- CIS 105 Survey of Computer Information Systems 3
- CIS 114D E Excel Spreadsheet 3
- CIS 117D x Database Management (any module) 3
- CIS 118A B PowerPoint: Level I 1
- CIS 121A E Windows Operating System: Level I 1
- CIS 133A A The Internet: Level I (1)
  **AND**
- CIS 133B A * The Internet: Level II (1)
  **AND**
- CIS 133C A * The Internet: Level III (1)
  **OR**
- CIS 133D A The Internet/World Wide Web (3) 3

**Associate in Applied Science in Computer Technology**

**Required Courses:** 16

Certificate of Completion in Computer Usage and Applications 16

**Restricted Electives:** 23

Choose 23 credits from the following:

Students must choose 23 credits of restricted electives. Of those electives, 15 credits must be taken in an emphasis area, i.e. networking, programming, desktop publishing, etc. Students must meet with a Program Advisor to identify course selections.

**Certificate(s) or Degree(s) Awarded:**

Certificate of Completion in Computer Usage and Applications (16 credits)

Associate in Applied Science in Computer Technology (64 credits)

Minimum GPA 2.00

For additional Educational Partnership Programs in Computer Technology, see pages 106-109.

*Indicates course has a Prerequisite and/or Corequisite.
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 professionals' practice, the MCCCD 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. Rio Salado College offers Clinical Dental Assisting, Dental Hygiene, and Nursing programs.

MCCCD Health Care Integrated Educational System

To respond to the dynamic changes occurring in health care arena and health professions' practice, the MCCCD has integrated the curriculum of all allied health and nursing programs and identified common, shared, or program competencies for specific Health Care pathways.

Level I - Common Competencies 2.0 Credits

ALL Health Care Students must satisfactorily achieve the Level I Common Competencies found in the following courses.

- HCC130A A: Health Care Today .5
- HCC130A B: Workplace Behavior in Health Care .5
- HCC130A C: Personal Wellness and Safety .5
- HCC130A D: Communication and Teamwork in Health Care Organizations .5

Level II - Common Competencies Credits Vary

ALL Health Care Students must satisfactorily achieve the Level II Common Competencies. See your advisor for which Medical Terminology course satisfies your pathway's course requirements.

- HCC130A E: Legal and Ethical Issues in Health Care .5
- HCC130A F: Decision Making in Health Care .5

Level II - Shared and Program Competencies Credits Vary

Required of only certain health occupations program pathways. Refer to specific program pathway curriculum or check with a program advisor. Shared Competencies are shared by several health program pathways. Program Competencies are specific to individual Health Occupations Program Pathways. These are required for certain Health Occupations Program Pathways. Refer to specific Pathway requirements or check with an advisor.

Notes:
1. Students are responsible for completing General Studies coursework required for their particular Health Care Pathway.
2. All students must successfully demonstrate required reading, writing, and mathematics competencies. Academic remediation is available.
3. It may be possible for some students to meet Health Care Competency requirements for Level I and Level II common competencies through assessment of prior experience and/or education.
4. Completion of Level I and Level II does not guarantee admission into Level III Health Care Pathways.

Examples of Level II Health Care Pathways

- Clinical Research Coordinating (GWCC)
- Community Health Advocate for Diabetes (MCC)
- Dental Assisting (PC, RSC)
- Dental Office Management (PC)

*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. See your advisor for more information.

**Examples of Level III Health Care Pathways

- Clinical Research Coordinating (GWCC)
- Community Health Advocate for Diabetes (MCC)
- Dental Assisting (PC, RSC)
- Dental Office Management (PC)
<table>
<thead>
<tr>
<th>Certificate/Program</th>
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<tbody>
<tr>
<td>Diagnostic Medical Ultrasound (GWCC)</td>
</tr>
<tr>
<td>Direct Care Practice (MCC)</td>
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<tr>
<td>Health Information Technology (PC)</td>
</tr>
<tr>
<td>Health Services Management (GWCC)</td>
</tr>
<tr>
<td>Health Unit Coordinating (GWCC)</td>
</tr>
<tr>
<td>Hospital Central Service (GWCC)</td>
</tr>
<tr>
<td>Laboratory Assisting (PC)</td>
</tr>
<tr>
<td>Medical Assisting (PC, SW SC/EM CC, M SC)</td>
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<tr>
<td>Medical Billing (PC)</td>
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<tr>
<td>Medical Coding: Physician or Hospital Based (PC)</td>
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<tr>
<td>Medical Transcription (GWCC, SW SC/EM CC)</td>
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<tr>
<td>Nuclear Medicine Technology (GWCC)</td>
</tr>
<tr>
<td>Nurse Assisting (GCC, MCC, PC, SCC, GWCC, M SC, PVCC, SW SC/EM CC)</td>
</tr>
<tr>
<td>Patient Care Technician (PC)</td>
</tr>
<tr>
<td>Perioperative Nursing (GWCC)</td>
</tr>
<tr>
<td>Phlebotomy (PC)</td>
</tr>
<tr>
<td>Surgical Technician First Assistant (GWCC)</td>
</tr>
<tr>
<td>Surgical Technology (GWCC)</td>
</tr>
<tr>
<td>Teaching Healing Meditation and Stress Management (PVCC)</td>
</tr>
<tr>
<td>Therapeutic Massage (CGCC, PC)</td>
</tr>
</tbody>
</table>

**Examples of Level III Health Care Pathways**

- Dental Hygiene (PC, RSC)
- Diagnostic Medical Ultrasound (GWCC)
- Direct Care Practice (MCC)
- Health Information Technology (PC)
- Health Services Management (GWCC)
- Medical Assisting (PC, SW SC/EM CC, M SC)
- Medical Radiography (GWCC)
- Nuclear Medicine Technology (GWCC)
- Nursing (GCC, GWCC, MCC, PC, SCC, RSC, GCC)
- Physical Therapist Assisting (GWCC)
- Practical Nursing (GWCC, GCC, MCC, PC, SCC, M CC, SW SC/EM CC)
- Respiratory Care (GWCC)
- Surgical Technology (GWCC)
- Therapeutic Massage (CGCC, PC)

**HCIES Assumption of Risk/Release of Liability**

Most of the program pathways of the HCIES include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

**HCIES College of Attendance**

As the programs within the HCIES are integrated across the Maricopa Community College District, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.
Dental Assisting

Certificate of Completion in Clinical Dental Assisting

The Clinical Dental Assisting program will prepare students to practice entry-level clinical dental assisting. The distance education format and frequent enrollment opportunities allow for flexibility in program completion. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Courses must be taken in specific chronological order with the internship course requirements completed in partnership with a practicing dentist who is a member of the state Dental Association.

Admission Criteria
A high school diploma or GED equivalency is required.

Required Courses: 23

- CDA 101* Orientation to Clinical Dental Assisting 1
- CDA 102* Introduction to Dental Office Management 1
- CDA 110* Infection Control and Hazard Communication 2
- CDA 115* Dental Anatomy and Pathology 3
- CDA 120* Clinical Patient Management 1
- CDA 125* Dental Materials 3
- CDA 220* Clinical Dental Assisting I 2
- CDA 230* Clinical Dental Assisting II 2
- CDA 240* Dental Radiographic Imaging 3
- CDA 280* Clinical Dental Assistant Practicum 1
- CDA 290* Internship for Clinical Dental Assistants 4

Certificate(s) or Degree(s) Awarded:
Certificate of Completion in:
Clinical Dental Assisting (23 credits)

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

Minimum GPA 2.00
Dental Hygiene

The Associate in Applied Science degree in Dental Hygiene, a shared program with Phoenix College and Rio Salado College, will prepare students to practice entry-level dental hygiene. Dental hygiene students will provide preventive and therapeutic services, and will develop a commitment to the community through extramural opportunities serving diverse populations. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Graduates are eligible for board examinations and licensure in all fifty states. The program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 East Chicago Avenue, Chicago, IL 60611-2678). The Commission is a specialized accrediting body recognized by the United States Department of Education.

Dental Hygiene

Associate in Applied Science in Dental Hygiene

Program Notes
Students must earn a grade of “C” or better for all courses required within the program. Students must complete all program prerequisites before enrolling in the program. All General Studies requirements are met by program prerequisites as indicated. Students should consult with an advisor in selecting courses to meet the General Studies areas.

Admission Criteria
Program information is available from Dental Hygiene advisors in the Student Services department. Application packets are available June 1st and are accepted through September 15th. The program prerequisites must be completed prior to enrollment with a letter grade of “C” or above.

Program Prerequisites: 34.5-38.5
Please note: Due to the application period, changes to program prerequisites may not be reflected in this catalog. Please contact the Dental Hygiene advisors at 480-517-8540 for more information.

Option 1: 34.5
HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 162</td>
<td>Microbiology Concepts for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>CHM 138*</td>
<td>Chemistry for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>CHM 138LL*</td>
<td>Chemistry for Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>HCC 109</td>
<td>CPR for Health Care Provider (.5)</td>
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</tbody>
</table>

OR
Current CPR certification at the health care provider professional rescuer level .5

Option 2: 34.5
HCC courses are to be waived for the student who has 6 months documented experience as a dental assistant or in other related dental patient care activities. Prospective students with health care licensure are also exempt from the HCC courses for the Dental Hygiene program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 162</td>
<td>Microbiology Concepts for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>CHM 138*</td>
<td>Chemistry for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>CHM 138LL*</td>
<td>Chemistry for Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>HCC 109</td>
<td>CPR for Health Care Provider (.5)</td>
<td></td>
</tr>
</tbody>
</table>

OR
Current CPR certification at the health care provider professional rescuer level .5

*Indicates course has a Prerequisite and/or Corequisite.
Option 3: 38.5
BIO 162 Microbiology Concepts for Allied Health 2
CHM 138* Chemistry for Allied Health 3
CHM 138L *C Chemistry for Allied Health Lab 1
HCC 109 CPR for Health Care Provider (.5)
OR
Current CPR certification at the health care provider professional rescuer level .5
HCC 130 Fundamentals in Health Care Delivery (3)
OR
HCC 130A A Health Care Today (.5)
AND
HCC 130A B Workplace Behaviors in Health Care (.5)
AND
HCC 130A C Personal Wellness and Safety (.5)
AND
HCC 130A D Communication and Teamwork in Health Care Organizations (.5)
AND
HCC 130A E Legal and Ethical Issues in Health Care (.5)
AND
HCC 130A F Decision Making in the Health Care Setting (.5) 3
HCC 145A A Medical Terminology for Health Care Workers I 1

General Education Requirements: 28

General Education Core: 15

First-Year Composition 6
Any approved general education course in the First-Year Composition area.

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

Critical Reading 3
CRE 101* Critical and Evaluative Reading I (3)
OR
Equivalent as indicated by assessment

Mathematics 3
MAT 102* Mathematical Concepts/Applications (3)
OR
Satisfactory completion of a higher MAT course (3)
OR
Equivalent by assessment

Certificate(s) or Degree(s) Awarded:
Associate in Applied Science in:
Dental Hygiene (92.5-96.5 credits)

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

Minimum GPA 2.00

For the latest information on the Dental Hygiene Program, visit

✔ http://www.riosalado.edu/ci/programs/dental.shtml
**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 and the Maricopa Skill Center. 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:**
This program is offered at the following sites:
- Gateway Community College 602-392-5025  
- Glendale Community College 623-845-3210  
- Maricopa Skill Center 602-238-4367  
- Mesa Community College 480-461-7106  
- Mesa Community College/Boswell 623-974-7835  
- Paradise Valley Community College (Nurse Assisting Only) 623-974-7835  
- Phoenix College 602-285-7427  
- Rio Salado College 480-517-8528  
- Scottsdale Community College 480-423-6225  
- Southwest Skill Center (Nurse Assisting Only) 623-353-2702

**Waiver of Licensure/Certification Guarantee:**
Admission or graduation from the 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. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111).

**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. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

**Health & Safety Requirements for MCCD Nursing Program:**

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. Health Declaration Form signed by a licensed health care provider.
4. 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.

**Corequisite Courses:**
Nursing Science and Nursing Process are corequisite courses and must be successfully completed concurrently to
The Nurse 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 a 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 Nurses (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 care and health promotion activities for clients and families across the life span.

Registered Nurse Pathway
A associate in Applied Science degree in Nursing Program The Associate Applied Science (A.A.S) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (R.N.). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, chronic and community based health care settings. The A.A.S degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

The Nurse Assisting Pathway
Certificate of Completion in Nurse Assisting:
Major Code: 5963

Admission Requirements:
None
Program Prerequisites: None

Required Courses:
HCC130 Fundamentals of Health Care Delivery
OR
HCC130AA Health Care Today (.5)
AND
HCC130AB Workplace Behavior in Health Care (.5)
AND
HCC130AC Personal Wellness and Safety (.5)
AND
HCC130AD Communication and Team Work in the Health Care Organizations (.5)
AND
HCC130AE Legal Issues in Health Care (.5)
AND
HCC130AF Decision Making in Health Care Setting (.5)
AND
NUR156 Nurse Assisting
NUR157 Nurse Assisting Lab

Total Credits: 8
Practical Nurse Pathway
Certificate of Completion in Practical Nursing:
Major Code: 5957

Admission Requirements:
Application and acceptance into Nursing Program
High School Graduate or GED

Prerequisite Courses:
HCC130 Fundamentals of Health Care Delivery
OR
HCC130AA Health Care Today (.5)
AND
HCC130AB Workplace Behavior in Health Care (.5)
AND
HCC130AC Personal Wellness and Safety (.5)
AND
HCC130AD Communication and Team Work in the Health Care Organizations (.5)
AND
HCC130AE Legal Issues in Health Care (.5)
AND
HCC130AF Decision Making in Health Care Setting (.5)
HCC145AA Medical Terminology for Health Care Workers I
NUR156 Nurse Assisting
AND
NUR157 Nurse Assisting Lab
OR
Current CNA or ICAN Placement
+ENG101 First Year Composition
+CRES101 Critical/eval Reading (or Test Exempt)
+CHM130 Fundamental Chemistry
AND
CHM130LL Fundamental Chemistry Lab
OR
One year high school chemistry
+BIO201 Human Anatomy and Physiology I
+BIO202 Human Anatomy and Physiology II
+MAT120 Intermediate Algebra
+MAT121 Intermediate Algebra
+MAT122 Intermediate Algebra
PSY101 Psychology
+BIO205 Microbiology

Required Courses:
+FON241 Principles of Human Nutrition
+HCR240 Human Pathophysiology I
OR
+HCR240A Human Pathophysiology II
AND
+HCR240A B Human Pathophysiology II
+HCR161 Nurse Process and Critical Thinking
+HCR163 Health Assessment and Health Promotion I
+HCR167 Pharmacology and Medicine Admin I
+HCR169 Nursing Science
+HCR181 Nursing Process and Critical Thinking II
+HCR185 Developing the Nurse’s Role Seminar I
+HCR187 Pharmacology and Medicine Admin II
+HCR189 Nursing Science II

Total Credits: 49.5-62.5

Registered Nurse Pathway
Associate in Applied Science in Nursing
Major code: 3812

Admission Requirements:
Application and acceptance into Nursing Program
High School Graduate or GED

Prerequisite Courses:
HCC130 Fundamentals of Health Care Delivery
OR
HCC130AA Health Care Today (.5)
AND
HCC130AB Workplace Behavior in Health Care (.5)
AND
HCC130AC Personal Wellness and Safety (.5)
AND
HCC130AD Communication and Team Work in the Health Care Organizations (.5)
AND
HCC130AE Legal Issues in Health Care (.5)
AND
HCC130AF Decision Making in Health Care Setting (.5)
HCC145AA Medical Terminology for Health Care Workers I
NUR156 Nurse Assisting
AND
NUR157 Nurse Assisting Lab
OR
Current CNA or ICAN Placement
+ENG101 First Year Composition
+CRES101 Critical/eval Reading (or Test Exempt)
+CHM130 Fundamental Chemistry
AND
CHM130LL Fundamental Chemistry Lab
OR
One year high school chemistry
+BIO201 Human Anatomy and Physiology I
+BIO202 Human Anatomy and Physiology II
+MAT120 Intermediate Algebra
+MAT121 Intermediate Algebra
+MAT122 Intermediate Algebra
PSY101 Psychology
+BIO205 Microbiology

Required Courses:
+FON241 Principles of Human Nutrition
+HCR240 Human Pathophysiology I
OR
+HCR240A Human Pathophysiology II
AND
+HCR240A B Human Pathophysiology II
+HCR161 Nurse Process and Critical Thinking
+HCR163 Health Assessment and Health Promotion I
+HCR167 Pharmacology and Medicine Admin I
+HCR169 Nursing Science
+HCR181 Nursing Process and Critical Thinking II
+HCR185 Developing the Nurse’s Role Seminar I
+HCR187 Pharmacology and Medicine Admin II
+HCR189 Nursing Science II

Total Credits: 49.5-62.5
NUR 156    Nurse Assisting
AND
NUR 157    Nurse Assisting Lab
OR
Current CNA OR ICAN Placement
+ENG 101    First Year Composition
+CHE 101    Critical/eval Reading (or Test Exempt)
+CHM 130    Fundamental Chemistry
AND
CHM 130LL    Fundamental Chemistry Lab
OR
One year high school chemistry
+BIO 201    Human Anatomy and Physiology I
+BIO 202    Human Anatomy and Physiology II
+MAT 120    Intermediate Algebra I
+MAT 121    Intermediate Algebra I
+MAT 122    Intermediate Algebra I
PSY 101    Psychology
+BIO 205    Microbiology

Required Courses:
+FON 241    Principles of Human Nutrition
+HCR 240    Human Pathophysiology
OR
+HCR 240AA    Human Pathophysiology I
AND
+HCR 240AB    Human Pathophysiology II
+ENG 102/108    First Year Composition
+Humanities Course
+NUR 161    Nurse Process and Critical Thinking I
+NUR 163    Health Assessment and Health Promotion I
+NUR 167    Pharmacology and Medication Administration
+NUR 169    Nursing Science I
+NUR 181    Nursing Process and Critical Thinking II
+NUR 185    Developing the Nurse's Role Seminar I
+NUR 187    Pharmacology and Medication Administration II
+NUR 189    Nursing Science II
+NUR 261    Nursing Process and Critical Thinking III
+NUR 263    Health Assessment and Health Promotion II
+NUR 267    Pharmacology & Medication Administration III
+NUR 269    Nursing Science III
+NUR 281    Nursing Process and Critical Thinking IV
+NUR 285    Developing the Nurse's Role II
+NUR 289    Nursing Science IV

Total Number of Credits 74.5-87.5

University Transfer Students

For students planning a University Program
Students who are planning to earn the Bachelor of Science in Nursing Degree may obtain their prerequisite courses at 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
+BIO 201    Human Anatomy & Physiology I
+BIO 202    Human Anatomy & Physiology II
+BIO 205    Microbiology
+CHM 130    Fundamental Chemistry
+CHM 130LL    Fundamental Chemistry Lab
+CHM 230    Fundamental Organic Chemistry
+CHM 230LL    Fundamental Organic Chemistry Lab
+ENG 101    First Year Composition
OR
+ENG 107    First Year Composition for ESL**
+ENG 102    First Year Composition
OR
+ENG 108    First Year Composition for ESL**
+FON 241    Principles of Human Nutrition
+Humanities/Fine Arts Elective - See Advisor
+NUR 161    Nurse Process and Critical Thinking I
+NUR 163    Health Assessment and Health Promotion I
+NUR 167    Pharmacology and Medication Administration
+NUR 169    Nursing Science I
+NUR 181    Nursing Process and Critical Thinking II
+NUR 185    Developing the Nurse's Role Seminar I
+NUR 187    Pharmacology and Medication Administration II
+NUR 189    Nursing Science II
+NUR 261    Nursing Process and Critical Thinking III
+NUR 263    Health Assessment and Health Promotion II
+NUR 267    Pharmacology & Medication Administration III
+NUR 269    Nursing Science III
+NUR 281    Nursing Process and Critical Thinking IV
+NUR 285    Developing the Nurse's Role II
+NUR 289    Nursing Science IV

HCR Courses (For ASU Students ONLY)
+HCR 210    Clinical Health Care Ethics
+HCR 220    Health Care Organizations
+HCR 230    Culture & Health
+HCR 240    Human Pathophysiology
OR
+HCR 240AA    Human Pathophysiology I
AND
+HCR 240AB    Human Pathophysiology II

** Indicates course has a Prerequisite and/or Corequisite.
Nursing

The Maricopa Community College Nursing Program (MCCNP) is available at seven Maricopa Colleges. The nursing pathway provides multiple exit points for employment that begin with the nurse assisting course and continues to the practical nurse certificate and registered nurse degree programs. The nursing program is approved by the Arizona State Board of Nursing which provides eligibility for the student to seek Nurse Assistant certification and practical/registered nurse licensure (PN and RN). Completion of the Nurse Assistant or the practical and registered nurse programs does not guarantee licensure. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing according to Title 32, Chapter 15 of the Arizona revised statutes.

Rio Salado College will offer the LPN to RN option through a distance learning format.

Associate of Applied Science in Nursing

Program Prerequisites: 25-38

Please note: The credit hour range is subject to change depending on the student’s educational experience.

BIO 201* Human Anatomy and Physiology I 4
BIO 202* Human Anatomy and Physiology II 4
BIO 205* Microbiology 4 CHM 130* Fundamental Chemistry (3)

AND

CHM 130LL* Fundamental Chemistry Lab (1)
OR
One year of high school chemistry 4
CRE 101* Critical and Evaluative Reading I (3)
OR
Equivalent by assessment 3
ENG 101* First-Year Composition 3
HCC 130 Fundamentals in Health Care Delivery (3)

AND

HCC 130A Health Care Today (0.5)
HCC 130B Workplace Behavior in Health Care (0.5)
HCC 130C Personal Wellness and Safety (0.5)
HCC 130D Communication and Teamwork in Health Care Organizations (0.5)

Required Courses: 44.5

FON 241* Principles of Human Nutrition 3
HCR 240* Human Pathophysiology (4)
OR
HCR 240A A Human Pathophysiology I (2)
AND
HCR 240A B Human Pathophysiology II (2) 4
NUR 161* Nursing Process and Critical Thinking I 3
NUR 163* Health Assessment and Health Promotion I 1
NUR 167* Pharmacology and Education Administration I 1

* Indicates course has a Prerequisite and/or Corequisite.
**CERTIFICATES & DEGREES**

**Nursing**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 169*</td>
<td>Nursing Science I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 181*</td>
<td>Nursing Process and Critical Thinking II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 185*</td>
<td>Developing the Nurse's Role I</td>
<td>1</td>
</tr>
<tr>
<td>NUR 187*</td>
<td>Pharmacology and Medication Administration II</td>
<td>1.5</td>
</tr>
<tr>
<td>NUR 189*</td>
<td>Nursing Science II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 261*</td>
<td>Nursing Process and Critical Thinking II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 263*</td>
<td>Health Assessment and Health Promotion II</td>
<td>1</td>
</tr>
<tr>
<td>NUR 267*</td>
<td>Pharmacology and Medication Administration III</td>
<td>1</td>
</tr>
<tr>
<td>NUR 269*</td>
<td>Nursing Science III</td>
<td>5</td>
</tr>
<tr>
<td>NUR 281*</td>
<td>Nursing Process and Critical Thinking IV</td>
<td>3</td>
</tr>
<tr>
<td>NUR 285*</td>
<td>Developing the Nurse's Role II</td>
<td>1</td>
</tr>
<tr>
<td>NUR 289*</td>
<td>Nursing Science IV</td>
<td>6</td>
</tr>
</tbody>
</table>

**General Studies Requirements:** 5  
**General Studies Core:** 3

**First-Year Composition** 3  
Met by ENG 101 in the Program Prerequisites area.  
ENG 102* First-Year Composition

**Oral Communication** 0  
Waived

**Mathematics** 0  
Met by MAT 120 or MAT 121 or MAT 122 or Higher Level Math Course in the Program Prerequisites area.

**Critical Reading** 0  
Met by ENG 101 in the Program Prerequisites area.

**General Studies Distribution:** 2  
**Humanities and Fine Arts** 2  
Any approved general studies course in the Humanities and Fine Arts area.

**Natural Sciences** 0  
Met by BIO 201 and BIO 202 in the Program Prerequisites area.

**Social and Behavioral Sciences** 0  
Met by PSY 101 in the Program Prerequisites area.

**Certificate(s) or Degree(s) Awarded:**  
Associate in Applied Science in:  
Nursing (74.5-87.5 credits)  
Students must earn a grade of "C" or better for all courses required within the program.  
**Minimum GPA 2.00**

* Indicates course has a Prerequisite and/or Corequisite.
Organizational Leadership

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.

Certificate of Completion in Organizational Leadership

Required Courses: 17-18

<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 (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>BPC110</td>
<td>Computer Usage and Applications (3)</td>
</tr>
<tr>
<td>GBS110</td>
<td>Human Relations in Business and Industry (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>MGT251</td>
<td>Human Relations in Business (3)</td>
</tr>
<tr>
<td>GBS233*</td>
<td>Business Communication (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>TQM105*</td>
<td>Writing for Quality Results (2)</td>
</tr>
<tr>
<td>MGT175</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT101</td>
<td>Techniques of Supervision (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>MGT229</td>
<td>Management and Leadership I (3)</td>
</tr>
</tbody>
</table>

Certificate of Completion in Quality Process Leadership

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: 14

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>TQM220</td>
<td>Leadership and Empowerment Strategies</td>
<td>2</td>
</tr>
<tr>
<td>TQM230</td>
<td>Teamwork Dynamics</td>
<td>2</td>
</tr>
<tr>
<td>TQM235</td>
<td>Motivation, Evaluation and Recognition Systems</td>
<td>2</td>
</tr>
<tr>
<td>TQM240</td>
<td>Project Management in Quality Organizations</td>
<td>2</td>
</tr>
</tbody>
</table>

*Indicates course has a Prerequisite and/or Corequisite.

Education

Rio Salado offers many education courses that lead to teacher certifications and endorsements from the Arizona Department of Education. Courses are designed “For Teachers, By Teachers” and are:

- offered in a distance learning-Internet format
- based on the current national education and technology standards
- cost-effective
- accepted by most districts for salary increases.

For more information on these courses, see pages 54-55.
TQM 290AA TQM Internship 1
TQM 292 Innovation Strategies 1

**Restricted Electives:** 3

COM 110 Interpersonal Communication 3
GBS 175 Professional Development 3
MGT 172 Organizations, Paradigms, and Change 1
MGT 229 Management and Leadership I 3
MGT 230 Management and Leadership II 3
MGT 251 Human Relations in Business 3
TQM 101 Quality Customer Service 3
TQM 105 Writing for Quality Results 2
TQM 200 Leadership for Front-Line Employees 2
TQM 205 Managing Diversity 2

**Associate in Applied Science in Organizational Leadership**

**Required Courses:** 17-18
Certificate of Completion in Quality Process Leadership 17
OR
Certificate of Completion in Organizational Leadership 17-18

**Restricted Electives:** 19-22
Students will choose one of two tracks for a total of 19-22 credits.

**Track 1** 17-18
Certificate of Completion in Quality Process Leadership 17
OR
Certificate of Completion in Organizational Leadership 17-18

In addition, students must choose 2-4 industry/job specific elective credits and have them approved by the department chair.

**Track 2** 19-22
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

**General Education Core:** 15-17

**First-Year Composition** 6
Any approved general education course in the First-Year Composition area.

**Oral Communication** 3
COM 230 Small Group Communication

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

**Mathematics** 3-5
MATH 102 Mathematical Concepts/Applications (3)
OR
MATH 120 Intermediate Algebra (5)
OR
MATH 122 Intermediate Algebra (3)

**General Education Distribution:** 10

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

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

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

**Certificate(s) or Degree(s) Awarded:**
Certificate of Completion in:
Quality Process Leadership (17 credits)
Organizational Leadership (17-18 credits)

Associate in Applied Science in:
Organizational Leadership (64-67 credits)

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

**Minimum GPA 2.00**

* Indicates course has a Prerequisite and/or Corequisite.
Public Administration

Certificate of Completion in Public Administration

The Certificate of Completion in Public Administration is designed to train employees of government agencies and those seeking employment or advancement in government agencies. Students will gain knowledge and skills in the areas of communication, organizational behavior, teamwork and finance as well as computer usage. The history, present, and future of public administration will also be addressed.

Required Courses: 15

- BPCxxx Any Business-Personal Computers course(s) (3)
- CISxxx Any Computer Information Systems course(s) (3)
- PAD101 Survey of Public Administration 3
- PAD107 Public Finance Administration 3
- PAD122* Public Sector/Human Resources Management 3
- PAD170 Public Sector Organizational Behavior 3

Associate in Applied Science in Public Administration

The Public Administration program is designed to meet the needs of employees of government agencies and those desiring employment or advancement in government agencies. The program covers the history, present and future of public administration. Courses include topics on finance, communication, organizational behavior, teamwork and management styles.

Required Courses: 15

- Certificate of Completion in Public Administration 15

Restricted Electives: 24

Students must choose 24 industry/job specific elective credits from the list of restricted electives below.

- ECN111 Macroeconomic Principles 3
- ECN112 Microeconomic Principles 3
- GBS205 Legal, Ethical, and Regulatory Issues in Business 3
- GBS233* Business Communication 3
- HSAxxx Any Human Services Administration course(s) 1-4
- LETxxx Any Law Enforcement Technology course(s) 1-4
- MG172 Organizations, Paradigms, and Change 3
- PADxxx Any Public Administration course 3
- POS110 American National Government 3
- POS221 Arizona Constitution 1
- PSY101 Introduction to Psychology 3
- SOC101 Introduction to Sociology 3
- SOC212 Women and Men in a Changing Society 3
- TQM101 Quality Customer Service 3
- TQM105* Writing for Quality Results 2
- TQM230 Teamwork Dynamics 2

General Education Requirements: 25

General Education Core: 15

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
- COM230* Small Group Communication (3)

Critical Reading

- CRE101* Critical and Evaluative Reading I (3)
  OR
- CRE111* Critical Reading for Business and Industry (3)

Mathematics

- MAT102* Mathematical Concepts/Applications (3)
  OR
- MAT122* Intermediate Algebra (3)

General Education Distribution: 10

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

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

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

Certificate(s) or Degree(s) Awarded:

- Certificate of Completion in Public Administration (15 credits)
- Associate in Applied Science in Public Administration (64 credits)

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

Minimum GPA 2.00

*Indicates course has a Prerequisite and/or Corequisite.
Quality Customer Service

Certificate of Completion in Quality Customer Service

This certificate is designed to provide students with training to meet the requirements for employment. Courses will be offered in Customer Service, Teamwork, Communication Skills (both written and oral), and Professional Development.

Required Courses: 13
COM 110 Interpersonal Communication 3
GBS175 Professional Development 3
TQM 101 Quality Customer Service 3
TQM 105* Writing for Quality Results 2
TQM 230 Teamwork Dynamics 2

Restricted Electives: 3
Choose 3 credits from the following:
BPC117xx (any module) 1
BPC130xx (any module) 1
MGT172 Organizations, Paradigms, and Change 1
TQM 200 Leadership for Front-Line Employees 2
TQM 205 Managing Diversity 2

Associate in Applied Science in Quality Customer Service

The Associate in Applied Science degree in Quality Customer Service is designed to provide students with training to meet the requirements for employment. Courses will be offered in Customer Service, Teamwork, Communication Skills (both written and oral), and Professional Development.

Required Courses: 16
Certificate of Completion in Quality Customer Service 16

Restricted Electives: 23
Students must choose 23 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 specialized program of study.

General Education Requirements: 25
General Education Core: 15
First-Year Composition 6
ENG 101* First-Year Composition (3)
AND
ENG 102* First-Year Composition (3)
OR
ENG 111* Technical Writing (3)

Oral Communication 3
COM 230* Small Group Communication

Critical Reading 3
CRE 101* Critical and Evaluative Reading I (3)
OR
CRE 111* Critical Reading for Business and Industry (3)
OR
E Equivalent as indicated by assessment

Mathematics 3
MAT 102* Mathematical Concepts/Applications (3)
OR
Any higher level MAT course

General Education Distribution: 10
Humanities and Fine Arts 3
Any approved general education course in the Humanities and Fine Arts area.

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

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

Certificate(s) or Degree(s) Awarded:
Certificate of Completion in: Quality Customer Service (16 credits)
Associate in Applied Science: Quality Customer Service (64 credits)

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

Minimum GPA 2.00

The following certificates of completion are limited to Rio Salado’s Educational Partnership Programs (see pages 116-120):
Credit Card: Customer Service
Credit Counseling: Customer Service
Human Services - Assistance: Customer Service
Human Services - Long Term Care: Customer Service
Human Services - Specialist: Customer Service
Auto Insurance: Customer Service
Insurance: Customer Service
Telecommunications: Customer Service
Travel Agency: Customer Service
Utilities: Customer Service
Public Administration: Legal Services
Share the Privilege...

• by embracing the rights of democracy.

• of voting. Did you know that Rio Salado College's Admissions and Records Department has voting registration materials? They can be picked up in Tempe or mailed to your residence. Call 480-517-8150 if you would like to have registration materials mailed to you. After registering with the County Recorder's Office, you vote in-person or by mail.

• of making your vote count and voice heard.

• by encouraging a friend or a family member to vote.

• by being informed about voter initiatives. This information is automatically mailed to registered voters.

• by taking an American National Government course, POS110.

• by taking an Arizona Constitution course, POS221.

• by taking a US Constitution course, POS222.

• by getting free Citizenship Test preparation if not US citizen. Rio Salado offers instruction in US government and history to prepare students for the US Naturalization Test. Students may study in class or through the mail. For more information or to find the most convenient class for you, call 480-517-8030 or 480-517-8110.

Never doubt that a small group of thoughtful committed citizens can change the world.
—Margaret Mead

Sponsored by Rio Salado College’s Civic Participation Steering Committee.
The Educational Partnership Programs in Rio Salado's Applied Programs division delivers professional, affordable training and educational opportunities on-site to employees of local businesses and agencies. Credit and non-credit courses can be customized to meet specific goals and requirements. Special certificate and degree programs link college and company training to provide career-path education.

In addition, Rio Salado offers numerous classes and workshops on quality issues such as leadership, customer service, teambuilding and supervisory skills. Through distance learning and the latest technologies, the college can offer these same learning opportunities at other locations around the world. Call Educational Partnership Programs at 480-517-8525 for a consultation at no charge.

Please Note: The following educational programs have been designed to meet the needs of specific industries or agencies. Employment by these organizations is required for registration.

IN THIS SECTION
Airline Operations
Computer Technology
Corrections
Detention Services
Fire Science
Law Enforcement Technology
Public Administration
Quality Customer Service

Modifications to programs and courses may occur throughout the academic year. For the most updated information on curriculum, see our web site at:

✔ http://www.rio.maricopa.edu/ci/programs/
or to speak to an academic advisor, call 480-517-8540.
Airline Operations

The Associate in Applied Science in Airline Operations is designed to provide students with the opportunity to specialize in specific areas of airline operations while still meeting the rigid Federal Aviation Administration requirements. Students may choose to specialize in the areas of Reservations, Passenger Services, Vacations, Initial Flight Attendant, and Ground Operations.

Certificate of Completion in Airline Operations: Reservations

The Certificate of Completion in Airline Operations: Reservations provides students with training in airline reservations and sales. Courses cover Federal Aviation Administration rules and regulations as well as customer service, fares, ticketing procedures, seat assignments and computer familiarization.

Required Courses: 11

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR102</td>
<td>Reservations/Sales Training I</td>
<td>3</td>
</tr>
<tr>
<td>AIR104*</td>
<td>Reservations/ Sales Training II</td>
<td>3</td>
</tr>
<tr>
<td>AIR105*</td>
<td>Automated Ticketing (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>AIR106*</td>
<td>Reservations/Sales Training III (3)</td>
<td>3</td>
</tr>
<tr>
<td>AIR110*</td>
<td>Advanced Reservations/Sales Training</td>
<td>2</td>
</tr>
</tbody>
</table>

Certificate of Completion in Airline Operations: Passenger Services

The Certificate of Completion in Airline Operations: Passenger Services is designed to provide students with training in airline ticketing and passenger services. Courses cover all facets of airline passenger services including ticketing, fares, payments, baggage, and standby procedures. Rules and regulations of the Federal Aviation Administration are emphasized.

Required Courses: 11

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR102</td>
<td>Reservations/Sales Training I</td>
<td>3</td>
</tr>
<tr>
<td>AIR110*</td>
<td>Advanced Reservations/Sales Training</td>
<td>2</td>
</tr>
<tr>
<td>AIR113*</td>
<td>Automated Ticketing and Check-In</td>
<td>3</td>
</tr>
<tr>
<td>AIR115*</td>
<td>Ticketing/Pasenger Services</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Basic Reservations Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AIR119</td>
<td>Baggage Service/WorldTracer System (2) OR</td>
<td></td>
</tr>
<tr>
<td>BPCxxx</td>
<td>Any Business-Personal Computer Course (2) OR</td>
<td></td>
</tr>
<tr>
<td>CISxxx</td>
<td>Any Computer Information Systems Course (2)</td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Completion in Airline Operations: Vacations

The Certificate of Completion in Airline Operations: Vacations provides training for students interested in a career as an airline Tour Sales Representative. Students will develop knowledge in vacation travel products including travel packages, destinations and tours. An emphasis is placed on Federal Aviation Administration rules and regulations as well as computer systems and sales techniques.

Required Courses: 11

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR130</td>
<td>Vacation Travel Product Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>AIR132*</td>
<td>Tour Sales Computer Systems</td>
<td>2</td>
</tr>
<tr>
<td>AIR134*</td>
<td>Tour Sales Techniques</td>
<td>2</td>
</tr>
<tr>
<td>AIR136*</td>
<td>Vacation Travel Booking Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Certificate of Completion in Airline Operations: Initial Flight Attendant

The Certificate of Completion in Airline Operations: Initial Flight Attendant provides training for airline flight attendants. Inflight training procedures are covered for the Boeing 737, Boeing 757 and Airbus 320 aircraft. Courses also cover emergency medical procedures, security procedures and general operations as well as Federal Aviation Administration rules and regulations.

Required Courses: 10

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR118</td>
<td>Emergency Medical Procedures</td>
<td>2</td>
</tr>
<tr>
<td>AIR120*</td>
<td>Boeing 737 Initial Training</td>
<td>3</td>
</tr>
<tr>
<td>AIR122*</td>
<td>Boeing 737 Emergency Procedures</td>
<td>2</td>
</tr>
<tr>
<td>AIR124*</td>
<td>Boeing 757 Transition Training</td>
<td>2</td>
</tr>
<tr>
<td>AIR125*</td>
<td>Airbus 320 Transition Training</td>
<td>1</td>
</tr>
</tbody>
</table>

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Airline Operations: Ground Operations

The Certificate of Completion in Airline Operations: Ground Operations is designed to provide ramp safety and ground operation procedures for airline employees. Courses cover all aspects of the ramp environment including procedures for arrival, turnaround and departure conditions. Familiarization of various aircraft with an emphasis on engine safety, structural and performance limits, flight crew requirements and passenger capacities also covered. Rules and regulations of the Federal Aviation Administration emphasized.

Required Courses: 12

- AIR140* Ramp Safety Procedures 2
- AIR142* Aircraft Dynamics 3
- AIR144* Team Lead Training 2
- BPC110 Computer Usage and Applications (3)
- CIS105 Survey of Computer Information Systems (3)
- BPC135xx Any Word Processing Course 2

Associate in Applied Science in Airline Operations

Required Courses: 26-28

Certificate of Completion in Airline Operations: Reservations 11
OR Certificate of Completion in Airline Operations: Passenger Services 11
OR Certificate of Completion in Airline Operations: Vacations 11
OR Certificate of Completion in Airline Operations: Initial Flight Attendant 10
OR Certificate of Completion in Airline Operations: Ground Operations 12
AND Certificate of Completion in Quality Customer Service 16

Restricted Electives: 11-13

Students must choose 11-13 industry/job specific elective credits and have them approved by the department chair.

General Education Requirements: 25

General Education Core: 15

First-Year Composition
ENGL101* First-Year Composition (3)
AND
ENGL102* First-Year Composition (3)
OR
ENGL111* Technical Writing (3)

Oral Communication
COM100 Introduction to Human Communication (3)
OR
COM230* Small Group Communication (3)

Critical Reading
CRE101* Critical and Evaluative Reading I (3)
OR
CRE111* Critical Reading for Business and Industry (3)

Mathematics
MATH102* Mathematical Concepts/Applications (3)
OR
MATHxxx Any higher level MATH course (3)

General Education Distribution: 10

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

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

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

Certificate(s) or Degree(s) Awarded:
Certificate of Completion in:
- Airline Operations: Reservations (11 credits)
- Airline Operations: Passenger Services (11 credits)
- Airline Operations: Vacations (11 credits)
- Airline Operations: Initial Flight Attendant (10 credits)
- Airline Operations: Ground Operations (12 credits)
AND
Certificate of Completion in Quality Customer Service 16

Associate in Applied Science in:
- Airline Operations (64 credits)

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

Minimum GPA 2.00

* Indicates course has a Prerequisite and/or Corequisite.
Computer Technology

The Computer Technology program is designed to provide information and training on the use, application and technological developments of computers in a changing electronic environment. Course work is aimed primarily at students interested in developing skills in the business or personal computing environment. Specifically, the courses provide instruction in the following areas: computer applications in the business environment and current trends and developments in computers; graphical applications; electronic spreadsheets; database; word processing; and computer operating systems.

Certificate of Completion in Computer Usage and Applications

The Computer Usage and Applications certificate is designed to provide an overview on the use, application, and technological developments of computers in a changing electronic environment. Courses focus on training the student in the basic use of software applications including the computer operating system, word processing, electronic worksheets, database management, presentation graphics, and the Internet.

Required Courses: 16

BPC135xx* Word Processing (any module) 2
CIS105 Survey of Computer Information Systems 3
CIS114DE Excel Spreadsheet 3
CIS117Dx Database Management (any module) 3
CIS118AB PowerPoint: Level I 1
CIS121AE Windows Operating System: Level I 1
CIS133AA The Internet: Level I (1)
AND
CIS133BA* The Internet: Level II (1)
AND
CIS133CA* The Internet: Level III (1)
OR
CIS133DA The Internet/World Wide Web (3) 3

* Indicates course has a Prerequisite and/or Corequisite.
# Certificate of Completion in Network Professional

The Network Professional certificate is designed for students seeking a career in information technology. Students will gain technical knowledge in various aspects of microcomputers including workstations, servers, and routers. Courses will also focus on networks and high-end operating systems.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT 121*</td>
<td>Microsoft Windows 2000 Network and Operating System Essentials</td>
<td>2</td>
</tr>
<tr>
<td>CCT 122</td>
<td>Implementing Microsoft Windows 2000 Professional</td>
<td>3</td>
</tr>
<tr>
<td>CCT 227*</td>
<td>Windows 2000 Network Management</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCT 228*</td>
<td>Supporting a Microsoft Windows 2000 Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CCT 260</td>
<td>Interconnecting Cisco Network Devices</td>
<td>3</td>
</tr>
</tbody>
</table>

*Indicates course has a prerequisite and/or corequisite.

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# Certificate of Completion in Technology Helpdesk Support

The Technology Helpdesk Support certificate is designed to prepare the student to work as a technology helpdesk customer service representative. Courses focus on project management, Internet navigation, advanced operating systems, LAN operations, computer setup and maintenance, advanced word processing, desktop design, customer service and technical support, and current topics in computing.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC 125*</td>
<td>Microcomputer Set Up and Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>BPC 138AA</td>
<td>Windows Desktop Design &amp; Publishing</td>
<td>3</td>
</tr>
<tr>
<td>BPC 235xx</td>
<td>Advanced Word Processing (any module)</td>
<td>2</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Customer Service/Technical Support</td>
<td>1</td>
</tr>
<tr>
<td>CIS 109*</td>
<td>LAN Operations and Concepts</td>
<td>1</td>
</tr>
<tr>
<td>CIS 122A*</td>
<td>Windows Operating System: Level II</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 122AG</td>
<td>Windows 98 - Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 124A</td>
<td>Project Management Software: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 190*</td>
<td>Introduction to Local Area Networks</td>
<td>1</td>
</tr>
<tr>
<td>CIS 225*</td>
<td>Business Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240*</td>
<td>Local Area Network Planning and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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# Certificate of Completion in Networking

The Networking certificate is designed to provide the basic skills necessary for students planning to specialize in local area networks. Courses focus on training the student in project management, business systems, design, computer setup and maintenance, LAN operations and advanced operating systems.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC 125*</td>
<td>Microcomputer Set Up and Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>BPC 170*</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>3</td>
</tr>
<tr>
<td>BPC 225*</td>
<td>Computer Configuration and Enhancement</td>
<td>1</td>
</tr>
<tr>
<td>BPC 278*</td>
<td>Software Installation - Microsoft Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109*</td>
<td>LAN Operations and Concepts</td>
<td>1</td>
</tr>
<tr>
<td>CIS 121A</td>
<td>Microsoft Windows Server Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CIS 122A*</td>
<td>Windows Operating System: Level II</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 122AG</td>
<td>Windows 98 - Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 124A</td>
<td>Project Management Software: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 162A</td>
<td>C++: Level I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 166AA</td>
<td>Introduction to JavaScripting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 163A</td>
<td>Java Programming: Level I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 233AA</td>
<td>The Internet Web Publishing I</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 233BA</td>
<td>The Internet Web Publishing II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 233CA</td>
<td>The Internet Web Publishing III</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 233DA</td>
<td>The Internet Web Publishing III</td>
<td>1</td>
</tr>
<tr>
<td>CIS 259*</td>
<td>Visual Basic Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263AA</td>
<td>Java Programming: Level II</td>
<td>3</td>
</tr>
</tbody>
</table>

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# Certificate of Completion in Programming

The Programming certificate is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150*</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 159*</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 162A</td>
<td>C++: Level I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 166AA</td>
<td>Introduction to JavaScripting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 163A</td>
<td>Java Programming: Level I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 233AA</td>
<td>The Internet Web Publishing I</td>
<td>1</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 233BA</td>
<td>The Internet Web Publishing II</td>
<td>1</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 233CA</td>
<td>The Internet Web Publishing III</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 233DA</td>
<td>The Internet Web Publishing III</td>
<td>1</td>
</tr>
<tr>
<td>CIS 259*</td>
<td>Visual Basic Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263AA</td>
<td>Java Programming: Level II</td>
<td>3</td>
</tr>
</tbody>
</table>

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*Indicates course has a prerequisite and/or corequisite.
Computer Technology

Certificate of Completion in Technology Troubleshooting and A+ Preparation

The Technology Troubleshooting and A+ Preparation certificate is designed to prepare the student to work as a hardware technician with preparation toward A+ certification. Courses focus on project management, business systems analysis and design, Internet navigation, computer setup and maintenance, computer configuration, customer service and technical support, advanced operating systems, LAN operations, and current topics in computing.

Required Courses: 35
Certificate of Completion Computer Usage & Apps 16
BPC 125* Microcomputer Set Up & Maintenance 1
BPC 170* Computer Maintenance I: A+ Prep 3
BPC 225* Computer Configuration and Enhancement 1
BPC 278* Software Installation - MS Windows 3
CIS 102 Customer Service/Technical Support 1
CIS 109* LAN Operations and Concepts 1
CIS 121AB M S-DOS Operating System 1
CIS 122AE W indows O perating System: L evel II (1)
OR
CIS 122AG W indows 98 - L evel II (1) 1
CIS 124AA Project M anagement Software: L evel I 1
CIS 125* Business Systems A nalysis and Design 3
CIS 280 Current Topics in Computing (3)
OR
CIS 290AC Computer Info Systems Internship (3) 3

Certificate of Completion in Desktop Publishing

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.

Required Courses: 24
Certificate of Completion Computer Usage & Apps 16
BPC 110 Computer Usage and Applications (3)
OR
CIS 105 Survey of Computer Info Systems (3)
BPC 138BA* Windows Desktop Design & Publishing Using Quark Express 3
BPC 238BA* Windows Desktop Design & Publishing Using Quark Express (3)
BPC 238CA* Windows Desktop Design & Publishing Using PageMaker (3)

Certificate of Completion in Web Master

The Web Master certificate is designed to prepare students to work with and design professional web pages. Courses focus on training the student in project management, maintenance, Internet navigation, HTML, web design and publishing, graphics design, multimedia technology, and written communication skills.

Required Courses: 34
Certificate of Completion Computer Usage & Apps 16
BPC 125* Microcomputer Set Up & Maintenance 1
CIS 109* LAN Operations and Concepts 1
CIS 120D F Computer Graphics: IBM Adobe Photoshop 3
CIS 122AE Windows Operating System: Level II (1)
OR
CIS 122AG Windows 98 - Level II (1) 1
CIS 124AA Project Management Software: Level I 1
CIS 125* Business Systems Analysis and Design 3
CIS 159* Visual Basic Programming I (3)
OR
CIS 166AA* Introduction to JavaScripting (3)
CIS 1233A A* The Internet Web Publishing I (1)
AND
CIS 233BA* The Internet Web Publishing II (1)
OR
CIS 233CA* The Internet Web Publishing III (1)
OR
CIS 233DA* The Internet Web Publishing (3)
CIS 235* E-Commerce 3

* Indicates course has a Prerequisite and/or Corequisite.
**Educational Partnership Programs**

**Computer Technology**

**Associate in Applied Science in Computer Technology**

**Required Courses:** 11-16
- Certificate of Completion in Computer Usage and Applications 16
- OR Certificate of Completion in Network Professional 11

**Restricted Electives:** 23-28
- Students must choose 23-28 credits of restricted electives. Of those electives, 15 credits must be taken in an emphasis area, i.e. networking, programming, desktop publishing, etc. Students must meet with a Program Advisor to identify course selections.

  - BPCxxx Any Business-Personal Computers course .5-4
  - OR
  - CISxxx Any Computer Information Systems course 1-4
  - OR
  - OASxxx Any Office Automation Systems course .5-4

  (Students can choose any combination of BPC, CIS or OAS courses to fulfill the Restricted Electives Requirement.)

**General Education Requirements:** 25

**General Education Core:** 15

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

- Oral Communication 3
  - COM100 Introduction to Human Communication

- Critical Reading 3
  - CRE101* Critical and Evaluative Reading I (3)
  - OR
  - CRE111* Critical Reading for Business and Industry (3)
  - OR
  - Equivalent as indicated by assessment

**Mathematics** 3

  - MAT102* Mathematical Concepts/Applications (3)
  - OR
  - MATxxx* Any higher level MAT course (3)

**Certificate(s) or Degree(s) Awarded:**

- Certificate of Completion in:
  - Computer Usage and Applications (16 credits)
  - Desktop Publishing (24 credits)
  - Networking (37 credits)
  - Network Professional (11 credits)
  - Programming (37 credits)
  - Technology Helpdesk Support (32 credits)
  - Technology Troubleshooting and A+ Preparation (35 credits)
  - Web Master (34 credits)

- Associate in Applied Science in:
  - Computer Technology (64 credits)

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

**Minimum GPA 2.00**

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*Indicates course has a Prerequisite and/or Co-requisite.
Corrections

The Corrections Program is designed to prepare students who are interested in a career in the field of corrections and will also upgrade the skills of those officers currently working in the field. Students will develop skills to meet the challenges of working with different types of inmates and the problems encountered with these individuals. Courses in the Certificate of Completion in Basic Corrections will cover ethics, management skills, conflict and crisis management techniques, and security procedures. The Certificate of Completion in Advanced Corrections will cover the areas of supervision, political science, communication, psychology and sociology.

Certificate of Completion in Basic Corrections

The Certificate of Completion in Basic Corrections will prepare students for a career in the field of corrections. Courses are designed to prepare students with the skills needed to meet the challenges of working in a correctional facility. Courses cover the topics of inmate management techniques, ethics and professionalism, conflict and crisis management skills in addition to security procedures and weapons training.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET 160*</td>
<td>Correctional System Ethics and Professionalism</td>
<td>1</td>
</tr>
<tr>
<td>LET 162*</td>
<td>Introduction to Inmate Management</td>
<td>3</td>
</tr>
<tr>
<td>LET 164*</td>
<td>Correctional Information Systems</td>
<td>1</td>
</tr>
<tr>
<td>LET 166*</td>
<td>Correction Officers Safety and Weapons Training</td>
<td>2</td>
</tr>
<tr>
<td>LET 168*</td>
<td>Inmate Security Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET 170*</td>
<td>Security, Custody and Control Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET 172*</td>
<td>Conflict and Crisis Management</td>
<td>2</td>
</tr>
<tr>
<td>LET 176*</td>
<td>Medical and Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>LET 178*</td>
<td>Physical Fitness and Self Defense Training</td>
<td>3</td>
</tr>
</tbody>
</table>

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Advanced Corrections

The Certificate of Completion in Advanced Corrections is designed for corrections officers seeking advancement in the corrections field. Courses will focus on supervision techniques, interpersonal communication, and the constitutions of the United States and the State of Arizona. Officers will also study basic psychology principles and sociology concepts.

**Required Courses:** 33

- Certificate of Completion in Basic Corrections 18
  - LET 161 Correctional Sergeant’s Leadership Procedures (3)
  - OR
  - MGT 229 Management and Leadership I (3)
  - OR
  - PAD 116 Supervisory Training for DOC Employees (3)
- COM 110 Interpersonal Communication (3)
- POS 220 U.S. and Arizona Constitution (3)
- OR
  - POS 221 Arizona Constitution (1)
  - OR
  - POS 222 U.S. Constitution (2)
  - OR
  - PSY 101 Introduction to Psychology (3)
  - OR
  - SOC 101 Introduction to Sociology (3)

**Restricted Electives:** 6

- CIS 105 Survey of Computer Information Systems (3)
- CIS 133 DA The Internet/World Wide Web (3)
- COM 263 Elements of Intercultural Communication (3)
- LET 161 Correctional Sergeant’s Leadership Procedures (3)
- MGT 229 Management and Leadership I (3)
- PAD 116 Supervisory Training for DOC Employees (3)
- PHI 243 World Religions (3)
- POS 100 Introduction to Political Science (3)
- PSY 2XX Any 200 Level Psychology Course (3)
- SOC 2XX Any 200 Level Sociology Course (3)
- SPA 101 Elementary Spanish I (4)
- SPA 115 Beginning Spanish Conversation I (3)
- SPA 102 Elementary Spanish II (4)

**Certificate(s) or Degree(s) Awarded:**

- Certificate of Completion in Basic Corrections (18 credits)
- Certificate of Completion in Advanced Corrections (21 credits)
- Associate in Applied Science in Corrections (64 credits)

**Required Courses:** 39

- Certificate of Completion in Advanced Corrections (39 credits)

**General Education Requirements:** 25

**General Education Core:** 15

- First-Year Composition 6
  - ENG 101* First-Year Composition (3)
  - AND
  - ENG 102* First-Year Composition (3)
- Oral Communication 3
  - COM 230* Small Group Communication (3)
- Critical Reading 3
  - CRE 101* Critical and Evaluative Reading I (3)
  - OR
  - CRE 111* Critical Reading for Business and Industry (3)
  - OR
  - Equivalent as indicated by assessment
- Mathematics 3
  - MAT 122* Intermediate Algebra (3)
- General Education Distribution: 10
  - Humanities and Fine Arts 3
    - Any approved general education course in the Humanities and Fine Arts area.
  - Natural Sciences 4
    - Any approved general education course in the Natural Sciences area.
  - Social and Behavioral Sciences 3
    - Any approved general education course in the Social and Behavioral Sciences area.

**Associate in Applied Science in Corrections**

- Minimum GPA 2.00
Detention Services

The Detention Services program is designed to prepare students who are interested in a career in the field of detention and will also upgrade the skills of those presently working in the field. Courses will examine the services and programs provided to inmates as well as legal issues affecting both the incarcerated person and those working within this setting. Courses also focus on management techniques, security and emergency procedures, and detention facility training. Students will study current issues dealing with different types of inmates, and the variety of problems encountered with these individuals.

Certificate of Completion in Detention Services

Required Courses: 18

- LET130* Detention Officer Training 2
- LET132* Introduction to Correctional Law 3
- LET134* Detention M anagement I 2
- LET135* Detention M anagement II 2
- LET136* Detention Security Procedures 2
- LET138* Detention Officer E mergency Procedures 1
- LET139* Detention Facility Training 2
- LET141* Detention D efensive Tactics 4

Associate in Applied Science in Detention Services

Required Courses: 18

Certificate of Completion in Detention Services 18

Restricted Electives: 21

- AJS101 Introduction to Criminal Justice 3
- AJS112 Wellness for Law Enforcement Officers 3
- AJS124 Correctional Institutions 3
- AJS200 Current Issues in Criminal Justice 3
- BPCxxx Any Business-Personal Computer course 1-3
- LET100* Introduction to Law Enforcement Technology 1
- LET125* Legal A spect of Law Enforcement 2
- LET140* R.I.S.C. Team Training 1
- LET190* Human Communications & Relations 1
- LET230* Cultural Awareness for Law Enforcement 3
- PSY101 Introduction to Psychology 3
- PSY125 Leadership and Group Dynamics 3
- PSY211* Crisis M anagement 3

PSY245* Psychology of A dult Development 3
PSY250* Social Psychology 3
PSY266* Abnormal Psychology 3
PSY270* Personal and Social Adjustment 3
SO C 110 Drugs and Society 3
SO C 140 Racial and Ethnic M inorities 3
SO C 245* Social Deviance 3
SPA109 Law Enforcement Spanish I 4
SPA209* Intermediate Spanish for Law Enforcement 3

General Education Requirements: 25

General Education Core: 15

- ENG101* First-Year Composition (3)
- ENG102* First-Year Composition (3)
- ENG111* Technical W riting (3)

Oral Communication
- COM 230* Small Group Communication 3

Critical Reading
- CRE101* Critical and E valuative Reading I (3)

Or
- CRE111* Critical Reading for Business and Industry (3)

Optional: Equivalent as indicated by assessment

Mathematics
- MAT122* Intermediate Algebra 3

General Education Distribution: 10

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

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

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

Certificate(s) or Degree(s) Awarded:

- Certificate of Completion in: Detention Services (18 credits)
- Associate in Applied Science in: Detention Services (64 credits)

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

Minimum GPA 2.00

*Indicates course has a Prerequisite and/or Corequisite.
Fire Science

The Fire Science Certificate of Completion and Associate in Applied Science Degree (AAS) are designed to provide students training as professional firefighters. The Fire Science Certificate of Completion and the AAS Degree can be used by professional firefighters for career enhancement within the Fire Services. A unique feature of the Fire Science Certificate of Completion and the AAS Degree is that the instructors will be professional firefighters and/or licensed emergency medical training personnel.

Certificate of Completion in Fire Science

Required Courses: 36

- FSC102* Fire Department Operations 11
- FSC105 Hazardous Materials/First Responder 3
- FSC108 Fundamentals of Fire Prevention 3
- FSC113 Introduction to Fire Suppression 3
- FSC117 Fire Apparatus 3
- FSC134 Fitness and Conditioning/Firefighters 3
- FSC208* Firefighter Safety and Building Construction 3
- FSC209 Fire Investigation 3
- FSC238* Vehicular Extrication and Patient Stabilization 2
- FSC290AA Arson Investigation 1
- PED101IH Physical Activities: Fitness for Life 1

Associate in Applied Science in Fire Science

Required Courses: 42

Certificate of Completion in Fire Science 36
- FSC118 Fire Hydraulics 3
- FSC204* Firefighting Tactics and Strategy 3

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6
- ENG101* First-Year Composition (3)
  AND
- ENG102* First-Year Composition (3)
  OR
- ENG111* Technical Writing (3)

General Education Distribution: 10

- English (3): COM110* Interpersonal Communication (3)
- Critical Reading (3): CRE101* Critical and Evaluative Reading I (3)
- Critical Reading (3): CRE111* Critical Reading for Business and Industry (3)
- Oral Communication (3): COM225* Public Speaking (3)
- Oral Communication (3): COM230* Small Group Communication (3)
- Mathematics (3): MAT102* Mathematical Concepts/Applications (3)
- Mathematics (3): MAT122* Intermediate Algebra (3)
- Natural Sciences (4): BIO105, Environmental Biology (4) OR BIO156, Human Biology for Allied Health (4) OR CHM130*, Fundamental Chemistry (3) AND CHM130LL*, Fundamental Chemistry Lab (1)
- Social and Behavioral Sciences (3): SOC101, Introduction to Sociology (3)

Certificate(s) or Degree(s) Awarded:

- Certificate of Completion: Fire Science (36 credits)
- Associate in Applied Science: Fire Science (67 credits)

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

Minimum GPA 2.00

* Indicates course has a Prerequisite and/or Corequisite.
Law Enforcement Technology

The Certificate of Completion in Law Enforcement Technology, the Certificate of Completion in Public Safety Technology, the Certificate of Completion in Law Enforcement Field Training, and the Associate in Applied Science in Law Enforcement Technology degree are designed to provide participants with up-to-date industry-specific training that will enhance their professional opportunities. In addition, it will provide the metropolitan Phoenix area with a staff of law enforcement professionals, who are capable of handling the challenges of their profession.

Certificate of Completion in Law Enforcement Technology

Required Courses: 39

- LET 100* Intro to Law Enforcement Technology 1
- LET 102* Criminal Investigation 4
- LET 106* Patrol Procedures 2
- LET 109* Criminal Law 2
- LET 111* Tactical Driving 2
- LET 119* Community Relations 1
- LET 125* Legal Aspects of Law Enforcement 2
- LET 127* Field Problems 2
- LET 143* Physical Conditioning and Wellness 3
- LET 145* Arrest/Defense Tactics 5
- LET 150* Firearms I 3
- LET 151* Firearms II 2
- LET 156* First Aid 2
- LET 190* Human Communications & Relations 1
- LET 202* Traffic Procedures 2
- LET 203* Report Writing 2
- LET 211* Criminalistics 2
- LET 223* Search and Seizure 1

Associate in Applied Science in Law Enforcement Technology

Required Courses: 39

- Certificate of Completion in Law Enforcement Technology 39

General Education Requirements: 25

General Education Core: 15

- ENG 101* First-Year Composition (3)
- ENG 102* First-Year Composition (3)
- ENG 111* Technical Writing (3)

Oral Communication 3

- COM 100 Introduction to Human Communication (3)
- COM 230* Small Group Communication (3)

Critical Reading 3

- CRE 101* Critical and Evaluative Reading I (3)
- CRE 111* Critical Reading for Business and Industry (3)

Mathematics 3

- MAT xxx* Any approved general education course in the Mathematics area.

General Education Distribution: 10

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

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

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

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Public Safety Technology

Required Courses: 14
- LET 152* Tactical Weapons 2
- LET 179* Traffic Enforcement Procedures 2
- LET 183* Traffic Offenses 2
- LET 188* Vehicle Inspection 3
- LET 250* DUI Detection 2
- LET 260* Traffic Accident Investigation 3

Certificate of Completion in Law Enforcement Field Training

Required Courses: 18
- LET 279AA* Field Training: Phase I 4
- LET 279AB* Field Training: Phase II 5
- LET 279AC* Field Training: Phase III 5
- LET 279AD* Field Training: Phase IV 4

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Law Enforcement Technology (39 credits)
- Public Safety Technology (14 credits)
- Law Enforcement Field Training (18 credits)

Associate in Applied Science in:
- Law Enforcement Technology (64 credits)

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

Minimum GPA 2.00

* Indicates course has a Prerequisite and/or Corequisite.

Opportunities for Educational Training for Current Law Enforcement Professionals

For more than a decade, Rio Salado College has partnered with various metropolitan Phoenix police agencies and training academies to provide Arizona’s law enforcement professionals with the finest and most comprehensive educational training opportunities available. Rio Salado currently offers a Certificate of Completion in Law Enforcement Technology, which leads to an Associate in Applied Science in Law Enforcement Technology. This certificate is designed to provide law enforcement officers with the knowledge to enhance their professional skills, earn promotions, widen their career choices and meet the challenges of their duties and responsibilities.

For more information, call 480-517-8461 or visit our website at:

http://policetraining.rio.maricopa.edu

In addition to the Certificate of Completion and Associate in Applied Science in Law Enforcement Technology, Rio Salado also offers a Certificate of Completion in Public Safety Technology and a Certificate of Completion in Law Enforcement Field Training. These two certificates are designed to further enhance the skills and knowledge acquired in the basic law enforcement academy.
Public Administration

Certificate of Completion in Public Administration

The Certificate of Completion in Public Administration is designed to train employees of government agencies and those seeking employment or advancement in government agencies. Students will gain knowledge and skills in the areas of communication, organizational behavior, teamwork and finance as well as computer usage. The history, present, and future of public administration will also be addressed.

Required Courses: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCxxx</td>
<td>Any Business-Personal Computers course(s)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISxxx</td>
<td>Any Computer Information Systems course(s)</td>
<td>3</td>
</tr>
<tr>
<td>PAD101</td>
<td>Survey of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD107</td>
<td>Public Finance Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD122*</td>
<td>Public Sector/Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD170</td>
<td>Public Sector Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate of Completion in Public Administration: Legal Services

The Certificate of Completion in Public Administration: Legal Services is designed to provide students with the training needed for employment in the legal divisions of government agencies. Topics covered in the curriculum include the criminal justice system, court case assignments, criminal charging documentation, document security and ethical issues. An emphasis is placed on effective oral and written communication, interpersonal relationship skills, and time management skills as well as computer usage.

Required Courses: 16

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BPC111</td>
<td>Computer Keyboarding I</td>
<td>1</td>
</tr>
<tr>
<td>BPC111A B*</td>
<td>Computer Keyboarding II</td>
<td>1</td>
</tr>
<tr>
<td>CIS118A B</td>
<td>PowerPoint: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS118BB*</td>
<td>PowerPoint: Level II</td>
<td>1</td>
</tr>
<tr>
<td>OCS102</td>
<td>Office Career Preparation</td>
<td>1</td>
</tr>
<tr>
<td>OCS122</td>
<td>Office Orientation and Essential Skills</td>
<td>3</td>
</tr>
<tr>
<td>PAD110</td>
<td>Criminal Charging Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD112</td>
<td>Court Record Administration</td>
<td>2</td>
</tr>
</tbody>
</table>
General Education Requirements: 25
General Education Core: 15

First-Year Composition
ENG 101* First-Year Composition (3)
AND
ENG 102* First-Year Composition (3)
OR
ENG 111* Technical Writing (3)

Oral Communication
COM 100 Introduction to Human Communication (3)
OR
COM 230* Small Group Communication (3)

Critical Reading
CRE 101* Critical and Evaluative Reading I (3)
OR
CRE 111* Critical Reading for Business and Industry (3)

Mathematics
MAT 102* Mathematical Concepts/Applications (3)
OR
MAT 122* Intermediate Algebra (3)

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

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

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

Certificate(s) or Degree(s) Awarded:
Certificate of Completion in:
Public Administration (15 credits)
Public Administration: Legal Services (16 credits)

Associate in Applied Science in Public Administration

The Public Administration program is designed to meet the needs of employees of government agencies and those desiring employment or advancement in government agencies. The program covers the history, present and future of public administration. Courses include topics on finance, communication, organizational behavior, teamwork and management styles.

Required Courses: 15
Certificate of Completion in Public Administration

Restricted Electives: 24
Students will choose one of the following:
Certificate of Completion in Public Administration:
Legal Services 16

AND
Students must also choose 8 industry/job specific elective credits from the list of restricted electives below.
OR
Students must choose 24 industry/job specific elective credits from the list of restricted electives below.

ECN 111 Macroeconomic Principles 3
ECN 112 Microeconomic Principles 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS233* Business Communication 3
HSAxxx Any Human Services Administration course(s) 1-4
LETxxx Any Law Enforcement Technology course(s) 1-4
MGT 172 Organizations, Paradigms, and Change 1
PADxxx Any Public Administration course 3
POS110 American National Government 3
POS221 Arizona Constitution 1
PSY 101 Introduction to Psychology 3
SOC 101 Introduction to Sociology 3
SOC 212 Women & Men in a Changing Society 3
TQM 101 Quality Customer Service 3
TQM 105* Writing for Quality Results 2
TQM 230 Teamwork Dynamics 2
ECN111 Macroeconomic Principles 3
ECN112 Microeconomic Principles 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS233* Business Communication 3
HSAxxx Any Human Services Administration course(s) 1-4
LETxxx Any Law Enforcement Technology course(s) 1-4
MGT 172 Organizations, Paradigms, and Change 1
PADxxx Any Public Administration course 3
POS110 American National Government 3
POS221 Arizona Constitution 1
PSY 101 Introduction to Psychology 3
SOC 101 Introduction to Sociology 3
SOC 212 Women & Men in a Changing Society 3
TQM 101 Quality Customer Service 3
TQM 105* Writing for Quality Results 2
TQM 230 Teamwork Dynamics 2
ECN111 Macroeconomic Principles 3
ECN112 Microeconomic Principles 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS233* Business Communication 3
HSAxxx Any Human Services Administration course(s) 1-4
LETxxx Any Law Enforcement Technology course(s) 1-4
MGT 172 Organizations, Paradigms, and Change 1
PADxxx Any Public Administration course 3
POS110 American National Government 3
POS221 Arizona Constitution 1
PSY 101 Introduction to Psychology 3
SOC 101 Introduction to Sociology 3
SOC 212 Women & Men in a Changing Society 3
TQM 101 Quality Customer Service 3
TQM 105* Writing for Quality Results 2
TQM 230 Teamwork Dynamics 2

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

Minimum GPA 2.00
Quality Customer Service

Certificate of Completion in Quality Customer Service

This certificate is designed to provide students with training to meet the requirements for employment. Courses will be offered in Customer Service, Teamwork, Communication Skills (both written and oral), and Professional Development.

Required Courses: 

- COM 110 Interpersonal Communication 3
- GBS 175 Professional Development 3
- TQM 101 Quality Customer Service 3
- TQM 105* Writing for Quality Results 2
- TQM 230 Teamwork Dynamics 2

Restricted Electives: 

Choose 3 credits from the following:
- BPC 117xx (any module) 1
- BPC 130xx (any module) 1
- MGT 172 Organizations, Paradigms, and Change 1
- TQM 200 Leadership for Front-Line Employees 2
- TQM 205 Managing Diversity 2

Associate in Applied Science in Quality Customer Service

The Associate in Applied Science degree in Quality Customer Service is designed to provide students with training to meet the requirements for employment. Courses will be offered in Customer Service, Teamwork, Communication Skills (both written and oral), and Professional Development.

Required Courses: 16
- Certificate of Completion in Quality Customer Service 16

Restricted Electives: 23

Students will choose one of the following Certificates of Completion for a total of 23 credits.

Certificate of Completion in Human Services - Assistance: Customer Service

This certificate is designed to provide students with the knowledge and skills to meet basic job requirements in federal and state assistance programs. Courses will cover interviewing techniques, referrals, case management, and advanced eligibility determinations issues in medical, food stamps, and aid to families with dependent children.

Required Courses: 18
- HSA 113 Family Assistance Computer System Overview 2
- HSA 114 Assistance Applications 3
- HSA 116 Assistance Determination 3
- HSA 118 Medical Assistance Determination 3
- HSA 222 Advanced Eligibility Determination I 3
- HSA 224* Advanced Eligibility Determination II 2
- HSA 226* Advanced Eligibility Determination III 2

Students must also choose 5 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Human Services - Specialist: Customer Service

This certificate is designed to provide students with the knowledge and skills to meet basic job requirements in federal and state assistance programs. Courses will cover case management techniques, job evaluations, dispute resolutions, and grievance procedures.

**Required Courses:**

- BPC119* Basic Data Entry Activities 1
- HSA160 Employment Assistance Administration I 3
- HSA162* Employment Assistance Administration II 3
- HSA170 Employment & Training Administration I 2
- HSA172* Employment & Training Administration II 2

Students must also choose 12 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Human Services - Long Term Care: Customer Service

This certificate is designed to provide students with the knowledge and skills to meet basic job requirements in state assistance programs. An overview of various assistance agencies is provided, emphasizing the Arizona Long Term Care System (ALTCS). Courses will also cover eligibility determination, application process, documentation and verification procedures, case management and interviewing techniques.

**Required Courses:**

- HSA200 Introduction to Arizona Health Care Cost Containment System (AHCCCS) 2
- HSA202 Arizona Long Term Care System (ALTCS): Eligibility 2
- HSA204 Arizona Long Term Care System (ALTCS): Advanced Eligibility 3
- HSA206 Arizona Long Term Care System (ALTCS): Advanced Eligibility Topics 2
- HSA208 Arizona Long Term Care System (ALTCS): Non-Financial Eligibility 2
- HSA210 Arizona Long Term Care System (ALTCS): Resources and Income 3

Students must also choose 9 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Automobile Insurance: Customer Service

This certificate is designed to provide students with the training required for employment in the automobile insurance industry. Courses cover eligibility guidelines, rating factors, policy rates and quotes, policy coverage adjustment, underwriting procedures and contract stipulations. Additional topics include computer usage, customer service skills and the responsibilities of the automobile insurance member acquisition services representative.

**Required Courses:**

- CSR201 Insurance Operations 3
- CSR202 Insurance Representative Services 3
- CSR204 Insurance Representative Procedures 3
- CSR205 Automobile Insurance Provisions 3
- CSR206 Insurance Rate Determination 3
- CSR207 Automobile Policy Adjustment 3
- CSR208 Automobile Policy Provision 2

Students must also choose 3 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Insurance: Customer Service

This certificate is designed to provide students with the training required for employment in the insurance industry. Courses will cover insurance coverage, rates and regulations, processing and rewriting applications, and the use of a computerized insurance system.

**Required Courses:**

- CSR180 Insurance Regulations 3
- CSR181 Insurance Rates and Coverage 3
- CSR182 Insurance Application Processing and Rewrites 3
- CSR185 Insurance Industry Direct Sales 3
- CSR186 Insurance Industry Direct Sales Lab 2

Students must also choose 9 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.
Certificate of Completion in Utilities: Customer Service

Service sector occupations require higher education and average pay levels are expected to grow. White collar, career-minded individuals will seek employment in the customer service area through this decade. This certificate is designed to provide students with training to meet requirements for employment in the customer service area of the utilities industry.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCS101</td>
<td>Introduction to Billing</td>
<td>3</td>
</tr>
<tr>
<td>UCS110</td>
<td>Meter and Trouble Orders</td>
<td>2</td>
</tr>
<tr>
<td>UCS120</td>
<td>Payments, Credits and Rates</td>
<td>3</td>
</tr>
<tr>
<td>UCS130</td>
<td>Service Orders I</td>
<td>3</td>
</tr>
<tr>
<td>UCS135*</td>
<td>Service Orders II</td>
<td>2</td>
</tr>
<tr>
<td>UCS140*</td>
<td>Service Order Procedures</td>
<td>2</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCS105</td>
<td>Introduction to Public Utility</td>
<td>2</td>
</tr>
<tr>
<td>UCS122*</td>
<td>Public Utility Orders</td>
<td>3</td>
</tr>
<tr>
<td>UCS124*</td>
<td>Public Utility Orders Lab</td>
<td>3</td>
</tr>
<tr>
<td>UCS126*</td>
<td>Public Utility Service Practices</td>
<td>2</td>
</tr>
<tr>
<td>UCS132*</td>
<td>Advanced Public Utility Processing</td>
<td>3</td>
</tr>
<tr>
<td>UCS134*</td>
<td>Advanced Public Utility Processing Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must also choose 7-8 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Credit Counseling: Customer Service

This certificate is designed to provide students with the training required for employment in the credit counseling industry. Courses will cover types of bankruptcies, types of credit and types of account liabilities as well as legal issues and laws governing the credit industry. The training will also focus on portfolio reviews, Critical Account Maintenance reviews and statement reviews, customer account evaluations and account maintenance.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI250</td>
<td>Customer Service for Credit Counselors</td>
<td>3</td>
</tr>
<tr>
<td>CSI251</td>
<td>Legal Issues in Credit Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CSI253</td>
<td>Credit Counseling Processes</td>
<td>3</td>
</tr>
<tr>
<td>CSI254</td>
<td>Account Management System</td>
<td>2</td>
</tr>
<tr>
<td>CSI255</td>
<td>Account Maintenance Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must also choose 9 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Credit Card: Customer Service

This certificate is designed to provide students with the training required for employment in the credit card industry. Courses will cover customer relations, account maintenance procedures, billing and audit processes and basic computer operations.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMX125</td>
<td>Fundamentals of Cardmember Assistance</td>
<td>2</td>
</tr>
<tr>
<td>AMX127*</td>
<td>Credit Related Inquiries</td>
<td>3</td>
</tr>
<tr>
<td>AMX129*</td>
<td>Account Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>AMX220*</td>
<td>Billing Audit</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must also choose 13 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Travel Agency: Customer Service

This certificate is designed to provide students with the training required for employment in the travel agency industry. Courses will cover reservations, booking and ticketing procedures, sales and communication skills, fares and computerized reservations systems.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR160</td>
<td>Reservation/Booking Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AIR161*</td>
<td>Airline Reservations System</td>
<td>2</td>
</tr>
<tr>
<td>TVL117*</td>
<td>Travel Industry Reservations</td>
<td>3</td>
</tr>
<tr>
<td>TVL119*</td>
<td>Travel Industry Reservations Lab</td>
<td>3</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TVL140</td>
<td>Reservation Sales and Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>TVL141</td>
<td>Virtual Telecommunications Access Method</td>
<td>2</td>
</tr>
<tr>
<td>TVL142</td>
<td>Reservations Training: First Stage</td>
<td>2</td>
</tr>
<tr>
<td>TVL143*</td>
<td>Reservations Training: Second Stage</td>
<td>2</td>
</tr>
<tr>
<td>TVL144</td>
<td>Charter/Bulk Reservations Training</td>
<td>2</td>
</tr>
<tr>
<td>TVL145</td>
<td>Reservation Modifications</td>
<td>2</td>
</tr>
</tbody>
</table>

Students must also choose 12 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.
Certificate of Completion in
Telecommunications: Customer Service

This certificate is designed to provide students with the training required for employment in the telecommunications industry. Courses will cover the use of a computerized account maintenance system and a computerized phone system, communication and sales skills, billing procedures, call rates, calling cards and account adjustments.

Required Courses: 14

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR169*</td>
<td>Telecommunications Company Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>CSR173*</td>
<td>Telecommunications Billing/Rates</td>
<td>3</td>
</tr>
<tr>
<td>CSR174*</td>
<td>Inquiries and Adjustments</td>
<td>3</td>
</tr>
<tr>
<td>CSR175*</td>
<td>Telecommunications Sales, Products and Features</td>
<td>3</td>
</tr>
<tr>
<td>CSR176*</td>
<td>Customer Contact Associate Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

Students must also choose 9 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

General Education Requirements: 25

General Education Core: 15

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Composition: ENG 101*</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENG 102*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG 111*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Oral Communication: COM 230*</td>
<td>3</td>
</tr>
<tr>
<td>Critical Reading: CRE 101*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CRE 111*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Equivalent as indicated by assessment</td>
<td></td>
</tr>
<tr>
<td>Mathematics: MAT 102*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Any higher level MAT course</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates course has a Prerequisite and/or Corequisite.

General Education Distribution: 10

Humanities and Fine Arts: 3

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

Natural Sciences: 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences: 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Quality Customer Service (16 credits)

Human Services - Assistance:
Customer Service (18 credits)

Human Services - Long Term Care:
Customer Service (14 credits)

Human Services - Specialist:
Customer Service (11 credits)

Automobile Insurance: Customer Service (20 credits)

Insurance: Customer Service (14 credits)

Utilities: Customer Service (15-16 credits)

Credit Card - Customer Service (10 credits)

Credit Counseling: Customer Service (11 credits)

Travel Agency - Customer Service (11 credits)

Telecommunications: Customer Service (14 credits)

Associate in Applied Science in:
Quality Customer Service (64 credits)

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

Minimum GPA 2.00
Key to General Education Codes
All General Education course are coded with the following symbols to indicate how each course transfers. For more detailed information about course applicability and degree requirements, call a Rio Salado advisor at 480-517-8540.

- C Cultural Diversity in the United States Courses
- FL Non-English Language Requirement
- FYC First Year Composition
- G Global Awareness Courses
- H Historical Awareness Courses
- HU Humanities and Fine Arts
- L Literacy and Critical Inquiry
- MA Mathematics Courses
- CS CS (computer/statistics/quantitative applications) Courses
- SB Social and Behavioral Sciences
- SQ Natural Sciences Quantitative
- SG Natural Sciences General

Transfer Blocks
Arizona General Education Curriculum (AGEC)
The AGEC is a 35 credit hour block of lower-division general education courses for Arizona community college students who intend to transfer to an Arizona public university to earn a four year degree.

The AGEC will transfer as a block to any Arizona public university without loss of credit and will fulfill all lower division general education requirements for the majors with which they articulate.

There are three types of AGEC blocks to choose from:
- AGEC A, for liberal arts and other majors;
- AGEC B, for business majors; and
- AGEC S, for majors with more stringent mathematics and mathematics-based science requirements.

Transfer Degrees
In addition we have three new 60-64 credit transfer degrees that will transfer as a block without loss of credit toward graduation in the baccalaureate majors with which they articulate.

These include:
- The Associate of Arts (AA), for liberal arts and other majors;
- The Associate of Business (ABus), for business majors; and
- The Associate of Science (AS), for majors with more stringent mathematics and mathematics-based science requirements.
Districtwide Occupational Programs

IN THIS SECTION
Districtwide Occupational Programs
• Agriculture
• Business
• Health Occupations
• Home Economics
• Service Occupations
• Technology and Trade Industrial

Maricopa Skill Center Certificates
Southwest Skill Center at EMCC Certificates
## Districtwide Occupational Programs

### Agriculture

**Areas & Programs**

<table>
<thead>
<tr>
<th>College</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td>Agribusiness Sales and Service</td>
</tr>
<tr>
<td></td>
<td>Pest Management Aide</td>
</tr>
<tr>
<td>GC, MC</td>
<td>Agribusiness Production and Management</td>
</tr>
<tr>
<td></td>
<td>(See Agribusiness Sales and Service and</td>
</tr>
<tr>
<td></td>
<td>Horticulture sections for additional</td>
</tr>
<tr>
<td></td>
<td>programs and related areas)</td>
</tr>
<tr>
<td>MC</td>
<td>Ranch and Livestock Management Aide</td>
</tr>
<tr>
<td>MC</td>
<td>Ranch and Livestock Management Specialist</td>
</tr>
<tr>
<td>GC, MC</td>
<td>Urban Horticulture</td>
</tr>
<tr>
<td></td>
<td>(See Horticulture section for additional</td>
</tr>
<tr>
<td></td>
<td>programs and related areas)</td>
</tr>
<tr>
<td>SC</td>
<td>Equine Training and Management</td>
</tr>
<tr>
<td>SC</td>
<td>Equine Science</td>
</tr>
<tr>
<td>MC</td>
<td>Horticulture</td>
</tr>
<tr>
<td>GC</td>
<td>Landscape Aide</td>
</tr>
<tr>
<td>GC</td>
<td>Landscape Design and Installation</td>
</tr>
<tr>
<td>GC</td>
<td>Landscape Management</td>
</tr>
<tr>
<td>GM</td>
<td>Landscape Specialist</td>
</tr>
<tr>
<td>GC</td>
<td>Nursery Operations</td>
</tr>
<tr>
<td></td>
<td>(See Agricultural Production and</td>
</tr>
<tr>
<td></td>
<td>Management section for additional</td>
</tr>
<tr>
<td></td>
<td>programs and related areas)</td>
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</table>

### Business

**Accounting**

<table>
<thead>
<tr>
<th>College</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Accounting</td>
</tr>
<tr>
<td></td>
<td>Accounting - Specialized Para-Professional</td>
</tr>
<tr>
<td>SC</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>GW</td>
<td>Bookkeeping/Accounting</td>
</tr>
<tr>
<td>GW, PC, PV</td>
<td>Microcomputer Accounting</td>
</tr>
<tr>
<td></td>
<td>(See Business Administration for additional</td>
</tr>
<tr>
<td></td>
<td>information and related areas)</td>
</tr>
<tr>
<td>GC</td>
<td>Paraprofessional Accounting</td>
</tr>
</tbody>
</table>

### Business Administration

<table>
<thead>
<tr>
<th>College</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>MC, SC</td>
<td>Business</td>
</tr>
<tr>
<td>SC</td>
<td>Business (Fastrack)</td>
</tr>
<tr>
<td>CG, GC, GW, PC, PV</td>
<td>General Business PC, PV</td>
</tr>
<tr>
<td></td>
<td>(See Management section for additional</td>
</tr>
<tr>
<td></td>
<td>information and related areas)</td>
</tr>
<tr>
<td>GW, MC, PV</td>
<td>Import / Export Trade</td>
</tr>
<tr>
<td>GW, MC, PC, PV</td>
<td>International Business</td>
</tr>
</tbody>
</table>

### Computer Science

<table>
<thead>
<tr>
<th>College</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>EM</td>
<td>Computer Applications Technology</td>
</tr>
<tr>
<td>CG, EM, GW, MC, PC, SC</td>
<td>Computer Hardware and</td>
</tr>
<tr>
<td></td>
<td>Desktop Support</td>
</tr>
<tr>
<td>GC, GW, MC, PC, PV, SC, SM</td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>GC</td>
<td>Helpdesk Specialist</td>
</tr>
<tr>
<td>GC, EM</td>
<td>Oracle Applications Developer</td>
</tr>
<tr>
<td>EM</td>
<td>Oracle Database O perations</td>
</tr>
<tr>
<td>GC, EM</td>
<td>Oracle Database Administrator</td>
</tr>
<tr>
<td>SC</td>
<td>Web Design</td>
</tr>
<tr>
<td>SC</td>
<td>Web Design and Development</td>
</tr>
<tr>
<td>GC, GW, PC, PV, EM</td>
<td>Web Developer</td>
</tr>
<tr>
<td>PV</td>
<td>Computer Networking Technology</td>
</tr>
<tr>
<td>PV</td>
<td>Computer Systems Maintenance</td>
</tr>
<tr>
<td>EM, RS</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>RS</td>
<td>Computer Usage and Applications</td>
</tr>
<tr>
<td>RS, EM</td>
<td>Desktop Publishing</td>
</tr>
<tr>
<td>RS</td>
<td>Network Professional</td>
</tr>
<tr>
<td>RS</td>
<td>Networking</td>
</tr>
<tr>
<td>RS</td>
<td>Programming</td>
</tr>
<tr>
<td>RS</td>
<td>Technology Helpdesk Support</td>
</tr>
<tr>
<td>RS</td>
<td>Technology Troubleshooting and A+</td>
</tr>
<tr>
<td>RS</td>
<td>Preparation</td>
</tr>
<tr>
<td>SC</td>
<td>Web Master</td>
</tr>
<tr>
<td>SC</td>
<td>Database Development</td>
</tr>
<tr>
<td>SC</td>
<td>Education Technology</td>
</tr>
<tr>
<td>GW</td>
<td>Education Technology</td>
</tr>
</tbody>
</table>

## Key to Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG</td>
<td>Chandler Gilbert Community College</td>
</tr>
<tr>
<td>EM</td>
<td>Estrella Mountain Community College</td>
</tr>
<tr>
<td>GC</td>
<td>Glendale Community College</td>
</tr>
<tr>
<td>GW</td>
<td>Gateway Community College</td>
</tr>
<tr>
<td>MC</td>
<td>Mesa Community College</td>
</tr>
<tr>
<td>PC</td>
<td>Phoenix College</td>
</tr>
<tr>
<td>PV</td>
<td>Paradise Valley Community College</td>
</tr>
<tr>
<td>RS</td>
<td>Rio Salado College</td>
</tr>
<tr>
<td>SC</td>
<td>Scottsdale Community College</td>
</tr>
<tr>
<td>SM</td>
<td>South Mountain Community College</td>
</tr>
</tbody>
</table>
Districtwide Occupational Programs

**Geographic Information Systems**

**Internet Design and Development**

**Internet/Intranet Web Development Technology**

**Linux Information Systems**

**Microcomputer Applications**

(See Office Occupations section for additional information and related areas)

**Microcomputer Applications: Office Specialist/Expert Level**

(See Office Occupations section for additional information and related areas)

**Microcomputer Business Applications**

**Microsoft Applications Specialist/Core**

**Microsoft Applications Specialist/Expert**

**Microsoft Database Administration**

**Microsoft Office Specialist/Advanced**

**Microsoft Office Specialist/Basic**

**Microsoft Product Specialist**

**Microsoft Solutions Development**

**Microsoft Systems Administrator**

**Microsoft Systems Administration**

**Microsoft Systems Engineer**

**Network Administration**

**Network Administration: Cisco**

**Network Administration: Microsoft Windows NT**

**Network Administration: Novell**

**Network Administration: UNIX-Solaris**

**Network Administration: Microsoft Windows 2000**

**Network Security**

**Networking Administration**

**Networking System Administration**

**Networking Technology: Cisco**

**Networking Technology: UNIX-Solaris**

**Networking Technology: Windows 2000**

**Network Technology**

**Software Development**

**Media Technology**

**Motion Picture/Television Production**

**Broadcast Production**

**Editing**

**Film Production**

**Screenwriting**

**Media Arts: Computer Art/Illustration**

**Media Arts: Desktop Publishing**

**Media Arts: Digital Animation**

**Media Arts: Digital Imaging**

**Media Arts: Music Technology**

**Media Arts: Web Page Design**

**Video Production Technology**

**Finance**

**Banking and Finance**

**Real Estate**

**Management**

**Business Management**

**Credit Union Management**

**General Business**

**Management I**

**Management II**

**Middle Management**

**Public Administration**

**Public Administration: Legal Services**

**Public Relations**

(See Middle Management section for additional programs and related areas)

**Retail Management**

**Small Business**

**Small Business Entrepreneurship**

**Supermarket Management**

**Supervision**

**Supervision and Management I**

**Supervision and Management II**

**Supply Chain and Operations Management**

**Wholesale Food Management**

**Marketing**

**Marketing**

**Retail Marketing and Management**

**Retail Merchandising/Marketing**

**Salesmanship**

**Marketing I**

**Marketing II**

**Retail Marketing and Management**

**Retail Merchandising/Marketing**

**Salesmanship**

**Media Technology**

**Motion Picture/Television Production**

**Broadcast Production**

**Editing**

**Film Production**

**Screenwriting**

**Media Arts: Computer Art/Illustration**

**Media Arts: Desktop Publishing**

**Media Arts: Digital Animation**

**Media Arts: Digital Imaging**

**Media Arts: Music Technology**

**Media Arts: Web Page Design**

**Video Production Technology**
### Middle Management
- **MC** Public Relations
  (See Management and Media Technology sections for additional programs and related areas)

### Office Occupations
- **PV** Administrative Information Management Support
- **GC** Administrative Office Coordinator
- **GC** Call Center Supervision
- **PV** Computer Software Applications
- **GW** Court Reporting
- **GC** Data Entry Clerk
- **GC** General Office Secretary
- **PC** Legal Assisting
- **PC** Legal Secretarial
- **PC** Medical Office Support
- **PC** Medical Office Support: Basic Clerical Transcription
- **PV, SC, SM** Office Automation Systems
- **GC** Office Coordinator
- **SC** Office Fundamentals
- **GW** Office Specialist: Computer Applications
- **PC** Office Support
- **PC** Office Support I
- **PC** Office Support II
- **GC** Receptionist
- **GW** Scoping
- **SC** Word Processing

### Total Quality Management
- **EM, GW, MC, PC, PV, RS**
  - Quality Customer Service
  - A Car Mobile Insurance: Customer Service
  - Credit Counseling: Customer Service
  - Credit Card: Customer Service
  - Human Services: Long Term Care: Customer Service
  - Human Services: Specialist: Customer Service
  - Insurance: Customer Service

### HEALTH OCCUPATIONS

#### Allied Health
- **SM** Advanced Behavioral Health Sciences
- **SM** Basic Behavioral Health
- **SC, MC** Community Health Advocate, Diabetes
- **GC, CG** Developmental Disabilities Specialist
- **GW** Diagnostic Medical Ultrasound Technology
- **MC** Direct Care Practice
- **PC** EKG/Telemetry Technician
- **PC** Health Information
- **PC** Health Information Technology
- **GW** Health Services Management
- **GW** Health Unit Coordinating
- **GW** Hospital Central Service Technology
- **PC** Laboratory Assisting
- **PC** Medical Assisting
- **PC** Medical Billing
- **PC** Medical Coding: Hospital Based
- **PC** Medical Coding: Physician Based
- **PC** Medical Diet Anatomy
- **PC** Medical Front Office
- **GW** Medical Radiography
- **GW** Medical Transcription
- **GW** Nuclear Medicine Technology
- **PC** Patient Care Technician
- **GW** Perioperative Nursing
- **PC** Phlebotomy
- **GW** Physical Therapist Assisting
- **SC** Radiography
- **GW** Respiratory Care
- **GW** Respiratory Care Technology
- **SC** Speech Language Pathology
- **GW** Surgical Technician First Assistant
- **GW** Surgical Technology

#### Dental
- **RS** Clinical Dental Assisting
- **PC** Dental Assisting
- **PC, RS** Dental Hygiene
- **PC** Dental Office Management

### Key to Colleges
- **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
### Emergency Medical Technology

| GC, PC, SC | Advanced Emergency Medical Technology (Paramedic) |
| GC, MC, PC, PV, SC | Basic Emergency Medical Technology |
| PC | Emergency Communications and Deployment |
| MC, PC | Intermediate Emergency Medical Technology (See Allied Health section for additional programs and related areas) |
| MC | Paramedicine |

### Nursing

| GC, GW, MC, PC, RS, SC | Nursing |
| GC, GW, MC, PC, RS, SC | Nurse Assisting |
| GW | Fast Track Practical Nursing |
| GC, GW, MC, PC, RS, SC | Practical Nursing |

### HOME ECONOMICS

#### Early Childhood Education

| PC | Adolescent Studies |
| MC | Child Care |
| PC | Child Care Administration |
| MC | Child Development |
| PC | Classroom Management for Infants, Toddlers and Preschool Children |
| SC, SM | Early Childhood Development |
| GC, PV | Early Childhood Education |
| SC | Early Childhood Small Business Management |
| PC | Family Resources |
| PC | Family Support |
| SC | Infant/Toddler Development |

#### Education

| MC, PC | Instructional Assistance |
| MC, PC | Bilingual Endorsement |
| MC, PC | English as a Second Language Endorsement |
| MC, PC | Reading Endorsement |
| EM | Teacher Assisting |

#### Food and Nutrition

| EM | Basic Culinary Studies |
| PC | Commercial Food Preparation |
| EM, PC | Culinary Studies (See Hospitality section for additional programs and related areas) |
| CG, PV | Dietetic Technology |
| PC | Food Service Administration |
| PC | Professional Food and Beverage Service |

### Home Economics

| PC | Fashion Design |
| PC | Apparel Construction |
| PC | Fashion Design Level I |
| PC | Fashion Design Level II |
| PC | Fashion Illustration Level I |
| PC | Fashion Illustration Level II |
| PC | Fashion Illustration Level III |
| PC | Pattern Design Level I |
| PC | Pattern Design Level II |
| MC, PC | Interior Design |
| MC, PC | Advanced Interior Design |
| SC | Interior Design: Professional Level |
| GC, MC, PC | Home Furnishing and Materials |

#### Merchandising

| MC | Apparel Merchandising |
| PC | Fashion Merchandising |

### SERVICE OCCUPATIONS

#### Administration of Justice

| EM, GC, MC, PC | Administration of Justice |
| PC | Administration of Justice Comprehensive |
| PC | Administration of Justice Fundamentals |
| SC | Administration of Justice Studies |
| PC | Adult Corrections |
| RS | Advanced Corrections |
| RS | Basic Corrections |
| RS | Corrections |
| PC | Correctional Program Officer Training |
| PC | Correctional Service Office Training |
| PC | Corrections Supervision/Mangement |
| CG | Crime and Intelligence Analysis |
| SC | Crime Scene Technology |
| RS | Detention Services |
| PC | Evidence Technology |
| PC | Fingerprint Classification and Identification |
| MC | Judicial Studies |
| MC, PC | Justice Agencies Support |
| MC, PC | Justice Agencies Support Level I |
| MC, PC | Justice Agencies Support Level II |
| SC | Justice Studies |
| SC | Law Enforcement |
| GC | Law Enforcement Investigator |
| SC | Law Enforcement Supervision |
**Districtwide Occupational Programs**

<table>
<thead>
<tr>
<th>Key to Colleges</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG</td>
<td>Chandler Gilbert Community College</td>
</tr>
<tr>
<td>RS</td>
<td>Law Enforcement Technology</td>
</tr>
<tr>
<td>RS</td>
<td>Law Enforcement Field Training</td>
</tr>
<tr>
<td>PC</td>
<td>Parole Officer Training</td>
</tr>
<tr>
<td>GC</td>
<td>Police Academy</td>
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<td>Police Academy Preparation</td>
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<td>SC</td>
<td>Police Academy Preparation Level I</td>
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<tr>
<td>GC, MC, SC</td>
<td>Police Science</td>
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<td>GC, MC</td>
<td>Police Science I</td>
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<td>GC, MC</td>
<td>Police Science II</td>
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<tr>
<td>GC, MC, SC</td>
<td>Police Science III</td>
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<tr>
<td>RS</td>
<td>Public Safety Technology</td>
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<td>PC</td>
<td>Tribal Court Advocacy</td>
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<td>Tribal Court Advocacy I</td>
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<td>Tribal Court Advocacy II</td>
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<td>Basic Firefighter</td>
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<td>MC</td>
<td>Driver Operator</td>
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<tr>
<td>GC, SC</td>
<td>Fire Academy</td>
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Districtwide Occupational Programs

Social Services
PC Advanced Aging Services Management and Administrative Training
PC Aging Services Management and Administrative Training
PC Assisted Living: Directed Care Services
PC Assisted Living: Management
PC Assisted Living: Personal Care Services
PC Assisted Living: Supervisory Care Services
PC Gerontology
GC Human Services

TECHNOLOGY AND TRADE INDUSTRIAL

Air Conditioning and Refrigeration
GW Air Conditioning/Refrigeration/Facilities
GW Heat and Frost Insulation

Apprenticeship Related Instruction
GW Bricklaying
GW Carpenter
GW Construction Trades: Bricklaying
GW Construction Trades: Carpentry
GW Construction Trades: Millwright
GW Construction Trades: Sheet Metal
GW Electricity
GW Ironworking
GW Millwright
GW Painting
GW Plumbing
GW Roofing
GW Sheet Metal
GW Steamfitting

Automotive Technology
MC Air Conditioning
GW Air Conditioning and Electrical Accessories
GC Automotive Chassis
GW Automotive Drive Trains
MC Automotive Electrical Systems
GC Automotive Engines and Drive Trains
MC Automotive Performance Technology
GW Automotive Suspension, Steering and Brakes
GC, GW Automotive Technology
MC Brakes, Alignment, Suspension and Steering
MC Caterpillar Technician Training
MC Engine Performance and Diagnosis
MC Transmissions and Power Trains

Aviation and Aeronautics
CG Aircraft Construction Technology
CG Aircraft Maintenance Technology
CG Aircraft Maintenance Technology (Part 147)
CG Airframe Maintenance (Part 147)
CG Airway Science Technology, Flight Emphasis
CG Automated Manufacturing Systems
CG Aviation Electronics Maintenance Technology
CG Avionics Technology
CG Composite Technology
CG Flight Technology
CG Powerplant Maintenance (Part 147)
CG Sheet Metal Structures Technology

Building and Construction
SC Building Safety Technology
PC Building Safety and Construction Technology
SC Building Safety & Planning Technology
GW Carpenter
PC Civil Engineering Technology
GW, PC Construction Management
GW Home Improvement Retail Operations: Flooring
GW Home Improvement Retail Operations: Kitchen
GW Home Improvement Retail Operations: Millwork
SC Planning and Development Technology

Commercial Art/Advertising Art
GC, PC Computer Graphic Design
(See Media Technology section for additional programs and related areas)
Districtwide Occupational Programs

Drafting Technology
MC Applied Technology - Electro/Mechanical Drafting
GC Architectural CAD Technology
PC Architectural Drafting
SC Architectural Technology
MC Architecture
GC CAD-Based Design Documentation
GC Civil CAD Technology
MC, PC Computer-Aided Drafting
MC Construction Drafting Technology
MC Construction Drafting I
MC Construction Drafting II
MC Construction Drafting III
GC Manufacturing Design Technology
MC Mechanical Drafting
MC Micro Circuit Mask Design
GC Microcomputer Servicing
MC Process Technology Level I
MC Process Technology Level II

Electronics/Electrical Technology
SM Cable Telecommunications
GC Computer and Networking Technology
CG, SC Electric Utility Technology
GW Electrical Technology
MC Electromechanical Automation Technology
MC Electromechanical Automation Technology I
MC Electromechanical Automation Technology II
MC Electronic Industries Technology I
MC Electronics Engineering Technology
GC Electronics Manufacturing Technology
MC Electronics Technology
MC Electronics Technology I
MC Electronics Technology II
SM General Telecommunications
EM, GW Industrial Operations
EM, GW Industrial Operations Technology
GC Local Area Networks Servicing
SM Telecommunications Technology

Environmental Technology
MC Biotechnology
PV Environmental Health and Safety Technology
GW Hydrologic Studies
GW Occupational Safety and Health Technology
PV Safety, Health and Environmental Studies
GW Wastewater Treatment
GW Water Distribution and Collection
GW Water and Industrial Wastewater Treatment Technology
GW Water Purification Technology
GW Water Purification
GW Water/Wastewater Technology

Engineering
PC Civil Engineering Technology

Manufacturing
GW Aerospace Manufacturing Technology
MC Manufacturing CNC
MC Manufacturing Engineering Technology
MC Manufacturing Machining
MC Manufacturing Management
MC Manufacturing Welding
(Water/Wastewater Technology section for additional programs and related areas)

Machinist
MC Machinist, Tool and Die
MC Machinist, Tool and Die Level I
MC Machinist, Tool and Die Level II

Welding Technology
MC Applied Technology - Welding
MC Welding Certification
(Water/Wastewater Technology section for additional programs and related areas)

PC Welding

Key to Colleges
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
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):

**Auto Body**
- Auto Body Basic Refinishing and Metal Repair
- Auto Body Metal Repair
- Auto Body Basic Refinishing
- Auto Body Repair Helper
- Auto Body Sander
- Auto Body Masker and Taper
- Auto Body Special Projects
- Industrial Spray Painter

**Banking/Retail**

**Banking**
- Bank Operations/Encoder
- Bank Operations/Data Entry
- Bank Operations
- Operations Clerk
- Principles of Banking
- Proof Encoder
- Ten Key/Keyboard Operator
- Ten-Key Skills Builder
- Understanding and Selling Bank Products

**Computer software courses**
- Microsoft Office User Specialist (MOUS) Certification

**Retail**
- Retail Cashier
- Supermarket Cashier

**Computerized Office Programs**

**Office Assistant**
- Computer Keyboard Operator
- Computer Keyboard Operator/File Clerk
- Computerized Office Procedures Special Projects
- General Office Clerk
- General Office Clerk with Data Entry
- Office Associate

**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 Studies
- Introduction to Paralegal Studies w/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 Keyboard
- Hands on Telephone Training
- Introduction to Computers
- Introduction to Paralegal Studies
- Legal Office Simulation
- Legal Terminology
- Legal Transcription
- Medical Transcription
- Medical Procedures Coding
- Medical Insurance
- Medical Terminology
- Medical Terminology w/Intro Paralegal Studies
- 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

**Incoming/Outgoing Calls**

**Microsoft Office User Specialist (MOUS) Certification**

**Understanding and Selling Bank Products**

**Characteristics of Entry Level Courses**

- Open Entry/Open Exit
- Self-paced (with the exception of nursing)
- No prerequisites
- No prior experience required
- No time limits
- No scheduled class times
- No graduation requirements
- No testing
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 Helper
  - 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/BEP
  - 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

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 Wrapper

Nursing
- Nursing Assistant
- 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

SouthWest Skill Center at EMCC Certificates

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 N. Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The non-credit SouthWest Skill Center certificates are open-entry/open-exit, and self-paced.

Business Technology Occupation (Certificate Programs)
- Data Entry Clerk
- File Clerk
- Introduction to Computers
- Introduction to Computer Skills
- Introduction to Internet
- Introduction to Windows 98
- Microsoft Office Suite
- Office Assistant
- Office Clerk
- Receptionist

Medical Assistant (Certificate Programs)
- Medical Assistant Front Office/Back Office
- Medical Assistant Front Office
- Medical Assistant Back Office

C-TECH
- Copper-Based Fiber Optics Cabling
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.

IN THIS SECTION

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Grading
Student Grievance - Academic Process
Scholastic Standards
College Environment
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Student Records
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.
Administrative Regulations (AR 2)

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 Mountains Community College, GateWay Community College, Glendale Community College, M allers Community College, Southwest Skill Center, M esa 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.

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, 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 C FR 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 in conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 C FR 60-741.5 (a), as amended.
Declaración de Igualdad de Oportunidad
Es la póliza de los Colegios Comunitarios del Condado de Maricopa promete tomar acción afirmativa para emplear, dar ascenso 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, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminación por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo este Acto.

Declaración 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 discriminará ni tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veteranos de la era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado ha calificado.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator
A associate dean of Student Services, A D A /504/T itle IX Coordinator, 2323 West 14th Street, Tempe, Arizona, 85281, 480-517-8540. Under the A D A 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 A D A /504/T itle IX C oordinator 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 T itle 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 A D A /504 C oordinator.

Póliza de No Discriminación
Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The M aricopa Community Colleges) que consisten del Centro de A poyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella M ountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South M ountain y el Centro de Capacitación de M aricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que M aricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Así mismo, es la póliza de los Colegios Comunitarios prosever 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.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de M aricopa los cuales incluyen también programas de educación vocacional. Esta póliza también prohibe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.
cante 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 discriminar 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 periodo 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 discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacitación 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 coerción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este A ct o.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX
A ssociate D ean of Student Services, A D A /504/Co-ordinador del Título IX, 2323 W est 14th S treet, T empe, A rizona, 85281, 480-517-8540. D e acuerdo a A D A 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 A D A /504/Título IX proveerá información tocante a la existencia y localidad de programas, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. D el mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género. E studiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por A D A /504 en cada colegio.

General Regulations (AR 2.1)

A. Compliance with Policies, Rules, Regulations
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.
Abuse-Free Environment

(A R 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
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 (D W I). Drivers charged with D W I 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 D W I ranges from not less than twenty-four consecutive hours in jail and a fine of not less that twenty hundred fifty dollars 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.

b. 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 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 than 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 ten thousand and five hundred dollars. The sale of marijuana in an amount of less than one pound carries a prison sentence of four 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 than 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 an instructor, 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)

Academic Misconduct
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.
2. 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 instructor 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.
3. 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.

B. Sanctions
Any student found by a faculty member to have committed academic misconduct is subject to the following sanctions:
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.

C. Appeal of Sanctions for Academic Misconduct
Students can appeal sanctions imposed for academic misconduct by following the student grievance process.
Disciplinary Standards

A. Disciplinary Probation and Suspension (2.5.1)
According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the State Board of Directors for Community Colleges of Arizona and the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:
1. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism); falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or college regulations and policies.

B. Disciplinary Removal from Class
An instructor may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the department/division chair and the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

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, performing assigned administrative or professional responsibilities pursuant to this Student Code. The college president/provost shall designate the college official to be responsible for the administration of the Student Code.
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 imposing 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.

   An instructor may remove a student from a class meeting for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the appropriate dean in writing of the problem, action taken by the instructor, and the instructor'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. V i o l a t i o n o f L a w a n d C o l l e g e D i s c i p l i n e

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 to 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: J udicial Policies
A. C harges and H earings

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 expulsion 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 academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

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.

5. 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 advisor 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 preservation 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 operations 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 sanction 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 advisor or his/her designee.

2. An appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following 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 conformed with the standard established in Article IV section A #4
   c. To determine whether the sanction(s) imposed 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 determination and/or sanction(s).

   In cases involving appeals by students accused of violating this Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appropriate college official may, upon review of the case, reduce but not increase the sanctions imposed by the judicial 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 imposed 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.
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 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 websites 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, requires 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 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 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 Website 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 website is subject to the following:

Faculty, staff and students must use Maricopa’s resources for the development and maintenance of personal websites in a manner that would constitute a violation of state or federal law, or which threatens, harasses, or theft.

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.

**Copyright**

**Copyright Act Compliance (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.).

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 matter 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.

**Taping 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. A accommodation may require a faculty member to exempt a student from his/her taping policy.
**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.

**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>N/A</td>
</tr>
<tr>
<td>IP</td>
<td>Course In Progress</td>
<td>N/A</td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
<td>N/A</td>
</tr>
<tr>
<td>P*</td>
<td>Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>Y</td>
<td>Withdrawn, failing (effective Fall 2000)</td>
<td>0</td>
</tr>
<tr>
<td>Z</td>
<td>No Credit</td>
<td>N/A</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 Admissions 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 on pages 45-49 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

<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 P/Z, or P/Z 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</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>4th Calendar Day</td>
</tr>
<tr>
<td>Two Weeks</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>9th Calendar Day</td>
</tr>
<tr>
<td>Three Weeks</td>
<td>9th Calendar Day</td>
<td>18th Calendar Day</td>
<td>18th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>1st Day of Class</td>
<td>7th Calendar Day</td>
</tr>
<tr>
<td>Four Weeks</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>Five Weeks</td>
<td>15th Calendar Day</td>
<td>30th Calendar Day</td>
<td>30th Calendar Day</td>
<td>4th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>11th Calendar Day</td>
</tr>
<tr>
<td>Six Weeks</td>
<td>19th Calendar Day</td>
<td>35th Calendar Day</td>
<td>35th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>13th Calendar Day</td>
</tr>
<tr>
<td>Seven Weeks</td>
<td>21st Calendar Day</td>
<td>40th Calendar Day</td>
<td>40th Calendar Day</td>
<td>6th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>15th Calendar Day</td>
</tr>
<tr>
<td>Eight Weeks</td>
<td>24th Calendar Day</td>
<td>49th Calendar Day</td>
<td>49th Calendar Day</td>
<td>7th Calendar Day</td>
<td>4th Calendar Day</td>
<td>18th Calendar Day</td>
</tr>
<tr>
<td>Nine Weeks</td>
<td>28th Calendar Day</td>
<td>51st Calendar Day</td>
<td>51st Calendar Day</td>
<td>8th Calendar Day</td>
<td>4th Calendar Day</td>
<td>20th Calendar Day</td>
</tr>
<tr>
<td>Ten Weeks</td>
<td>31st Calendar Day</td>
<td>57th Calendar Day</td>
<td>57th Calendar Day</td>
<td>9th Calendar Day</td>
<td>4th Calendar Day</td>
<td>22nd Calendar Day</td>
</tr>
<tr>
<td>Eleven Weeks</td>
<td>34th Calendar Day</td>
<td>63rd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>24th Calendar Day</td>
</tr>
<tr>
<td>Twelve Weeks</td>
<td>37th Calendar Day</td>
<td>74th Calendar Day</td>
<td>74th Calendar Day</td>
<td>11th Calendar Day</td>
<td>5th Calendar Day</td>
<td>26th Calendar Day</td>
</tr>
<tr>
<td>Fifteen Weeks</td>
<td>46th Calendar Day</td>
<td>92nd Calendar Day</td>
<td>92nd Calendar Day</td>
<td>13th Calendar Day</td>
<td>7th Calendar Day</td>
<td>33rd Calendar Day</td>
</tr>
<tr>
<td>Sixteen Weeks</td>
<td>End of the 7th 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>

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 work day.
Student Grievance - Academic Process (AR 2.3.5 and Appendix F)

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:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten 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 working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.

3. 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 specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

4. 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/center 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/center 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.

5. 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.

Transcripts

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 on page 149).

There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the fee schedule on pages 45-49 for charges for other official transcripts.

Grade Point Average (GPA)

Each letter grade received at Rio Salado is assigned a point value. To calculate the GPA, total the number of attempted credits, then total the number of grade points earned. Divide the grade points earned by the number of credits attempted to determine the grade point average. An example of how you figure averages is shown below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade Earned for Credit Grade</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>B = 3</td>
<td>9 (3x)</td>
</tr>
<tr>
<td>GPH 101</td>
<td>4</td>
<td>C = 2</td>
<td>8 (4x2)</td>
</tr>
<tr>
<td>HES 151</td>
<td>2</td>
<td>A = 4</td>
<td>8 (2x4)</td>
</tr>
<tr>
<td>PED 101</td>
<td>1</td>
<td>D = 1</td>
<td>1 (1x1)</td>
</tr>
<tr>
<td>CHM 101</td>
<td>5</td>
<td>C = 2</td>
<td>10 (5x2)</td>
</tr>
</tbody>
</table>

36 divided by 15 = 2.4 GPA

Grades of "F" and "Y" adversely affect the GPA. Grades of "P", "Z", and "W" do not affect the GPA. Grade Point averages may be calculated by semester or for all sessions attended.
Scholastic Standards

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.

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</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>

(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.
College Environment

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, 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 EEO/AA Office.

Examples of Policy Violations (AR 5.1.9)

It shall be a violation of Maricopa Community Colleges' 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, Dean of Students Office and the Maricopa Community Colleges EEO/AA Office.

The college/center/Maricopa Community Colleges 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/Maricopa Community Colleges.

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 if retaliation occurs.

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 statewide 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 solici-
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 Maricopa Community Colleges 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, contact the college Department of Public Safety.
Campus Safety Policies and Annual Crime Statistics Disclosure Summary

Rio Salado College is committed to the safety of the campus community and maintains a College Safety Program (CSP) that provides for the safety of the campus community. However, no community can be totally risk free in today's society, and it's important for everyone to participate in the commitment to safety. All students, staff and visitors are encouraged to immediately report suspected crimes, unusual or suspicious activities, and emergencies to the CSP staff.

The complete disclosure may be viewed or printed by accessing the College Safety web page at:

✔ http://www.rio.maricopa.edu/ci/safety

In addition; anyone may obtain a hard copy of the disclosure at the College Front Desk, at the Admissions and Registration desk or via U.S. mail by calling 480-517-8200.

The following statistics were gathered in accordance to the guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C 1092(f)). The crime definitions outlined in the Federal Bureau of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, were utilized in compiling the numbers.

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Note:
1. The college interprets “On Public Property” to mean the near sidewalk, in the street, and on the far sidewalk surrounding the perimeter of the college property.
2. Based on available data, no hate crime occurred at the college or on public property from 1998 through 2000.

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)

Under the terms of the Student Right to Know Act, the Maricopa Community Colleges must maintain and report statistics on the number of students receiving aid related to athletics 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 relevant statistics. To obtain copies of these reports, contact the Office of Admissions and Records.
Hazing Prevention Regulation

The Maricopa Community College District 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 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 Maricopa Community Colleges 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. 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.
   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. 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.
   f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8 on page XXX.
   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 students office for investigation by any member of the college community. The dean of students office 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 dean of students office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the dean of students office for investigation by any member of the college community. The dean of students office 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 students office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity (where students or student organizations knowingly permitted, authorized or condoned the hazing activity) the college can recommend the following sanctions against student clubs/organizations:

a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the Dean of Students' 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 students 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 the college or 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.
Student Insurance

All students taking credit or non-credit courses are covered by a college accident insurance policy, with certain benefit limitations. The premium is included in the activity fee that is paid at registration. The college policy covers students directly on their way to and from classes, while in class, or while attending official college functions. A printed brochure with details of the benefits and limitations is available at the area offices and at Rio Tempe.

For an additional fee, there is a 24-hour accident policy available. When an accident or injury occurs, the student should contact Rio Salado's Student Enrollment Services office at 480-517-8562.

Student Employment (AR 2.5.4)

A. District Student Employees

1. Introduction

   Students may be employed by the college as student help. District policies require that students be hired in essential jobs and that they be properly trained and supervised.

2. Philosophy and Workload for Student Employees
   a. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
   b. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
   c. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

3. Student Employee Benefits

   As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

4. Student Employment Records

   Student employee records will be maintained at the Financial Aid office, the office of the Fiscal Agent or the Career/Placement Office and will be reviewed periodically by the Dean of Students.

5. Student Compensation

   The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

6. Employee Contracts and Forms

   See Appendix N.

7. Student Employee Grievance Procedure

   Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the grievance procedure as specified in the Student Policy Manual.

B. Student Security Guards

1. Introduction and Philosophy

   Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

2. Workload of Student Security Guards
   a. Student security guards shall be enrolled for a minimum of three (3) semester hours.
   b. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.
Students not in Administration of Justice Program

a. Use of student other than those in Administration of Justice Program:
   1) Selection of the student must be personally approved by the Dean of Students and Chief Security Officer.
   2) Selection of a student should not extend beyond one semester without the approval of the Dean of Students.
   3) Selected student must undergo a special training program directed by the Chief of Security and approved by the Dean of Students.

b. Recommended program for students other than those in Administration of Justice programs:
   Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
   1) Wearing of the uniform, general appearance, and demeanor
   2) Use of the various security report forms and how to properly complete them to provide requested information.
   3) Public relations methods used on the campus
   4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds.
   5) Basic techniques for interviewing students, faculty and visitors relative to the incidents
   6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
   7) Basic first aid

4. Student Security Guards Employee Benefits
   As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker’s Compensation Insurance.

5. Student Employment Records
   The student security guard’s employment records will be maintained at the office of the Chief of Security and reviewed periodically by the Dean of Students.

Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college President who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The President shall designate the administrator(s) (i.e., Directors of Student Leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution, with the requirements of the district-wide student governance organization outlined in the Associated Students District Advisory Council’s (ASDAC) constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, State Board for Community College of Arizona resolutions and ordinances and the Maricopa Community Colleges Governing Board policies. Since Rio Salado Community College is a countywide non-campus college, the President shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board Legal Counsel.

The ASDAC student constitution shall be reviewed annually by the newly elected officers. The members/advisors of the District student leadership executive council shall be responsible for submitting any changes to the Deans of Students Executive Council for transmittal to the Governing Board legal counsel.

A. Officers/ Members
   All reference in this document to positions will designate whether the position is an officer position or a member position.
   Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The
persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

A ASDAC will be comprised of primary leaders of the student governing bodies from MCCC colleges specifically: Chandler-Gilbert Community College, Estrella Mountain Community College, Gateway Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, South Mountain Community College.

Each ASDAC member college is allotted one vote. The primary leader(s) of the established student governing bodies at each MCCC higher educational institution must be in compliance with the respective office requirements of that institution.

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as “day” or “evening.” Colleges with one (1) government shall be considered day students, for the purposes of this document.

C. Eligibility for Office

All student governance constitutions shall prescribe that all person selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters.

Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

2. For qualifying students, College Work Study (CWS) funds may be used in accordance with Federal guidelines.

3. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of $200.00.

4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

G. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

H. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate dean or college president. One or more of the Directors of Student Leadership will serve as advisor at all official meetings and functions of ASDAC.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.
Attendance (AR 2.3.2)

Attendance Policy
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 on page 150 or call 480-517-8150 for withdrawal information.

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.

Religious Holidays
Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, instructor 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.

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 on page 44.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly.

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" on page 31. 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. A grade of W will be assigned.

2. After the 7th week, a student may initiate a withdrawal. The instructor 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 "Important Deadlines for Students" on page 31.)
3. An instructor 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 instructor. A grade of W will be assigned through the 7th week. After the 7th week, a grade of W or Y will be assigned. Instructors 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. 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).

C. 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.

Student Records (AR 2.5.3)

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 attendant 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
Student Records

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.

Use of Education 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.

Please note: 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 has 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.

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
imagine...

... converting your home, car, office or favorite park into a college.

Thousands of students and working adults have done just that with distance learning through Rio Salado College.

Instead of meeting in a classroom on a specific day and time, distance learning classes meet anytime and anyplace you wish.

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# Course Prefixes

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Course Descriptions

The following courses are those which are typically offered at Rio Salado College and/or are required courses in programs. A complete list of the course bank for the Maricopa County Community College District is available to view in the Admissions and Records Office, or visit our website at:

✔ http://www.dist.maricopa.edu/eddev/curric/

Accounting

ACC111 3 Credits
Accounting Principles I
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 3 Credits
Accounting Principles II
Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department/division.

ACC115 2 Credits
Computerized Accounting
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC211 3 Credits
Financial Accounting
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 3 Credits
Managerial Accounting
Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of department/division).

ACC230 3 Credits
Uses of Accounting Information I
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 3 Credits
Uses of Accounting Information II
Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

ACC250 1 Credit
Introductory Accounting Lab
Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Prerequisites: None.

Administration of Justice Studies

AJS101 3 Credits
Introduction to Criminal Justice
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.

AJS112 3 Credits
Wellness for Law Enforcement Officers
The value of physical fitness in law enforcement and the basic elements of strength training, aerobic conditioning, flexibility, nutrition, and back injury prevention. Prerequisites: None.

AJS124 3 Credits
Correctional Institutions
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.

AJS200 3 Credits
Current Issues in Criminal Justice
Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

AJS298AA 1 Credit
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.
AJ S298AB  
Special Projects  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

AJ S298AC  
Special Projects  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

Advising Arts

ADA105  
Typography and Lettering  
Instruction in hand-lettering, including lettering for posters, showcards and TV visuals. Study of typography including popular styles of type, classes of type, type-sizing, color-contrast in type, and use of type with hand-lettering. Operation of typeset machinery. Prerequisites: None.

ADA114  
Graphics Printing Processes  
Printing methods, skill development in planning and layout, composition methods, proofing and correction, color process, image carrier preparation. Prerequisites: None.

Airline Operations

AIR102  
Reservations/Sales Training I  
Basic orientation to Reservations/Sales training. Includes overview of product knowledge, computer familiarization, the Passenger Name Record, sales, and fares. Prerequisites: None.

AIR103  
Basic Reservations Procedures  
Basic orientation to Reservation/Sales training. Includes product knowledge, computer system, seats assignments, baggage restrictions and hazardous materials regulations. Emphasis on Passenger Name Record. Prerequisites: None.

AIR104  
Reservations/Sales Training II  
Concepts and techniques of specialty faring, special sales tools, miscellaneous functions, and the Passenger Name Record. Prerequisites: AIR 102.

AIR105  
Automated Ticketing  
Introduction to automated ticketing procedures. Payment procedures also included. Overview of baggage processes and checking in passengers. Prerequisites: AIR 104.

AIR106  
Reservations/Sales Training III  
Expands on concepts and techniques of reservations/sales. Includes expanded miscellaneous functions and introduces advanced seat assignments, phone operation, and ticketing. Prerequisites: AIR 104.

AIR110  
Advanced Reservations/Sales Training  
Focus on attending to passenger needs by answering “live” phone calls in a laboratory setting. Includes sales, mandatory parts of a call, phone etiquette, and information retrieval. Prerequisites: AIR 102.

AIR112  
Airline Ticketing Procedures  
Overview of ticketing procedures. Fares, payment options, baggage allowances, and sales covered. Automated and basic ticketing emphasized. Prerequisites: AIR 103.

AIR113  
Automated Ticketing and Check-In  
Introduction to automated ticketing and check-in options and procedures including entries, fares, opening a flight, assigning seats or changing seat assignments on the computer, processing standbys, and closing the flight. Prerequisites: AIR 102.

AIR115  
Ticketing/Passenger Services  
Basic orientation to ticketing and passenger services. Includes procedures for accepting passengers, baggage services, common hazardous materials encountered, and basic ticketing procedures. Prerequisites: AIR 113.

AIR116  
Airline Gate Procedures  
Automated check-in options and procedures. Opening a flight, assigning and changing seats, processing standbys, and closing a flight emphasized. Processing oversold flights and irregular operations also covered. Prerequisites: AIR 103.

AIR118  
Emergency Medical Procedures  
Overview of emergency medical procedures. Includes basic first aid, advanced first aid, choking victim procedure, and cardiopulmonary resuscitation. Prerequisites: None.

AIR119  
Baggage Service/WorldTracer System  
Overview of WorldTracer baggage system. Emphasis on customer service, the role and responsibility of the baggage service agent. Prerequisites: None.
COURSE DESCRIPTIONS

Airline Operations

AIR120 3 Credits
Boeing 737 Initial Training
Initial inflight training of the Boeing 737. Includes Boeing 737 aircraft familiarization, duties and procedures, and security training. Prerequisites: AIR118.

AIR122 2 Credits
Boeing 737 Emergency Procedures
Overview of emergency procedures aboard the Boeing 737 Aircraft. Includes Boeing 737 general emergency procedures, specific emergency procedures, evacuation procedures, and protective breathing equipment. Prerequisites: AIR120.

AIR124 2 Credits
Boeing 757 Transition Training
Inflight transition training of the Boeing 757. Includes Boeing 757 aircraft familiarization, duties and procedures, and emergency procedures. Prerequisites: AIR122.

AIR125 1 Credit
Airbus 320 Transition Training
Inflight transition training of the Airbus 320 for new hires. Instruction includes Airbus 320 aircraft familiarization, general operations, and aircraft specific emergency equipment/procedures. Prerequisites: AIR122.

AIR130 3 Credits
Vacation Travel Product Knowledge
Vacation travel product knowledge for Tour Sales Representatives. Includes overview of vacation travel product knowledge, vacation travel packages, product policies, and travel destinations. Prerequisites: None. Corequisites: AIR132, AIR134, AIR136.

AIR132 2 Credits
Tour Sales Computer Systems
Overview of computer systems for Tour Sales Representatives. Includes computer familiarization, Direct Reference System (DRS), and Tour Record Locator (TRL). Prerequisites: None. Corequisites: AIR130, AIR134, AIR136.

AIR134 2 Credits
Tour Sales Techniques
Sales techniques for Tour Sales Representatives. Emphasis on sales techniques for vacation tour packages. Prerequisites: None. Corequisites: AIR130, AIR132, AIR136.

AIR136 4 Credits
Vacation Travel Booking Procedures
Vacation Travel Booking Procedures for Tour Sales Representatives. Includes computer system screens, and procedures for building a complete vacation tour package. Prerequisites: None. Corequisites: AIR130, AIR132, AIR134.

AIR140 2 Credits
Ramp Safety Procedures
Basic ramp safety procedures for airline employees. Topics include ramp environment, engine safety, equipment malfunctions, vehicle operations and Foreign Object Damage (FOD) control. Procedures for arrival, turnaround and departure conditions and hazards covered. Hand signals and other non-verbal communications as well as back injury prevention and hearing conservation techniques included. Prerequisites: Departmental Approval.

AIR142 3 Credits
Aircraft Dynamics
Overview of ground procedures for airline employees. Covers aircraft familiarization, engine safety, ramp servicing and baggage handling as well as prearrival, arrival, predeparture and departure procedures. Rules for handling air cargo, human remains and U.S. Mail included. Prerequisites: Departmental Approval.

AIR144 2 Credits
Team Lead Training
Overview of team lead position for airline employees. Includes hazardous materials regulations, ramp releases, aircraft structural and performance limits as well as flight crew requirements and passenger capacities. Fuel procedures, United Nations classifications system and emergency procedures also covered. Prerequisites: Departmental Approval.

AIR146 3 Credits
Loadmaster Operations
Overview of the aircraft loadmaster operations. Topics include weight and balance, trim sheets, preplanning, load planning and flight paperwork. Time systems including local, 24 hour and Zulu covered. Computer usage also included. Prerequisites: None.

AIR150 1 Credit
Introduction to International Sales
International booking agent responsibilities. Includes geographical indicators and international carriers as well as cultural overview of Mexico and Canada. Prerequisites: Departmental Approval.

AIR152 4 Credits
International Operations and Programs
Overview of international operations and programs for airline booking agents. Includes ground operations, check-in procedures, international baggage charges as well as international fares for children and conditions for unaccompanied children. Rules and restrictions of various international travel programs also covered. Prerequisites: Departmental Approval.

AIR154 4 Credits
International Reservations and Fares
International fares, global pricing and international taxation rules. Also includes procedures for creating the passenger name record, stored fare data, and prepaids for international travel. Prerequisites: Departmental Approval.
COURSE DESCRIPTIONS

Airline Operations • American Express

AIR156 4 credits
Introduction to International Rates
Overview of international rate procedures and programs for international booking agents. Includes prepaid ticketing advice, international reissuing of tickets and tariff filings. Airline specific computer systems emphasized. Prerequisites: Departmental Approval.

AIR158 4 credits
International Fare Construction
International fare construction rules and procedures. Includes itinerary pricing, routings, ticketed point miles and around the world fares as well as circle trip minimums, add-ons and side-trips. International global pricing and taxation also covered. Prerequisites: Departmental Approval.

AIR160 3 Credits
Reservation/Booking Procedures
Overview of reservation/booking procedures. Includes use of availability displays, seating assignments, ticketing procedures and fare rules as well as fare pricing and selling. Communication skills also covered. Prerequisites: None.

AIR161 2 Credits
Airline Reservations System
Practical application of travel booking procedures using a computerized reservations system. Covers codes, Passenger Name Record, ticketing and reservations. Prerequisites or Corequisites: AIR160 or permission of instructor.

AIR165 3 Credits
Overview of Flight Schedules/Itineraries
Basic reservation information including flight schedules, itineraries, and fares. Handling travel agent calls also covered. Prerequisites: None.

AIR166 3 Credits
Airline Tickets and Procedures
Overview of tickets and ticketing procedures. Includes bonus travel ticket, instant travel ticket and express ticketing as well as ticketing by mail and virtual coupon record. Passenger Name Record (PNR), and stopover rule also covered. Prerequisites: None.

AIR167 3 Credits
Airline Reservation Systems & Resources
Overview of reservation reference materials and flight information access. Covers manuals and computerized systems as well as codeshare partners and commuters. Flight change procedures emphasized. Prerequisites: None.

AIR168 1 Credit
Mileage Plans
Overview of mileage plans. Stopover rule also covered. Prerequisites: None.

AIR169 1 Credit
Basic International Travel
Overview of basic international travel. Includes rules, regulations, documentation requirements, and taxes. Prerequisites: None.

American Express

AMX101 .5 Credit
Information Management System
Overview of account types, cardmember benefits and miscellaneous maintenance transactions using an information management system. Emphasis on terminal usage and various work screens. Prerequisites: None.

AMX105 .5 Credit
Quality Call Techniques
Overview of quality telephone call techniques. Professional telephone image, elements of quality service, and managing difficult customers. Emphasis on providing memorable contacts for the customer and handling situations with the first telephone contact. Prerequisites: None.

AMX106 3 Credits
Credit Basics
Overview of credit card operations. Roles and duties of the credit analyst working in the credit card industry including factors to evaluate credit eligibility and collections. Identification of customer services and options, credit account management and federal regulations covered. Prerequisites: None.

AMX108 2 Credits
Credit Card System
Overview of the computer system used in the credit card industry. Procedures for signing on and off the system. Emphasis on updating and maintaining customer files. Prerequisites: None.

AMX125 2 Credits
Fundamentals of Cardmember Assistance
Fundamentals of cardmember assistance. Card products, billing process, Credit Authorization System, and verification criteria. Prerequisites: None.

AMX127 3 Credits
Credit Related Inquiries
Policies and procedures for handling credit related inquiries. New account processing, accounts receivable, charges, payments, and bank inquiries. Prerequisites: AMX125 or departmental approval.

AMX129 2 Credits
Account Maintenance
Overview of account maintenance procedures. Status changes, replacement cards, fee adjustments, account cancellations, and account reinstatements. Prerequisites: AMX127 or departmental approval.

AMX132 4 Credits
Corporate Card
Overview of the corporate credit card and features associated with it. Emphasis on analyzing and servicing corporate card accounts. Customer interactions and referring an account included. Prerequisites: None.
American Express • Anthropology • Art • Art Humanities

**American Express**

**AMX141**  
Establishment Services I  
Introduction to establishment services. Establishing a merchant account, processing change of status, merchant supplies, authorizations, payables, and support media. Prerequisites: None.

**AMX143**  
Establishment Services II  
Emphasis on investigations, processing letters, and handling chargebacks. Practical application of these specialized procedures. Prerequisites: AMX141.

**AMX173**  
Customer Relations  
Introduction to customer satisfaction, customer relations, dealing with difficult customers, managing customer expectations and reducing stress. Prerequisites: None.

**AMX220**  
Billing Audit  
Policies and procedures for handling billing inquiries and disputes. Fair Credit Billing Act, suppressing past due notices, refunds, fraud charges, and policy adjustments. Prerequisites: AMX129.

**AMX222**  
Cardmember Benefits/Special Programs  
Overview of Benefits and Special Programs including insurance programs, cash programs, enrollment services, and limited time promotions. Prerequisites: AMX220.

**Anthropology**

**ASB102**  
Introduction to Cultural and Social Anthropology  
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

**ASB202**  
Ethnic Relations in the United States  
Basic concepts and processes, including historic overview of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. Prerequisites: None.

**ASB245**  
Indians of the Southwest  
Comparative study of the cultures, including the histories and present status of Indians of the Southwest. Prerequisites: None.

**Art**

**ART111**  
Drawing I  
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

**ART112**  
Two-Dimensional Design  
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

**ART113**  
Color  
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: A R T 1 1 2.

**ART115**  
Three-Dimensional Design  
Fundamental principles of three-dimensional design. Prerequisites: A R T 1 1 2.

**ART131**  
Photography I  
Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

**ART161**  
Ceramics I  
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

**ART167**  
Painting I  
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: A R T 1 1 1 and A R T 1 1 2 or permission of instructor.

**Art Humanities**

**ARH100**  
Introduction to Art  
Understanding and enjoyment of art through study of painting, sculpture, architecture and design. Prerequisites: None.

**ARH101**  
Prehistoric through Gothic Art  
History of art from prehistoric through medieval period. Prerequisites: None.
ARH102 3 Credits
Renaissance Through Contemporary Art
History of art from Renaissance through contemporary period. Prerequisites: None.

Astronomy

AST101 3 Credits
Survey of Astronomy
Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology. Prerequisites: None.

AST102 1 Credit
Survey of Astronomy Laboratory
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST 101.

Behavioral Health Services Technology

BHS205 3 Credits
Models For Growth
Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BH S152 or departmental approval.

Biology

BIO100 4 Credits
Biology Concepts
A one-semester introductory course 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.

BIO145 4 Credits
Marine Biology
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO105 4 Credits
Environmental Biology
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO156 4 Credits
Human Biology for Allied Health
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry recommended.

BIO160 4 Credits
Introduction to Human Anatomy and Physiology
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO162 2 Credits
Microbiology Concepts for Allied Health
Types of microorganisms. Principles of growth and reproduction for specific types of microorganisms. Chain of disease transmission and defense mechanisms. Use of compound microscope. Safe handling and culturing of specific microbes. Methods of sterilization and use of disinfectants and chemotherapeutic agents. Prerequisites: None.

BIO181 4 Credits
General Biology (Majors) I
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 4 Credits
General Biology (Majors) II
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: BIO 181 or permission of instructor.

BIO201 4 Credits
Human Anatomy and Physiology I
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: BIO156, or BIO 181, or equivalent, or permission of instructor.

BIO202 4 Credits
Human Anatomy and Physiology II
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: BIO 201 or permission of instructor.
BIO205 4 Credits
Microbiology
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

Business Technology for the Office

BTO100 2 credits
Career Orientation for the Office
Identify career goals and opportunities in the office technology field. Generating an individual education plan and a career portfolio. Developing techniques and workplace skills to achieve professional success. Prerequisites: None.

BTO122 2 credits
Etiquette, Image, Work Flow, and Win-Win Techniques
Review and practice of professional etiquette in the workplace; developing and projecting a professional office image; efficient workflow management; and techniques for appropriate and beneficial office assertiveness skills. Prerequisites: None.

BTO148 2 credits
Office Ethics and Culture
Ethical issues and standards in the office; making ethical choices. Relationships and attitudes in the office. Office politics. Prerequisites: None.

Chemical Dependency

CHD100 3 Credits
Foundations of Chemical Dependency
Introduction to the foundations of the alcohol and drug abuse rehabilitation field. Emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed. Prerequisites: None.

CHD102 3 Credits
Communication Skills in Chemical Dependency
Further examination and refinement of communication and beginning paraprofessional counseling skills as they relate to the chemically dependent client and family members. Emphasis on practicing the application of these skills to various situations associated with treatment planning. Recordkeeping/documentation skills emphasized. Prerequisites: None.

CHD110 3 Credits
Biological Systems Pharmacology of the Chemically Dependent
Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crises situations. Prerequisites: None.

CHD120 1 Credit
Professional Ethics in Counseling the Chemically Dependent
Exploration of topics relative to the professional and ethical development of the chemical dependency counselor, including manpower utilization, professionalism, and the meeting of individual counselor needs within the field. Prerequisites: None.

CHD145 1 Credit
AIDS and Chemical Dependency
Exploration of AIDS and its relationship to Chemical Dependency. Emphasis on myths and realities of AIDS, personal values, feelings, and limitations and treatment goals. Prerequisites: None.

CHD150 2 Credits
Principles of Self-Help Groups

CHD161 3 Credits
Beginning Interviewing & Documentation Skills
Overview of interviewing/paraprofessional counseling and documentation skills. Recordkeeping/documentation skills. Alcohol and drug abuse paraprofessional counselor core functions emphasized. Prerequisites: CHD 100, CHD 102, CHD 110, CHD 120, BH 5205, and CHD 150.

CHD165 2 Credits
Theory and Techniques in the Treatment of the Chemically Dependent
Overview of counseling theories including the application to chemical dependency groups. Recordkeeping skills and beginning paraprofessional counseling skills emphasized. Prerequisites: CHD 161.

CHD220 3 Credits
Family Dynamics and Chemical Dependency
Analysis of the impact of addictions on all the members of a family. Interviewing, assessment and therapeutic approaches particularly useful for these family members presented. Prerequisites: CHD 165 with a grade of “C” or better, or departmental approval.
CHD226 3 Credits
Counseling Multicultural and Diverse Populations
Exploration of implications of chemical use on multicultural and diverse populations. Emphasis on area influences as well as the impact of paraprofessional relationships. Prerequisites: CHD 165 or departmental approval.

CHD226 2 Credits
Recovery and Relapse of the Chemically Dependent
Review of the bio-psycho-social processes of recovery and relapse in chemical dependency. Exploration into those factors that both contribute to and inhibit recovery and relapse. Prerequisites: CHD 165 with a grade of “C” or better or departmental approval.

CHD245 2 Credits
Dual Diagnosis
Examines dual diagnosis (mental illness and chemical dependency) from the bio-psycho-social model. Includes causes, consequences, assessment, and treatment of the dually diagnosed person. Emphasizes the psychoeducational model of treatment. Prerequisites: CHD 165 or departmental approval.

CHD250 3 Credits
Group Interventions with the Chemically Dependent
Focus on group dynamics and group process as they relate to chemical dependency. Exploration of group developmental stages, family intervention models, various counseling approaches/techniques and their application to therapeutic, educational, and family groups. Prerequisites: CHD 165 with a grade of “C” or better, or departmental approval.

CHD275 3 Credits
Advanced Theory and Techniques in the Treatment of the Chemically Dependent
Capstone course for level two certificate in chemical dependency program. Focus on chemical dependency counseling theories and techniques used by chemical dependency paraprofessionals as they relate to the client and family members. Prerequisites: CHD 220, CHD 226, CHD 245 and CHD 250 with a grade of “C” or better, or permission of instructor.

CHD280 6 Credits
Chemical Dependency Practicum
Opportunity for advanced students to use his/her developed knowledge and skills in an applied setting with supervision. Prerequisites: CHD 270 with a grade of “C” or better, or departmental approval.

CHD284 .5 Credits
Current CD Issues Seminar
Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses.

CHD285 1 Credit
Chemical Dependency Seminar
Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285AA 1 Credit
Treatment for Stimulant Use Disorders Seminar
Stimulant use disorder treatment issues. Emphasis on current and developing treatment information. Covers common stimulant abuse characteristics and treatment strategies. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285BB 1 Credit
Adolescent Substance Abuse Treatment Seminar
Adolescent substance abuse treatment issues. Emphasis on current and developing treatment information. Covers common adolescent substance abuse characteristics and treatment strategies. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285CC 1 Credit
Addiction Review Seminar
A brief review of current addiction issues. Emphasis on current and developing treatment information. Covers common alcohol and drug addiction characteristics and treatment strategies. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285DD 1 Credit
Domestic Violence and Substance Abuse Seminar
Domestic violence and substance abuse treatment issues. Emphasis on current and developing domestic violence and substance abuse information. Covers techniques, strategies, and treatment modalities for domestic violence and substance abuse patients. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285EE 1 Credit
Street Drugs Seminar
Street drug issues. Emphasis on current and developing street drug information. Covers techniques, strategies, and treatment modalities for street drug abuse patients. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.
COURSE DESCRIPTIONS

Chemical Dependency • Chemistry

CHD285GG 1 Credit
Addictive and Medical Plants Seminar
Addictive and medical plant issues. Emphasis on current and developing addictive and medical plant information. Covers addictive and medical plant typology. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285HH 1 Credit
Intervention and Treatment for Chemical Dependency Seminar
Brief interventions and treatment for the chemically dependent. Emphasis on current and developing intervention and treatment information. Covers treatment and intervention techniques for use with the chemically dependent. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD294 3 Credits
Advanced Foundations of Chemical Dependency
In-depth review of the principles and concepts of the chemical dependency field for paraprofessionals and professionals working in the area and/or preparing for certification exams. Emphasis on historical antecedents of treatment efforts and legislation, pharmacology, special populations, family issues, co-dependency, ACOA and self-help groups. Prerequisites: Departmental approval.

CHM130 3 Credits
Fundamental Chemistry
Elements of general chemistry for all students. Serves to prepare the student for CHM 151 or CHM 230. Prerequisites: Grade of “C” or better in CHM 090, or MAT 091, or MAT 092, or MAT 102, 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 1 Credit
Fundamental Chemistry Lab
Laboratory experience in support of CHM 130. Prerequisites or Corequisites: CHM 130.

CHM138 3 Credits
Chemistry for Allied Health
Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. This course is designed for specific allied health programs at MCCCD. It may not be applicable to other allied health programs or transferable. Prerequisites: Grade of “C” or better in CHM 090; or one year of high school chemistry with a grade of “C” or better; or MAT 092 or MAT 102 or satisfactory score on placement exam.

CHM138LL 1 Credit
Chemistry for Allied Health Lab
Laboratory experience in support of CHM 138, Chemistry for Allied Health. Prerequisites: None. Corequisites: CHM 138.

CHM151 3 Credits
General Chemistry I
A detailed study of the principles of chemistry. Designed for science majors and students in pre-professional curricula. Completion of CHM 151LL required to meet the Natural Science requirement. Prerequisites: (CHM 130 and CHM 130LL), or one year of high school chemistry with a grade of “C” or better, and completion of Intermediate Algebra or equivalent.

CHM151LL 1 Credit
General Chemistry I Lab
Laboratory experience in support of CHM 151. Prerequisites: CHM 130LL or equivalent. Prerequisites or Corequisites: CHM 151.

CHM152 3 Credits
General Chemistry II
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM 152LL required to meet the Natural Science requirement. Prerequisites: CHM 151 and CHM 151LL.

CHM152LL 1 Credit
General Chemistry II Lab
Laboratory experience in support of CHM 152. Prerequisites: CHM 152LL or equivalent. Prerequisites or Corequisites: CHM 152.
Child/Family Studies

CFS102 1 Credit
Emergency Care For Child Care Providers
Basic emergency medical care for child care providers. Emphasis on design of emergency plan of action, Basic Life Support, recognition and management of common childhood injuries and illnesses. Designed to meet the Arizona Department of Health Services child care worker requirements. Prerequisites: N one.

CFS105 1 Credit
Personal and Family Role Development
Basic principles of self-esteem, assertiveness training, decision-making and problem-solving as related to parents' roles in the family unit. Prerequisites: N one.

CFS109AA 1 Credit
Parent-Child Communication Lab
Practice in communication between parents and children. Methods and activities for building self-esteem, helping children deal with their feelings, engaging cooperation, setting limits and encouraging autonomy. Demonstration of discipline alternatives and stimulation of positive parent/child interactions. Prerequisites: N one. Corequisites: CFS109.

CFS110 1 Credit
Family Communication Process
Problem-solving techniques for improving family communications. Active listening, resolving conflicts and self-enhancing behavior. Prerequisites: N one.

CFS159 3 Credits
The Modern Family
An examination of the modern American family. Special emphasis on the changing functions and roles of individuals within today's society and an analysis of the basic problems confronting the family, including alternative family styles. Prerequisites: N one.

CFS176 3 Credits
Child Development
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: N one.

Clinical Dental Assisting
For a list of course descriptions see Dental Assisting on page 178.

Communication

COM100 3 Credits
Introduction to Human Communication
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: N one.

COM110 3 Credits
Interpersonal Communication
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: N one.

COM225 3 Credits
Public Speaking
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 3 Credits
Small Group Communication
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: ENG101 or ENG107 or equivalent.

COM263 3 Credits
Elements of Intercultural Communication
Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: N one.

COM298AA 1 Credit
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: N one.
### Computers


**BPC100**

**Business-Personal Computers**

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts, Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: None.

**BPC100AA**

No Information

The description of this course was not provided. The description of this course was not provided. The description of this course was not provided.

**BPC100AB**

No Information

The description of this course was not provided. The description of this course was not provided. The description of this course was not provided.

**BPC103AK**

**Using Word: Level I**

Use of Word to create, manipulate and print documents on a microcomputer. Prerequisites: None.

**BPC103BK**

**Using Word: Level II**

Advanced concepts and skill development using Word to format, layout and design quality documents. Prerequisites: BPC102AD and BPC103AK, or permission of department.

**BPC103CK**

**Using Word: Level III**

Skill development using Word software to produce professional quality documents and web pages utilizing efficiency tools of Word including macros, merge processing, and table formatting. Prerequisites: BPC103BK or permission of department.

**BPC104AD**

**Using Excel: Level I**

Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

**BPC104BD**

**Using Excel: Level II**

Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and analyze data, and special print options to output worksheets and graphs. Prerequisites: BPC104AD or permission of instructor.

**BPC104CD**

**Using Excel: Level III**

Use of Excel to produce worksheets utilizing macros for template development and automation of repetitious tasks, and worksheet methods for the storage and management of data. Prerequisites: BPC104BD or permission of instructor.

**BPC107AH**

**Using Access: Level I**

Use of Access to create, edit and selectively report data. Prerequisites: None.

**BPC107BH**

**Using Access: Level II**

Use of Access commands to 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. Prerequisites: BPC107AH or permission of instructor.

**BPC107CH**

**Using Access: Level III**

Use of Access features and commands to analyze data by creating complex queries, enhance forms and reports, and work with Access on the Internet. Prerequisites: BPC107BH or permission of instructor.

**BPC110**

**Computer Usage and Applications**

Exploration of computer operations and uses. Specific applications to business-personal computers. Prerequisites: None.

**BPC111AA**

**Computer Keyboarding I**

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

**BPC111AB**

**Computer Keyboarding II**

Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC/OAS111AA or permission of instructor.
### Course Descriptions

#### Computers

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC119</td>
<td>1 Credit</td>
<td>Basic Data Entry Activities</td>
<td>Development of speed and accuracy of data entry skills. Includes vocabulary, keyboard drills, and data entry simulations. Prerequisites: (BPC 111AA or OAS 111AA or OAS 101AA) or permission of instructor, OAS 118 recommended but not required.</td>
</tr>
<tr>
<td>BPC125</td>
<td>1 Credit</td>
<td>Microcomputer Set Up and Maintenance</td>
<td>How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.). Trouble shoot (identify and repair or have repaired) microcomputer problems. Prerequisites: CIS 105, or BPC/CIS 121AB, or BPC/CIS 121AC, or BPC/CIS 121AE, or BPC/CIS 121AF, or BPC 110, or permission of instructor.</td>
</tr>
<tr>
<td>BPC135DK</td>
<td>2 Credits</td>
<td>Word: Level I</td>
<td>Using Word word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.</td>
</tr>
<tr>
<td>BPC138AA</td>
<td>3 Credits</td>
<td>Windows Desktop Design &amp; Publishing</td>
<td>Use of Windows-based microcomputers and appropriate commercial software package to compose and print textual and graphic materials of high quality. Includes overview of micro operating system, word processing of copy, use of graphics programs, layout of design elements, and printing alternatives. Prerequisites: CIS 105 or BPC 110 or permission of instructor.</td>
</tr>
<tr>
<td>BPC170</td>
<td>3 Credits</td>
<td>Computer Maintenance I: A+ Prep</td>
<td>Technical aspects of the microcomputer, including system set up (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS 105 and BPC 121AB or permission of instructor.</td>
</tr>
<tr>
<td>BPC225</td>
<td>1 Credit</td>
<td>Computer Configuration and Enhancement</td>
<td>Configuration and enhancement of a computer. Emphasis on configuration of hardware and software to optimize computer performance. Includes memory configuration and the identification and troubleshooting of configuration problems. Prerequisites: BPC 125 or permission of instructor.</td>
</tr>
<tr>
<td>BPC235DK</td>
<td>2 Credits</td>
<td>Word: Level II</td>
<td>Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC/OAS 135DK or permission of instructor.</td>
</tr>
<tr>
<td>BPC238AA</td>
<td>3 Credits</td>
<td>Windows Advanced Desktop Publication</td>
<td>A dvanced use of M S-D O S 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: BPC 138AA or permission of instructor.</td>
</tr>
<tr>
<td>BPC278</td>
<td>3 Credits</td>
<td>Software Installation - MS Windows</td>
<td>Installing and configuring microcomputer software. Emphasis placed on the installation, configuration, upgrade, and related problem resolution of microcomputer operating system and applications software. Prerequisites: CIS 105, CIS 121, CIS 114 (any module whose course number suffix begins with a “D”), CIS 117 (any module whose course number suffix begins with a “D”), and BPC 170 with grade of “C” or better, or permission of instructor.</td>
</tr>
<tr>
<td>BPC298AA</td>
<td>1 Credit</td>
<td>Special Projects</td>
<td>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.</td>
</tr>
<tr>
<td>BPC298AB</td>
<td>2 Credits</td>
<td>Special Projects</td>
<td>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.</td>
</tr>
<tr>
<td>BPC298AC</td>
<td>3 Credits</td>
<td>Special Projects</td>
<td>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.</td>
</tr>
</tbody>
</table>
CCT120  3 Credits
Upgrading Support Skills from Windows NT 4.0 to Windows 2000

CCT121  2 Credits
Microsoft Windows 2000 Network and Operating System Essentials
Overview of Microsoft Windows 2000 network including operating system essentials. Covers administrative tasks and tools as well as user accounts, user rights and groups. Protocols, network topologies, network technologies and Internet connectivity also included. Prerequisites: Experience using Windows interface and general knowledge of hardware and networking concepts is recommended.

CCT122  3 Credits
Implementing Microsoft Windows 2000 Professional
Implementation of Microsoft (MS) 2000 Professional including MS 2000 Advanced Server. Covers installation, configuration and management of MS 2000 systems. User accounts, security policies, printing and mobile computing as well as disaster protection and recovery also included. Prerequisites: CIS175DA.

CCT123  3 Credits
Implementing and Supporting MS Windows XP Professional
Microsoft Windows XP Professional implementation and support. Covers installation, configuration, management and troubleshooting. Configuration for use in networks and mobile computing as well as supporting remote users. Resource and performance monitoring also covered.

CCT125  2 Credits
A+ Operating System Fundamentals
Overview of A+ operating system (OS) fundamentals, including OS types and functions. OS installation, upgrading, configuration and troubleshooting emphasized. Also covers dual-boot, partitions, file management procedures, device drivers and network communication. Internet services, browsers and access also included.

CCT130  3 Credits
Microsoft Transfer Control Protocol/Internet Protocol
Knowledge and skills necessary to install, configure, use, and support Transfer Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT. Prerequisites: CIS192 or permission of instructor.

CCT131  3 Credits
Exchange 2000 Implementation and Management
Implementation and management of computer network based electronic communication systems. Emphasis on ensuring the functionality and security of computer network based electronic communication systems. Covers system installation, object management, and access control. Also includes data preservation procedures, system route monitoring and malfunction diagnosis, and software subcomponent operation information. Prerequisites: None.

CCT132  2 Credits
Designing Microsoft Exchange 2000 for the Enterprise
Planning and designing a Microsoft (MS) Exchange 2000 organization for an enterprise environment. Includes routing groups, public folders, external and internal security threats, servers and routing topology. Management and operations plans as well as Active Directory also covered. Design of an environment using multiple routing and administrative groups emphasized. Prerequisites: CIS175CA and CIS175CF.

CCT133  2 Credits
GroupWise 5.0 Administration
Procedures to install GroupWise Administrator and the GroupWise client. Single domain-multiple post office system emphasized. Day-to-day administration tasks and GroupWise libraries also included. Prerequisites: CIS191 or CIS191DE or permission of instructor.

CCT134  2 Credits
Network Management Using ManageWise
Set up and management of ManageWise. Monitoring and troubleshooting emphasized including performance problems, and viruses. Installation and configuration also covered. Prerequisites: CIS190 and CIS245AE, or permission of instructor.

CCT135  2 Credits
NetWare 4.11 to NetWare 5 Update
Knowledge and skills to update NetWare 4.11 to NetWare 5. Installation, configuring, and troubleshooting emphasized. Evaluation of current system also included. Prerequisites: CIS245AE or permission of instructor.

CCT136  3 Credits
NetWare 5 Administration
Knowledge and skills required to administer or manage a Novell NetWare 5 local area network operating system. Includes NetWare 5 network management tasks.

CCT137  1 Credit
Introduction to Programming
Introduction to programming concepts with an emphasis on style and logical thinking. Covers complete program writing including looping, control breaks and arrays. Prerequisites: None.
CCT155 3 Credits
Mastering Visual Basic 6 Development
Creating database applications using components. Covers design, optimization, and deployment of applications using Microsoft Visual Basic 6.0. Includes use of visual data access tools, class modules, ActiveX controls and data objects, and Component Object Model (COM) components. Creating Internet applications also covered. Prerequisites: CIS159 or permission of instructor.

CCT156 3 Credits
Microsoft Visual Basic 6 Fundamentals
Fundamentals of Visual Basic development environment including forms and controls. Writing code and creating applications emphasized. Debugging and elimination of errors also covered. Prerequisites: Permission of instructor.

CCT163JA 3 Credits
Introduction to Java Fundamentals
Procedures for performing basic computer programming operations using Java language for those unfamiliar with C programming. Emphasis on syntax and semantics, using methods and objects, classes, threads, and collections in programming. Covers exception handling and package usage information. Also includes Java2 language usage, stand-alone applications, and inheritance. Prerequisites: None.

CCT163JB 3 Credits
Java Server Side Programming
Intermediate programming operations using Java. Emphasis on using JavaBeans, Servlets, Archives, multiple threads, and Java Native Interface (JNI). Covers Java Database Connectivity (JDBC), Structured Query Language, and Streams. Also includes Remote Method Invocation (RMI) and socket call information. Prerequisites: None.

CCT163JC 3 Credits
Java Application Development
Procedures for the creation and customization of Java applications. Emphasis on Applet creation, container operations, and Graphical User Interface (GUI) applications. Covers thread and class usage, streams, and security procedures. Also includes object oriented concept implementation and event driven programming concepts. Prerequisites: None.

CCT167 3 Credits
XML-Based Web Applications
Extensible Markup Language (XML) principles and usage. Emphasis on using XML to build web applications. Covers XML documents, technologies, and database data. Also includes procedures for embedding, manipulating, posting, and validating XML data. Prerequisites: None.

CCT170 2 Credits
Administration of Microsoft Systems Management Server 2.0
Administration of Microsoft Systems Management Server 2.0. Covers hardware and software inventory, query building, software metering and remote control functions. Creation of a software package and program also included. Prerequisites: Permission of instructor.

CCT171 3 Credits
Deploying and Supporting Microsoft Server 2.0
Basic knowledge and skills required to deploy and support Microsoft Systems Management Server (SMS) 2.0. Design a site, organize a site hierarchy and plan for resource needs emphasized. Restoring SMS site also covered. Prerequisites: Permission of instructor.

CCT172 3 Credits
Microsoft Exchange Server 5.5 Series-Design and Implementation
Design and implementation of Microsoft (MS) Exchange Server 5.5. Covers messaging systems, security issues, server architecture and installation procedures and problems. Intrasite and Intersite server communication also covered. Site connectors, X.400 connector and Dynamic Remote Access Service (RAS) connector as well as Internet Mail Service (IM S), News Service and Microsoft Outlook Web Access included. Prerequisites: CIS275BA or permission of instructor.

CCT173 3 Credits
Microsoft Exchange Server 5.5 Series-Concepts and Administration
The concepts and administration of Microsoft (MS) Exchange Server 5.5. Covers server architecture, administration configuration and maintenance. Forms administration also covered. Prerequisites: CIS275BA or permission of instructor.

CCT175 1 Credit
Introduction to Structured Query Language
Introduction to Structured Query Language. Focuses on the query operation, including data collection, grouping and multi-table queries. Prerequisites: None.

CCT176 3 Credits
System Administration for Microsoft Structured Query Language Server
Microsoft (MS) Structured Query Language (SQL) Server system administration. Covers installation, configuration, security issues, database files and replication as well as backing-up, restoring and transferring data. Prerequisites: CIS105.
CCT177 3 Credits
Programming a Microsoft Structured Query Language Server 2000 Database
Programming a Microsoft Structured Query Language (SQL) Server 2000 database. Includes server integration, database security, programming tools, data types and tables, data integrity, stored procedures, triggers and user-defined functions. Also covers Transact-SQL programming language and elements as well as index planning, creation and maintenance. Prerequisites: Experience using the Microsoft Windows 2000 operating system.

CCT180 2 Credits
Introduction to ASP.NET
Active Server Page (ASP) .NET Language Basics. Emphasis on ASP.NET application creation. Covers control and web based service issues. Includes .NET platform feature and code information as well as dynamic data access procedures.

CCT181 3 Credits
ASP.NET Web Application Development
Development of Microsoft ASP.NET web applications using Visual Studio.NET. Covers .NET framework, Visual Studio.NET usage, .NET-based languages and ASP.NET Web applications. User input, user controls and data access as well as XML data, Web services and security issues included.

CCT200 1 Credit
I-Net+ Certification
Exploration of technologies involved in Internet development. Includes e-Commerce, web site developing and networking. Prerequisites: None.

CCT220 2 Credits
Designing a Microsoft Windows 2000 Directory Services Infrastructure
Information and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise environment. Includes key decision points for naming, delegation of authority, domain design and site topology design. Prerequisites: Departmental Approval.

CCT221 2 Credits
Designing a Microsoft Windows 2000 Networking Services Infrastructure
Information and skills necessary to design a Microsoft Windows 2000 networking services infrastructure design. Includes network foundation design, Internet and private networks connectivity, in addition to functionality, security and performance features of networking services. Prerequisites: Departmental Approval.

CCT222 1 Credit
Designing a Microsoft Windows 2000 Migration Strategy
Information and skills necessary to select and design a migration strategy from Microsoft Windows NT Server 4.0 to an Active Directory. Includes planning processes, restructuring and upgrade strategies as well as deployment techniques. Prerequisites: Departmental Approval.

CCT223 3 Credits
Designing a Secure Microsoft Windows 2000 Network
Information and skills necessary to design a security framework for small, medium and enterprise networks using Microsoft Windows 2000 technologies. Covers security risks and requirements, administrative access, user accounts, file resources, and backup procedures. Securing access emphasized. Prerequisites: None.

CCT225AA 2 Credits
Gathering and Analyzing Business Requirements
Introduction to design of a business solution. Covers information gathering, analysis and presentation techniques and processes. Also includes development of usage scenarios and models for system behavior. Prerequisites: Departmental Approval.

CCT225AB 3 Credits
Designing Business Solutions
Techniques for analyzing business requirements and developing business solutions. Includes Microsoft Solution Framework (MSF) and Microsoft Technology considerations, in addition to techniques and tools for designing business solutions. Prerequisites: Departmental Approval.

CCT225AC 2 Credits
Designing Data Services/Data Models
Procedures for extraction of data requirements from a conception model. Generation of a logical data design proceeding through the physical data design. Includes database systems and data access technologies. Prerequisites: None.

CCT227 3 Credits
Windows 2000 Network Management
Windows 2000 network management provisions and procedures. Emphasis upon active directory, Remote Access Service, and group policy usage. Covers network security issues, domain name system considerations, and Dynamic Host Configuration Protocol (DHCP). Also includes troubleshooting parameter, replication conflict resolution, and intranet web based service concepts. Prerequisites: CIS175D B.
CCT228 3 Credits
Supporting a Microsoft Windows 2000 Network Infrastructure
Procedures for installing, configuring, managing and supporting a network infrastructure that uses Windows 2000 Server products. Covers Dynamic Host Configuration Protocol (DHCP) and Remote Access procedures in addition to routing and troubleshooting techniques. Prerequisites: Departmental Approval.

CCT229 3 Credits
Implementing and Administering Microsoft Windows 2000 Directory Services
Information and skills necessary to install, configure and administer Active Directory service. Also covers tasks required to implement Group Policy to centrally manage large numbers of users and computers. Prerequisites: Departmental Approval.

CCT243 1 Credit
GroupWise 5.0 Advanced Administration
Procedures to design, configure, and troubleshoot a GroupWise system with multiple domains. Creating and linking domains also included. Prerequisites: CIS176AB or permission of instructor.

CCT244 2 Credits
Novell Directory Services Design and Implementation
Set up and management of Novell Directory Services (NDS). Covers user environment, synchronization strategy and tree structure. Design and implementation emphasized. Prerequisites: CIS245AE or permission of instructor.

CCT247 3 Credits
NetWare 5 Advanced Administration
Advanced NetWare 5 administration. Covers upgrading and installation of NetWare 5. Also includes NetWare Kernel, Server Console and NetWare Loadable Modules (NLMs) as well as queue-based printing, network file system, Domain Name Service/Dynamic Host Configuration Protocol (DNS/DHCP) and Novell Directory Services (NDS) tree. Server backup and remote access also covered. Prerequisites: CIS109AM and CIS191DE, or permission of instructor.

CCT248 3 Credits
NetWare 6 Upgrade
Upgrading to NetWare 6 administration. Covers installation, configuration and troubleshooting of NetWare 6. Includes configuration and maintenance of eDirectory, Novell Storage Services (NSS), user access components, and cluster services.

CCT250 3 Credits
Novell Network Plus
Overview of fundamental networking knowledge and skills. Covers Open Systems Interconnection (OSI) Reference Model Layers. Topics include synchronization techniques and address/name resolution methods as well as Transfer Control Protocol/Internet Protocol (TCP/IP), Windows TCP/IP utilities, and network interface boards included. Various network security models, encryption, firewalls, remote access and troubleshooting techniques also covered. Prerequisites: None.

CCT251 3 Credits
Computer Network Connectivity
Computer network connectivity procedures. Emphasis on network protocols and addressing, routing, and remote connectivity operations. Covers server and printer connections, connection hardware configuration, and network resource identification. Also includes the open systems interconnection model considerations, network security concerns and troubleshooting procedures.

CCT255 3 Credits
Mastering Enterprise Development
Introduction to enterprise development. Managing business and data services using Microsoft Visual Basic, Component Object Model (COM), Dynamic Link Libraries (DLL's), Microsoft Transaction Server (MTS), and ActiveX Data Objects (ADO), included. Prerequisites: CIS275AG or CIS268, or permission of instructor.

CCT260 3 Credits
Interconnecting Cisco Network Devices
Procedures for interconnecting existing computer networks. Emphasis on internetworking, layer usage, and software configuration. Covers router and switch usage, protocol suite and wide-area networking, as well as Internet protocol address and routing configuration. Also includes frame relay and X.25 configuration, access list traffic management, and alternate router access information. Prerequisites: None.

CCT261 3 Credits
Multi-Layer Remote Access Network Construction

CCT262 3 Credits
Scalable Network Construction and Troubleshooting
Scalable network construction procedures. Emphasis upon troubleshooting and malfunction resolution. Covers protocol usage, route redistribution, and router operation verification. Also includes Internet protocol address extension and diagnostic report creation and review.
### Course Descriptions

#### Computers

**CCT266**  
**Cisco Network Security Management**  
3 Credits  

**CCT270**  
**Securing Intranets with BorderManager**  
2 Credits  
Set up and management of BorderManager. Covers packet filtering, Network Address Translator (NAT), Internet Protocol (IP), Gateway and Proxy Cache Services. Installing and configuring emphasized. Prerequisites: CIS242 and CIS245AE, or permission of instructor.

**CCT280**  
**Visual Basic.NET Programming**  
3 Credits  

**CCT283**  
**Programming With Microsoft ADO.NET**  
2 Credits  
Overview of programming using Microsoft ADO.NET. Data-centric applications, ADO.NET architecture and XML techniques covered. Also includes data sources and DataSets. Connected database operations emphasized.

**CIS109**  
**LAN Operations and Concepts**  
1 Credit  
Overview of basic local area networking concepts. Introduction to industry language, computer network hardware, LAN operating systems, and data communication basics. Prerequisites: BPC/CIS121AB, or (BPC102AA and BPC102BA), or CIS105, or BPC110, or permission of instructor.

**CIS114DE**  
**Excel Spreadsheet**  
3 Credits  
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

**CIS117DM**  
**Microsoft Access: Database Management**  
3 Credits  
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/CIS117AA and BPC/CIS117BA and BPC/CIS117CA. Prerequisites: None.

**CIS118AB**  
**Powerpoint: Level I**  
1 Credit  
Use of Powerpoint software to produce professional-quality presentation visuals. Prerequisites: None.

**CIS118BB**  
**Powerpoint: Level II**  
1 Credit  
Use of Powerpoint software to add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

**CIS120BA**  
**Computer Graphics: IBM Adobe Illustrator - Level I**  
1 Credit  
Provides students with the capability to use IBM 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.

**CIS120BB**  
**Computer Graphics: IBM Adobe Illustrator - Level II**  
1 Credit  
Provides students with the capability to use IBM 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/CIS120BA.
### COURSE DESCRIPTIONS

#### Computers

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS120BC</td>
<td>Computer Graphics: IBM Adobe Illustrator - Level III</td>
<td>1</td>
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<tr>
<td></td>
<td>Provides students with the capability to use IBM Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, graphics design, color graphics, determine file formats appropriate for web and print, and utilize tools to optimize graphics. Prerequisites: BPC/CIS120BB.</td>
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<tr>
<td>CIS120BD</td>
<td>Computer Graphics: IBM Adobe Illustrator</td>
<td>3</td>
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<tr>
<td></td>
<td>Provides students with the capability to use IBM 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.</td>
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<tr>
<td>CIS120DC</td>
<td>Computer Graphics: Macromedia Flash</td>
<td>3</td>
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<tr>
<td></td>
<td>Provides students with the ability to use Macromedia Flash 5.0 graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.</td>
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<tr>
<td>CIS120DF</td>
<td>Computer Graphics: Adobe Photoshop</td>
<td>3</td>
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<td></td>
<td>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, 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.</td>
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<tr>
<td>CIS121AB</td>
<td>MS-DOS Operating System</td>
<td>1</td>
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<tr>
<td></td>
<td>The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.</td>
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<tr>
<td>CIS121AE</td>
<td>Windows Operating System: Level I</td>
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<td></td>
<td>Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving online help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.</td>
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<tr>
<td>CIS121AG</td>
<td>Windows 98 - Level I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving online help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.</td>
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<tr>
<td>CIS122AE</td>
<td>Windows Operating System: Level II</td>
<td>1</td>
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<td>Additional capabilities of the Windows '95 program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: BPC/CIS121AE or permission of instructor.</td>
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<tr>
<td>CIS122AG</td>
<td>Windows 98 - Level II</td>
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<td></td>
<td>Microsoft (MS) Windows 98 network software package. Covers enhanced features, user interface enhancements, maintenance and troubleshooting tools. Configuration emphasized. Prerequisites: BPC121AG or CIS121AG.</td>
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<tr>
<td>CIS124AA</td>
<td>Project Management Software: Level I</td>
<td>1</td>
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<tr>
<td></td>
<td>Utilization of project management software packages by managers and advanced business students to solve critical management planning tasks. Evaluation of management opportunities utilizing software packages to monitor project progress and resource allocation. Includes &quot;what-if&quot; analysis, and preparation of management reports. Prerequisites: None.</td>
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<tr>
<td>CIS124BA</td>
<td>Project Management Software: Level II</td>
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<td></td>
<td>Advanced use of project management software. Covers features and functions to solve critical management planning tasks. Project communications, scheduling, resource allocation, tracking processes and importing and exporting data also covered. Project consolidation emphasized. Prerequisites: CIS124AA or permission of instructor.</td>
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<tr>
<td>CIS126DA</td>
<td>UNIX Operating System</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>CIS131AB</td>
<td>Internet for Teachers: Level I</td>
<td>1</td>
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<tr>
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<td>How schools are delivering education over the Internet; techniques used to expand use; strategies for in and out of classroom use; availability of important educational resources; future potential and disadvantages in relation to education. Some previous computer experience preferred. Prerequisites: None.</td>
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<tr>
<td>CIS131BB</td>
<td>Internet for Teachers: Level II</td>
<td>1</td>
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<tr>
<td></td>
<td>Using the Internet in the classroom. Ethics and safety issues using the Internet with students covered as well as classroom and online activities. Prerequisites: CIS131AB.</td>
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</table>
CIS131CB  
**Internet for Teachers: Level III**  
Internet use in the classroom. Covers teaching/learning resources, curriculum materials and teaching techniques. Collaborative projects and simple web page design included. Prerequisites: CIS131BB.

CIS131DB  
**Internet for Teachers**  
Overview of Internet use in the classroom. History of the Internet and World Wide Web (WWW) covered as well as components, advantages and disadvantages of the Internet use and misuse of electronic communication. Also includes safety and ethical issues, teaching/learning resources, teaching techniques and collaborative projects. Simple web page design included. Prerequisites: CIS131CB.

CIS133AA  
**The Internet/World Wide Web: Level I**  
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA  
**The Internet/World Wide Web: Level II**  
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: CIS133AA.

CIS133CA  
**The Internet/World Wide Web: Level III**  
Web site development using the enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: BPC/CIS133BA.

CIS133DA  
**The Internet/World Wide Web**  
Overview of the Internet and World Wide Web (WWW) and its resources. Hands-on experience with various Internet communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None.

CIS140  
**Survey of Multimedia Technology**  
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.

CIS150  
**Programming Fundamentals**  
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.

CIS159  
**Visual Basic Programming I**  
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor.

CIS162AB  
**C++: Level I**  
Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105 or permission of instructor.

CIS163AA  
**Java Programming: Level I**  
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105.

CIS166AA  
**Introduction to JavaScripting**  
Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: CIS133DA or permission of instructor.

CIS167AB  
**Windows Programming Using Visual C++ and MFC**  
Visual C++ development environment; Microsoft Foundation Class (MFC) and Application Framework (AFX) architecture. Creating advanced Windows applications using Visual C++, MFC, ActiveX, and AFX. Prerequisites: CIS162AB, or permission of instructor.

CIS175IB  
**Building Web Documents with HTML**  
Basics of designing and developing web sites. Includes graphics, tables and image maps as well as multimedia procedures. Hypertext Markup Language (HTML) emphasized. Prerequisites: None.

CIS190  
**Introduction to Local Area Networks**  
Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

CIS191DE  
**Novell NetWare 5 System Administration**  
Knowledge and skills required to administer or manage a NetWare 5 local area network operating system. 5 network management tasks. Prerequisites: CIS105, or permission of instructor.
Course Descriptions

Computers

CIS191DL 3 Credits
Microsoft Windows NT System Administration
Knowledge and skills required to administer or manage a Microsoft Windows NT local area network operating system. NT network management tasks. Prerequisites: CIS105, or permission of instructor.

CIS191EA 3 Credits
NetWare Service and Support
Knowledge and skills of administration, software installation and configuration. Prevent, diagnose, and resolve problems relating to storage devices, workstations, printing, server and network. Prerequisites: A solid background in DOS Windows and NetWare or permission of instructor.

CIS192 3 Credits
Microsoft Windows NT Workstation
Knowledge and skills necessary to configure, customize, optimize, and troubleshoot Windows NT, as well as to integrate networks. Prerequisites or Corequisites: CIS190.

CIS193 3 Credits
Microsoft Windows NT Server
Knowledge and skills to plan, install, configure, customize, and integrate networks with Windows NT Server operating system. Prerequisites or Corequisites: CIS192.

CIS209AM 2 Credits
Networking Technology II

CIS214DE 3 Credits
Advanced Excel Spreadsheet: Level II
Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized. Prerequisites: CIS114DE or permission of instructor.

CIS217AM 3 Credits
Advanced Microsoft Access: Database Management
Basic database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access '97 Internet features also covered. Prerequisites: (BPC/CIS117CM or BPC/CIS117D M ).

CIS225 3 Credits
Business Systems Analysis and Design
Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.

CIS233AA 1 Credit
Web Design and Publishing I
Design and creation of pages on the Internet's World Wide Web using hypertext markup language (HTML). Hands-on experience authoring HTML and preparing sophisticated web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233AB 1 Credit
Internet Web Publishing: FrontPage Level I
Introduction to designing and creating pages on the Internet's World Wide Web using FrontPage 98. Hands-on experience authoring hypertext markup language (HTML) and preparing beginning web documents. Prerequisites: CIS133BA or permission of instructor.

CIS233BA 1 Credit
Web Design and Publishing II
Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts and multimedia. Prerequisites: CIS233AA or permission of instructor.

CIS233BB 1 Credit
Internet Web Publishing: FrontPage Level II
Advanced hypertext markup language (HTML) using FrontPage 98. Covers tables, forms, image maps, gateway scripts, and multimedia. Hands-on experience of designed advanced web presentations. Prerequisites: CIS233AB or permission of instructor.

CIS233CA 1 Credit
Web Design and Publishing III
Exploration of best practices/issuses for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS233BA or permission of instructor.

CIS233DA 3 Credits
The Internet Web Publishing
Design and creation of presentations on the Internet's World Wide Web with the Web's hypertext markup language (HTML). Hands-on experience authoring HTML and preparing web documents. Covers emerging issues in web publishing. Prerequisites: CIS133BA or CIS133DA or permission of instructor.

CIS235 3 Credits
e-Commerce
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-Commerce. Prerequisites: CIS233DA.
CIS280 3 Credits
Current Topics in Computing
Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS290AC 3 Credits
Computer Information Systems Internship
Work experience in business or industry. Prerequisites: Permission of instructor.

CSC100 3 Credits
Introduction to Computer Science for Non-Computer Majors
Concepts of problem solving, structured programming in a C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT 120 or MAT 121 or MAT 122.

CSC150 3 Credits
Programming in C/C++
Introduction to C and C++ programming. Flow control, functions, pointers, data structures, file handling, and introduction to object-oriented programming. Prerequisites: Permission of instructor.

CSC185 3 Credits
World Wide Web and Introductory Internet Programming
Organization of and access to information on the Internet. Design, creation and publication of interactive web pages with HTML, multimedia, animated custom graphics, applets and JavaScript programming. Ethical issues, including security and privacy on the World Wide Web. Prerequisites: None.

CSC298AA 1 Credit
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

Corporate Computer Technology
For a list of course descriptions see Computers on page ___.

CSC298AA 1 Credit
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.
Counseling and Personal Development

CPD102AA 2 Credits
Assertiveness Training
Designed to help students differentiate assertive, non-assertive and aggressive behavior. Overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct, appropriate manner. Prerequisites: None.

CPD102AB 2 Credits
Career Exploration
Designed to assist students making career choices. Focus on self-assessment in terms of educational and career opportunities, and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD 2 Credits
Eliminating Self-Defeating Behavior
Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative, and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AH 2 Credits
Stress Management
Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AT 2 Credits
Building Self Esteem
Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. Prerequisites: None.

CPD102BA 2 Credits
Women In Transition
Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD123 1 Credit
Employee Development: Personal Development
Examination of personal values and positive self esteem. Also covers personal development skills including assertive behavior and decision making. Prerequisites: None.

CPD124 1 Credit
Employee Development: Lifestyle Management
Overview of the nature of stress and nutrition and its effect on lifestyle management. Development of coping skills for dealing with stressful situations in the workplace. Prerequisites: None.

CPD125 1 Credit
Employee Development: Problem Solving/Decision Making
Development of decision-making skills as well as techniques for problem solving. Focus on values and value conflicts as related to decision-making. Also includes establishing short and long-term goals for personal and career development. Prerequisites: None.

CPD127 1 Credit
Workplace Resolution and Negotiation Strategies
Basic workplace conflict resolution and negotiation strategies. Includes establishing and maintaining effective working relationships as well as options and alternatives to conflict resolution. Prerequisites: None.

Covey

COV110 2 Credits
The Seven Habits of Highly Effective People
Development of interpersonal habits that are used by successful people in their personal and professional lives. Seven Habits of Highly Effective People. Video-based lecture course. Prerequisites: None.

Credit Services Industry

CSI110 2 Credits
The Credit Card Industry
Overview of credit card industry. Includes banking history, laws and regulations, and corporate structure. Emphasis on customer service department and customer service representative functions. Types of credit cards and credit card products also covered. Prerequisites: None.

CSI111 2 Credits
History and Function of the Credit Card Industry
History and function of the credit card industry. Covers operations and transaction order procedures in addition to terminal functionality, hotel procedures and use of the Merchant Management System (MMS). Prerequisites: None.
COURSE DESCRIPTIONS

Credit Services Industry

CSI112 2 Credits
Introduction to the Bankcard Industry
Introduction to the bankcard industry. Includes history and organization of the industry as well as bankcard and cardmember issues. Covers the application process and credit reviews in addition to the pre-approval process. Prerequisites: None.

CSI114 3 Credits
Bankcard Industry Regulations/Procedures
Regulations and procedures applicable to the bankcard industry. Covers the Fair Debt Collection Practices Act. Includes procedures for using the First Data Resources (FDR) system. Also covers procedures for special handling accounts and delinquencies. Prerequisites: None.

CSI116 3 Credits
Bankcard Industry Law
Overview of bankcard industry law. Includes the Fair Credit Reporting Act, the Equal Credit Opportunity Act and Truth in Lending issues. Covers payment rules and regulations, dispute issues and advance transaction procedures. Prerequisites: None.

CSI122 2 Credits
Introduction to Cardmember Services
Introduction to credit cardmember services. Covers job responsibilities of a cardmember service account manager. Enrollment processes, merging accounts and various credit card products and features also included. Use of a computer emphasized. Prerequisites: None.

CSI123 2 Credits
Credit Card Customer Service
Procedures for handling credit card transactions using the Hypercom System. Covers response calls, Quit Duplicating (QD) situations and procedures for the incrementing/bumping process. Also includes effective customer service techniques. Prerequisites: None.

CSI124 3 Credits
Intermediate Cardmember Services
Credit cardmember services. Covers balance transfers, call handling procedures, statements, authorizations and payment disputes. Computer usage emphasized. Prerequisites: CSI122.

CSI126 2 Credits
Advanced Cardmember Services
Advanced credit cardmember services. Includes finance charge processing procedures and listening and customer interaction strategies. Covers lost/stolen report processing and negotiation techniques. Prerequisites: CSI124.

CSI130 3 Credits
Cardmember Assistance
Overview of credit cardmember assistance. Policies and procedures emphasized. Communication tools and cardmember assistance telephone calls covered. Prerequisites: None.

CSI131 2 Credits
Credit Card Technology
Overview of computers in the credit card industry. Various computer screens and computer telephony integration system emphasized. Prerequisites: None.

CSI132 2 Credits
Cardmember Assistance Calls
Credit cardmember assistance telephone calling. Placing and answering cardmember phone calls emphasized. Use of a cardmember assistance account system also covered. Prerequisites: CSI130.

CSI133 2 Credits
Bankcard Industry Account Maintenance
Account maintenance procedures for the bankcard industry. Includes procedures for navigating in the First Data Resources (FDR) system. Also covers phone etiquette and effective call flow. Prerequisites: None.

CSI134 3 Credits
Bankcard Industry Sales Communications
Bankcard industry phone sales communications. Covers the Welcome Call program, phone etiquette, and customer support procedures. Also includes the Fair Debt Collection Practices Act (FDCPA) as well as techniques for effective positioning and selling. Prerequisites: None.

CSI136 3 Credits
Credit Card Billing & Payments
Introduction to credit card billing and payment processes. Finance charges emphasized. Prerequisites: None.

CSI138 3 Credits
Processing Credit Card Accounts
Processing credit card accounts procedures. Includes credit line, disputes and fraud. Bank pricing strategies also covered. Prerequisites: None.

CSI140 2 Credits
Credit Card Telemarketing
Basic overview of credit card telemarketing. Covers definitions, traditional marketing methods, the telemarketer role and consumer credit structure. Customer feedback and customer management lifecycle also included. Prerequisites: None.

CSI142 2 Credits
Responsibilities of a Telemarketer
Telemarketing representative's responsibilities and performance management. Includes credit card basics, industry cycles, marketing features and credit card types. Computer system use emphasized. Prerequisites: None.

CSI144 3 Credits
Credit Card Telemarketing Strategies
Overview of credit card telemarketing strategies. Consultative selling and cross-selling marketing techniques as well as critical selling skills covered. Includes customer relationships, customer objections, pricing history, marketing segments and repricing. Laws and regulations also included. Prerequisites: None.
CSI145  3 Credits
Credit Card Retention
Overview of credit card customer retention and duties of retentio account manager. Covers credit card features, customer accounts, finances charges and credit card requests. Basic customer service skills also included. Prerequisites: None.

CSI146  3 Credits
Credit Card Retention Procedures
Credit card customer retention procedures. Computer system and automated phone system emphasized. Applications, statements, transfer and cash access also covered. Outbound sales and retention call procedures included. Prerequisites: None.

CSI147  3 Credits
Credit Card Retention Lab
Practice of credit card customer retention processes. Covers applications, statements, fees, cash access, balance transfer and finance charges. Handling outbound sales and retention calls included. Use of computer system and automated phone system emphasized. Prerequisites: CSI146.

CSI148  3 Credits
Credit Card Balance Transfer
Overview of credit card marketing services including balance transfer procedures. Covers duties of a marketing services account manager as well as credit card types, features and benefits. Credit protection services, limit increase procedures and communication skills also included. Prerequisites: None.

CSI149  3 Credits
Credit Card Balance Transfer Lab
Application of balance transfer procedures. Automated phone system and computer usage emphasized. Communication skills, electronic mail procedures and handling cardmember phone calls also covered. Prerequisites: CSI148.

CSI150  2 Credits
Credit Card Collection Guidelines
Overview of credit card collection laws. Includes collection polices and procedures. Credit card company background, products and collection department functions also covered. Prerequisites: N one.

CSI152  2 Credits
Credit Card Debt Collection
Overview of credit card debt collection via telephone. Includes collection call process as well as the basics of a collection computer system and collection call control. Collection programs for customers also covered. Prerequisites: N one.

CSI155  2 Credits
Bankcard Industry Loss Prevention
Overview of the bankcard industry loss prevention area. Includes history of the industry and use of the First Data Resources (FDR) system for managing loss prevention. Also covers the Adaptive Control System, pre-call analysis and collection call procedures as well as use of the Unison communication system. Prerequisites: None.

CSI156  2 Credits
Credit Card Loss Prevention
Overview of security loss prevention in the credit card industry. Includes job responsibilities of loss prevention analysts and line control analysts. Bomb threat procedures, types of fraud, and fraud detection systems also covered. Computer usage and loss prevention phone calls emphasized. Prerequisites: None.

CSI160  3 Credits
Credit Card Fraud Overview
Overview of fraud in the credit card industry. Includes types of fraud, key indicators and prevention techniques as well as the laws and regulations that govern credit card use. Customer service, industry-specific computer systems and credit card procedures also covered. Prerequisites: None.

CSI162  3 Credits
Credit Card Fraud Procedures
Basic duties and procedures for Fraud Representatives in the credit card industry. Covers general account procedures, fraud classifications, suspicious activity and memo usage. Prerequisites: N one.

CSI166  2 Credits
Bankcard Industry Fraud
Policies and procedures for handling bankcard fraud situations. Covers types and warning signs of possible fraud. Also includes effective communication skills, quality service techniques and problem solving. Prerequisites: None.

CSI170  3 Credits
Overview of Security Investigations
Overview of credit card security investigation. Includes duties of a security investigator, security procedures, types of fraud and fraud detection. Communication tools, cardmember phone calls and merchant phone calls also covered. Prerequisites: N one.

CSI172  2 Credits
Security Investigations
Advanced credit card security investigations. Includes use of fraud detection computer systems and placement of cardmember phone calls. Fraud case investigations emphasized. Prerequisites: None.

CSI183  2 Credits
Merchant Services
Credit card merchant services. Telephone etiquette, communication skills and effective listening skills covered. Use of phone system as well as memos, queues, supply orders and codes also included. Prerequisites/Corequisites: CSI181.
CSI185 3 Credits
Terminal Communication Procedures
Electronic terminal communication issues. Procedures for identifying and correcting communication errors as well as use of telephone terminals. Also covers classification of procedures and the staging/vapping process. Prerequisites: N one.

CSI186 2 Credits
Credit Card Terminals
Overview of credit card terminals. Covers types, components, features and access codes as well as printer types and usage. Prerequisites: N one.

CSI187 2 Credits
Credit Card Terminal Policy and Procedures
Overview of credit card terminal policies and procedures. Covers warranty, replacing equipment and new equipment orders. Seasonal merchant accounts and change of ownership procedures also included. Prerequisites: N one.

CSI188 1 Credit
Credit Card Terminal Tracking
Overview of an online management compensation and tracking system for credit card terminals. Covers phone systems and command keys. Prerequisites: N one.

CSI189 2 Credits
Credit Card Terminal Troubleshooting
Basic credit card terminal troubleshooting techniques. Covers hardware and communication problems. Troubleshooting rules, task based troubleshooting and common error messages also covered. Prerequisites: N one.

CSI190 2 Credits
Merchant Reporting
Overview of credit card merchant reports. Covers report procedures and use of a report management distribution system. Handling of merchant accounts also covered. Prerequisites: N one.

CSI192 2 Credits
Merchant Settlement
Overview of credit card merchant settlement. Covers transactions, sales submissions, third party processors, and netting processes. Prerequisites: N one.

CSI194 3 Credits
Merchant Research and Resolution
Research and resolution of a credit card merchant’s account. Covers cardmember statements, settlement exceptions, and merchant fraud. Use of computer system also included. Prerequisites: N one.

CSI196 2 Credits
Credit Card Processing
Practical application of credit card processing skills. Covers transaction orders, debits, and Electronic Benefits Transfer (EBT) procedures in addition to hotel, fine dining and Down Line Load (DLL) procedures. Prerequisites: N one.

CSI210 3 Credits
Investment Banking
Overview of the investment banking industry. Includes communication process and investor services as well as various types of securities. Prerequisites: N one.

CSI212 2 Credits
Investing Systems
Systems used for executing and maintaining investment accounts. Includes the Investor Research and Information System (IRIS) and the Investar One System. Also covers Corporate Trust Agency Systems and the correspondence system. Prerequisites: N one.

CSI214 2 Credits
Investment Funds I
Exchange-Trade Fund (ETF) research and procedures. Covers dividends and capital gains as well as premiums, discounts and reinvestment procedures. Prerequisites: N one.

CSI215 2 Credits
Investment Funds II
Overview of mutual funds and money market accounts. Covers investor suitability, purchase plans and flexible pricing as well as investment advantages and risks. Prerequisites: N one.

CSI220 2 Credits
Retail Banking
Overview of the retail banking industry. Includes communication skills and investor services, as well as an overview of securities. Prerequisites: N one.

CSI222 2 Credits
Retail Banking Services
Banking services concerning Unit Investment Trusts (UIT). Includes portfolio management, sponsors and trustees as well as distribution, redemptions and terminations. Prerequisites: N one.

CSI224 2 Credits
Retail Investing Systems
Systems used for maintaining investment accounts. Includes the Investor Research and Information System (IRIS) and the Corporate Trust Agency System along with the correspondence system. Prerequisites: N one.

Critical and Evaluative Reading
For a list of course descriptions see Reading on page 208.
## Customer Service Representative

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR130</td>
<td>3</td>
<td>Health Insurance Technology</td>
<td>Overview of computers in the health care insurance industry. Covers various computer screens, online and manual data entry. Customer service worksheets included. Prerequisites: BPC 110A A.</td>
</tr>
<tr>
<td>CSR131</td>
<td>3</td>
<td>General Health Insurance Enrollment Procedures</td>
<td>Standard enrollment procedures for the health insurance industry. Covers insurance forms, codes, waivers, precertification, confidentiality and billing processes. Renewal processing and COBRA processing also included. Prerequisites: None. Co-requisites: CSR132 and CSR133.</td>
</tr>
<tr>
<td>CSR132</td>
<td>2</td>
<td>Enrollment Services for Health Insurance</td>
<td>Overview of health insurance enrollment services including provider and subscriber inquiries. Various processes including subscriber, dependent and retro-active also covered. Computer usage emphasized. Prerequisites: None. Co-requisites: CSR131 and CSR133.</td>
</tr>
<tr>
<td>CSR133</td>
<td>2</td>
<td>Enrollment Payment Procedures</td>
<td>Billing procedures for health insurance enrollment services. Covers cash system, remittance balance, transfers and revenue system as well as the billing process. Computer use emphasized. Prerequisites: None. Co-requisites: CSR131 and CSR132.</td>
</tr>
<tr>
<td>CSR134</td>
<td>3</td>
<td>Provider Assistance</td>
<td>Overview of provider assistance in the health care industry. Topics include contracts, benefits, eligibility and inquiries. Computer usage emphasized. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR135</td>
<td>3</td>
<td>Health Insurance Claims Processing</td>
<td>Overview of computer usage in the health care insurance industry. Covers various online files, benefit screens, eligibility, precertification and hospital pricing. Claims processing emphasized. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR150</td>
<td>2</td>
<td>Vehicle Loan Industry Principles</td>
<td>Introduction to vehicle loan industry customer service and processing practices. Covers fundamental loan processing information, workstation and software usage, and account change and documentation procedures. Also includes payment option, late charge, waiver, and deferment processing information. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR151</td>
<td>2</td>
<td>Vehicle Loan Industry Procedures</td>
<td>Vehicle loan industry customer service and processing procedures. Covers loan processing and documentation practices. Also includes collection processing exceptions, customer bankruptcy procedures, and software usage during customer service. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR152</td>
<td>3</td>
<td>Vehicle Loan Industry Customer Service</td>
<td>Vehicle loan industry customer service provision and practices. Covers customer service, routing, and account documentation practices. Also includes communicative strategy usage, repossession and seizure issues, payment deferment and military personnel loan processing. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR164</td>
<td>2</td>
<td>Prescription Customer Service Skills</td>
<td>Mail order prescription customer service skills. Includes basic computer overview and computer use. Third party coverage, terms, patient registration and payment procedures covered. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR165</td>
<td>3</td>
<td>Mail-Order Prescriptions</td>
<td>Basic mail-order prescription information. Covers drug classifications, substitutions and pay codes as well as doctor and patient directions. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR166</td>
<td>2</td>
<td>Mail-Order Prescriptions Lab</td>
<td>Laboratory for handling mail order prescriptions. Patient registration, customer inquiries, telephone techniques and account receivable procedures covered. Use of computer emphasized. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR167</td>
<td>3</td>
<td>Prescription and Order Entry</td>
<td>Basic prescription and order entry. Covers patient information, codes, procedures, healthcare plans and registration procedures as well as terminology and exceptions. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR168</td>
<td>2</td>
<td>Prescription and Order Entry Lab</td>
<td>Laboratory for basic prescription and order entry. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR169</td>
<td>3</td>
<td>Telecommunications Company Customer Service</td>
<td>Customer contact associate responsibilities in customer service. Emphasis on procedure and applications of the Intelligent Work Station as well as reference navigation and the course management system. Also covers account access and maintenance. Prerequisites: Departmental approval.</td>
</tr>
</tbody>
</table>
Introduction to Local Telephony Services
Overview of the local telephony services industry. Identification of physical components of Hybrid Fiber Coax (HFC) included. Emphasis on how calls are routed. History of the divestiture of telephony industry also covered. Prerequisites: None.

Customer Care Associate in Local Telephony Industry
Roles and responsibilities of a customer care associate. Emphasis on handling customer inquiries to completion. Other resource groups also covered. System and documentation use included. Prerequisites: None.

Local Telephony Products and Services
Overview of the products, services and features of local telephony services including offers and packages. Voice mail options emphasized. Prerequisites: None.

Telecommunications Billing/Rates
Procedures for making call and rate determinations. Examination of the benefits and function of InterLATA and IntraLATA service as well as Dial 1 orders and charges. Also includes billing, commitments and calling plans. Prerequisites: Departmental approval.

Inquiries and Adjustments
Procedures for handling inquiries and calling plan adjustments. Covers international products and services as well as calling card account establishment and maintenance. Also includes use of the Order Status System. Prerequisites: Departmental approval.

Telecommunications Sales, Products and Features
Procedures for handling special situations and customers. Includes rewards programs as well as special program products and features. Prerequisites: Departmental approval.

Customer Contact Associate Lab
Practical application of the skills required of the Customer Contact Associate. Includes customer service, account maintenance and call classification as well as billing and rates. Also covers calling plans, international services and long distance accounts. Prerequisites: Departmental approval.

Integrated Communications Operations Management System (ICOMS) Overview
Overview of Integrated Communications Operations Management System (ICOMS). Identification of menus and fields emphasized. Prerequisites: None.

Integrated Communications Operations Management System (ICOMS) Usage
Using Integrated Communications Operations Management System (ICOMS). Emphasis in maintaining customer accounts and tracking work orders. Prerequisites: None.

Insurance Regulations
Overview of regulations for the insurance industry. Covers property and casualty, dwelling and homeowner’s in addition to commercial general liability and personal auto. Also includes Arizona State Statutes. Prerequisites: None.

Insurance Rates and Coverage
Procedures for determining rates and coverage. Includes rating factors and markets as well as violation chargeability and liability. Also covers system screens and underwriting. Prerequisites: None.

Insurance Application Processing and Rewrites
System training for application completion procedures and ProRater navigation. Also covers the rewrite process and special lines coverage and quotes. Includes Internet access and usage. Prerequisites: None.

Insurance Industry Direct Sales
Overview of direct sales basics. Covers the sales and mainframe systems in addition to effective communication and sales techniques. Also includes procedures for closing the sale. Prerequisites: None.

Insurance Industry Direct Sales Lab
Practical application of direct sales basics. Covers sales and mainframe systems in addition to effective communications techniques. Also includes procedures for closing the sale. Prerequisites: CSR185.

Computer Sales Industry
History and development of the computer sales industry. Covers business and sales models as well as direct markets. Includes company use of the Internet and Intranet. Prerequisites: None.

Call Center Sales Training
Call center sales training including anatomy of a call, fact-finding, account profiling and quoting. Covers prospecting and overcoming customer objections. Also includes software application and licensing regulations. Prerequisites: None.
### Customer Service Representative

**CSR192**  
**Automated Ordering System**  
Overview of an automated ordering system including function keys and screen usage. Covers pool accounts, search procedures and order entry as well as quote procedures, open orders and quote management. Prerequisites: None.

**CSR193**  
**Call Center Sales Techniques**  
Practical application of sales training techniques. Includes customer calls, account profiling and competing quotes. Also covers use of an automated ordering system and company web page to provide effective customer service. Prerequisites: None.

**CSR194**  
**Computer Sales Hardware Determination**  
Overview of hardware function and specifications for computer sales industry. Includes motherboards, memory and modems as well as drives, monitors and printers. Also covers determining customer needs in all hardware areas. Prerequisites: None.

**CSR200**  
**Automobile Representative Member Services**  
An automobile insurance representative customer service considerations. Emphasis upon customer need identification and relationship management strategies. Covers contract term explanation, risk segmentation, and insurance coverage application. Also includes premium identification, documentation review and provision, and record amendment procedures. Prerequisites: None.

**CSR201**  
**Insurance Operations**  
An automobile insurance member acquisition services representative operating procedures. Emphasis upon the explanation of payment and risk rate information, the provision of written correspondence, and file information completion. Covers representative underwriting observation, fundamental need based sales principles, and phone system usage. Prerequisites: None.

**CSR202**  
**Insurance Representative Services**  
Insurance membership group operations. Emphasis upon computer workstation usage, membership group operations, representative responsibilities, and membership eligibility determination. Covers quote entry, resource tool usage, and file management and notation procedures. Prerequisites: None.

**CSR203**  
**Insurance Representative Concerns**  
An automobile insurance representative policy provision concerns. Emphasis upon fraud issues, vehicle inspection procedures, and authority limitations. Covers team development, merit rating considerations, and replacement part policy review. Also includes manual quote provision and active account representative observation. Prerequisites: None.

**CSR204**  
**Insurance Representative Procedures**  
Procedures for Reciprocal Inter-Insurance Exchange Representatives. Emphasis upon customer need identification and customer interaction strategies. Covers information sharing considerations, quote provision ramifications, and the application of customer eligibility guidelines. Also includes active representative monitoring. Prerequisites: None.

**CSR205**  
**Automobile Insurance Provisions**  
Reciprocal Inter-Insurance Exchange member customer service provisions. Emphasis upon underwriting concerns, partnership sales practices, and document viewing software usage. Covers policy issuance procedures, call center telephone system operation details, and active service representative observation. Also includes parent company versus subsidiary relationships. Prerequisites: None.

**CSR206**  
**Insurance Rate Determination**  
An automobile insurance exchange membership services representative operations. Emphasis upon named non-owner policy provision, operator and vehicle rating factor determination, and primary operator of vehicle determination procedures. Covers dual location of insured issues and specific jurisdictional considerations. Prerequisites: None.

**CSR207**  
**Automobile Policy Adjustment**  
Reciprocal Inter-Insurance Exchange representative policy alteration explanations. Emphasis upon policy explanation and adjustment. Covers membership flow-thru criteria, quality customer service information, and in-depth on-line resource instrument review. Also includes consultative selling practice and the observation of acting member service representatives. Prerequisites: None.

**CSR208**  
**Automobile Policy Provision**  
An automobile insurance representative policy provision considerations. Emphasis upon providing automobile insurance association member service. Covers driver history report review, underwriting mistake correction, and office calendar software usage. Also includes customer service performance report review and documentation, in-person resource utilization, industry goal relation, and member need resolution procedures. Prerequisites: None.

**CSR209**  
**Insurance Membership Customer Service**  
An automobile insurance association member customer service principles. Emphasis upon workstation software usage, customer service considerations, and eligibility extension. Covers contract term explanation and the claims process. Includes insurance resource delivery extension and dual location of insured resolution issues. Prerequisites: None.
**Course Descriptions**

**Customer Service Representative • Dance • Dental Assisting (Clinical)**

**CSR210 3 Credits**

**Insurance Membership Practices**
Practices for providing automobile insurance to group or association members. Emphasis upon description of underwriting concerns, electronic delivery of insurance resources, and explanation of contractual terms. Covers online resource navigation, customer service considerations, and claims process. Includes extension of eligibility and dual location of insured resolution issues. Prerequisites: None.

**CSR280AA 1 Credit**

**Customer Service Internship**
Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed. Prerequisites: Departmental Approval.

**CSR280AB 2 Credits**

**Customer Service Internship**
Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed. Prerequisites: Departmental Approval.

**CSR280AC 3 Credits**

**Customer Service Internship**
Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed. Prerequisites: Departmental Approval.

**Dance**

**DAH100 3 credits**

**Introduction to Dance**
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

**Dental Assisting (Clinical)**

**CDA101 1 Credit**

**Orientation to Clinical Dental Assisting**
Overview of dentistry. Roles of the clinical dental assistant and team members covered. Education and licensure requirements, ethics and professional organizations also covered. State Board of Dental Examiners and dental assistant regulations reviewed. History of dentistry and services provided by general and specialty practices also included. Prerequisites: Admission to the Clinical Dental Assisting Program.

**CDA102 1 Credit**

**Introduction to Dental Office Management**
Introduction to the operation and procedures of dental office management. Interpersonal communication techniques and psychological factors related to patient management emphasized. Systems for management of patient records, accounts receivable, insurance and fee collection, recall, supply inventory, and ordering covered. Overview of computers used in a dental office included. Prerequisites: CDA101 or permission of instructor.

**CDA110 2 Credits**

**Infection Control and Hazard Communication**
Introduction to infection control and hazard communication for the dental practice. Infection control mandates according to the Occupational Safety and Health Administration (OSHA), the American Dental Association (ADA), and the Center for Disease Control and Prevention (CDC) covered. Procedures related to infection control emphasized. Prerequisites: CDA102 or permission of instructor.

**CDA115 3 Credits**

**Dental Anatomy and Pathology**
Overview of human anatomy and pathology for the dental assistant. Structural organization and systems of the body covered. Identification of anatomy and landmarks of the head, neck, and orofacial structures emphasized. Dental pathology also covered. Prerequisites: CDA110 or permission of instructor.

**CDA120 1 Credit**

**Clinical Patient Management**
The role of the dental assistant in clinical patient management. Medical-dental health history, and obtaining and recording vital signs. Drug references, methods of administration, anesthetic, and patient prescriptions covered. Management of dental emergencies and the medically compromised also included. Prerequisites: CDA115 or permission of instructor.

**CDA125 3 Credits**

**Dental Materials**
Identification and description of dental materials covered. Manipulation of restorative, impression, laboratory, and adjunct dental materials emphasized. Prerequisites: CDA120 or permission of instructor.

**CDA220 2 Credits**

**Clinical Dental Assisting I**
Fundamental skills for clinical dental assisting. General dentistry office design, operation and maintenance of dental equipment, 4-handed delivery system, and dental instruments covered. New patient examination, prophylaxis, amalgam restoration, composite restoration, composite veneer, and tooth-whitening procedures. Placement of matrix band and wedge, and rubber dam. Role of dental assistant for patient procedures emphasized. Prerequisites: CDA125 or permission of instructor.
CDA230  
Clinical Dental Assisting II  
2 Credits

Specialty and expanded skills for clinical dental assisting.  
Fixed prosthetics preparation and cementation, removable  
prosthetics, endodontics, periodontics, orthodontics, oral  
and maxillofacial surgeries.  Placement of sealants, retraction  
cord, periodontal dressing, and provisional restorations.  Removal of excess permanent cement. Prerequisites: CDA220 or permission of instructor.

CDA240  
Dental Radiographic Imaging  
3 Credits

Dental radiographic imaging. Diagnostic value of radiographs, image geometry, exposure techniques, processing of intra-oral and extra-oral radiographs covered. X-ray production, exposure factors, and image characteristics emphasized. Identification of image defects and corrective measures. Biological effects of x-radiation, radiation safety, digitized radiography, infection control procedures, and legal implications also covered. Prerequisites: CDA230 or permission of instructor.

CDA280  
Clinical Dental Assistant Practicum  
1 Credit

Clinical dental assisting skills performance in a clinical laboratory. Safe work practices, infection control, dental radiography, chairside assisting, expanded dental assisting skills, patient management, dental materials manipulation, and dental laboratory skills emphasized. Operation and maintenance of dental equipment also covered. Prerequisites: CDA240 or permission of instructor.

CDA290  
Internship for Clinical Dental Assistants  
4 Credits

Perform clinical dental assisting skills within a dental practice setting. Practice safety and infection control, clinical and expanded dental assisting, patient management, laboratory skills, business assisting, equipment operation, and maintenance. Operate within practice standards, and record and evaluate internship experience. Two hundred (200) hours of designated work required. Prerequisites: CDA280 or permission of instructor.

DHE112  
Oral Pathology  
3 Credits

Identification, classification, etiology and treatment of lesions of the oral mucosa and atypical conditions of the oral cavity and supporting structures. Understanding of abnormal conditions to recognize the parameters of comprehensive dental hygiene care. Multi-media resources are used extensively for identification of oral lesions. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE114  
Emergency Medicine  
2 Credits

Introduction to recording and interpreting medical history. Additional topics include: recognition of signs and symptoms of medical emergencies, procedures and techniques introduced to prevent emergencies and management of emergency situations in the dental environment. Prerequisites: Admission to the Dental Hygiene Program or Dental Assisting Programs.

DHE119  
Head and Neck Anatomy  
3 Credits

Study of the structures of the head and neck relevant to dental hygiene. Topics include: osteology, musculature, blood supply, glandular tissue, cranial nerves and routes of infection. Course activities include use of skulls, models and multi-media resources. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE120  
Pre-Clinical Dental Hygiene  
6 Credits

Introduction to the dental hygiene profession and the process of care. Infection control, patient assessment, preventive treatment and dental hygiene instrumentation are practiced. Students are introduced to self assessment skills and quality improvement. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE122  
Dental Anatomy, Embryology and Histology  
2 Credits

Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skulls, models and multi-media resources also covered. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs.

DHE124  
Dental Radiography  
2 Credits

Physics of radiography, theory of radiation production, exposure techniques, radiation protection, film processing, mounting, and interpretation of radiographs. Course activities include multi-media resources. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor.
DHE125 1 Credit
Dental Radiography Lab
 Radiation safety and infection control procedures for operator and patient. Film placement, exposure, development, mounting and evaluation of dental radiographs. Operation and maintenance of X-ray and processing equipment. Interpretation of radiographic findings. Prerequisites or Corequisites: DAE/DHE 124 and admission to the Dental Hygiene Program or permission of instructor.

DHE127 3 Credits
Prevention of Dental Disease
Introduction of preventive concepts to help clients achieve control of oral diseases and injury. Topics include etiologic agents, caries process, nutrition, fluorides, sealants and patient/client motivation techniques. Multimedia resources used extensively. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE132 3 Credits
Dental Hygiene Theory I
Continued study of the dental hygiene process of care with emphasis on assessment, planning and implementation. Topics include instrumentation, adjunct dental hygiene services, instrument sharpening, computer technology, dental specialties and professional accountability. Prerequisites: DHE 120 and admission to the Dental Hygiene Program or permission of instructor. Corequisites: DHE 133.

DHE133 3 Credits
Dental Hygiene Clinic I
Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy. Prerequisites: DHE 120 and admission to the Dental Hygiene Program. Corequisites: DHE 132 and current CPR card.

DHE203 2 Credits
Dental Materials
Composition, properties and criteria for use of dental materials. Principles of mixing techniques of restorative, preventive, and laboratory dental materials. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor.

DHE204 1 Credit
Dental Materials Lab
Manipulate permanent and temporary restorative materials, impression material, dental waxes, cements, periodontal dressings, bases and liners. Fabricate mouth protectors, study models, and custom impression trays. Laboratory proficiency in margination of permanent restorative materials. Prerequisites: DAE/DHE 203 and Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor.

DHE212 2 Credits
Dental Hygiene Theory II
Continued study of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, and clinical decision making. Introduction to advanced periodontal instrumentation. Prerequisites: DHE 132 and DHE 133 and admission to the Dental Hygiene Program. Corequisites: DHE 213.

DHE213 5 Credits
Dental Hygiene Clinic II
Continued application of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, clinical decision making, advanced instrumentation and improved time utilization. Prerequisites: DHE 132 and DHE 133 and admission to the Dental Hygiene Program. Corequisites: DHE 212.

DHE219 2 Credits
Practice Management
Integration of practice management concepts and comprehensive quality patient care in preparation for future collaborative practice between dental hygienists and dentists. Students are challenged with practice situations including productivity, conflict management, ethical and legal issues. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE225 3 Credits
Periodontics
Principles of periodontology; etiology, microbiology, pathogenesis, classification and characteristics of healthy and diseased periodontal tissues. Surgical treatment of periodontal disease and the effects of dental hygiene therapy, surgical techniques and maintenance therapy. Evaluation of the scientific literature and multimedia resources are used extensively. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE227 2 Credits
Dental Anesthesia
A comprehensive lecture and laboratory course providing concepts and techniques for the administration of local anesthetic agents and nitrous oxide. Experience gained in medical history review, record keeping, patient management and hands on experience administering local anesthetics and nitrous oxide in a clinical setting. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE229 3 Credits
Community Oral Health
An examination of methods used to assess the oral health status of the community and to plan, implement, finance and evaluate dental public health programs. Focus on community-based health promotion and disease prevention measures to improve the oral health of the population, as well as the characteristics of dental care delivery systems and the social, political, psychological and economic factors affecting utilization within the system. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.
DHE232  2 Credits  
Dental Hygiene Theory III  
Continued study of the dental hygiene process of care with emphasis on the patient with special needs and advanced instrumentation. Students participate in field observations and present case documentations. Prerequisites: (DHE212 and DHE213), and admission to the Dental Hygiene Program. Corequisites: DHE233.

DHE233  5 Credits  
Dental Hygiene Clinic III  
Continued application of the dental hygiene process of care with emphasis on diverse populations. Students prepare for clinical practice using self-assessment, evaluation and critical thinking skills. Prerequisites: (DHE212 and DHE213), and admission to the Dental Hygiene Program. Corequisites: DHE232.

Drafting Technology  

DFT126  3 Credits  
Building Trades Blueprint Reading  
Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

Economics  

ECN111  3 Credits  
Macroeconomic Principles  
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macro-economic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN112  3 Credits  
Microeconomic Principles  
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Selected issues examined. Prerequisites: None.

Education  

EDU204  3.0 credits  
Fine Arts in Educational Settings  
Exploration of fine arts integration in the K-12 classroom setting. Focus on the impact on lifelong learning and education goal achievement when curriculum includes fine arts. Arizona art standards of dance, visual, theater and music also covered. Prerequisites: None.
EDU209AD  
Teaching Students with Physical and Other Health Impairments  
Investigation into the characteristics of and teaching strategies for students with physical and other health impairments. Emphasis on Arizona State Board of Education Professional Teaching Standards and Arizona Teacher Proficiency Objectives for Students with Physical and Other Health Impairments, includes 10 hours field experience. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222. Course Notes: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU209AF  
Assessment of Exceptional Learners  
Investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Includes field-based experience (10 hours) in assessing students with mild/moderate mental retardation, learning disabilities, or emotional disabilities in the classroom both individually and as a member of an assessment team. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU219. Course Notes: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU215  
Methods and Curriculum Development in Secondary Education  
Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 15 hours field experience. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU272. Corequisites: EDU215A or EDU215B or EDU215C or EDU215D or EDU215E. Course Notes: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU215AA  
Methods and Curriculum Development in Secondary Social Studies  
Overview and practical application of social studies teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU215. Course Note: Requires twenty (20) hours of field experience in a secondary social studies classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education, and the Office of Superintendent for Public Instruction. The course covers the state standards in social studies. The content of the course prepares the student to apply for state teaching certification. A Bachelor's degree is also required for this certification.

EDU215AB  
Methods and Curriculum Development in Secondary Mathematics  
Overview and practical application of mathematics teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU215. Course Note: Requires twenty (20) hours of field experience in a secondary mathematics classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education, and the Office of Superintendent for Public Instruction. The course covers the state standards in mathematics. The content of the course prepares the student to apply for state teaching certification. A Bachelor's degree is also required for this certification.

EDU215AC  
Methods and Curriculum Development in Secondary Science  
Overview and practical application of science teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU215. Course Note: Requires twenty (20) hours of field experience in a secondary science classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education, and the Office of Superintendent for Public Instruction. The course covers the state standards in science. The content of the course prepares the student to apply for state teaching certification. A Bachelor's degree is also required for this certification.

EDU215AD  
Methods and Curriculum Development in Secondary English  
Overview and practical application of English teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also
included. A Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU215. Course Note: Requires twenty (20) hours of field experience in a secondary English classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards in English. The content of the course prepares the student to apply for state teaching certification. A Bachelor's degree is also required for this certification.

EDU215AE 2 Credits
Methods and Curriculum Development in Secondary Education - Special Topics
Over view and practical application of teaching methodology and curriculum development for secondary teachers in special topics such as Music, Theater, Art, Economics, Foreign Languages, Computers, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU215. Course Note: Requires twenty (20) hours of field experience in a secondary classroom environment in the identified special topic of interest. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards. The content of the course prepares the student to apply for state teaching certification. A Bachelor's degree is also required for this certification.

EDU217 3 credits
Methods for the Structured English Immersion (SEI)/ESL Student
Methods of developing lesson plans in language arts, science, math, social studies, and culture for the English Language Learner (ELL) student. Emphasis on components of curriculum contents, teaching techniques, development and evaluation of teaching materials, includes 15 hours field experience. Prerequisites: Formal admission to a state approved undergraduate Teacher Preparation program and EDU222.

EDU219 3 credits
Special Education Techniques and Methods
Field-based experiences relating to the understanding of and teaching strategies for exceptional learners with mild/moderate mental retardation, learning disabilities, emotional disabilities, physical disabilities and/or other health related impairments. Provides opportunities for students to apply learning in the classroom. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and (EDU209A A, EDU209A B, EDU209A C, and EDU209A D).

EDU221 3 Credits
Introduction to Education
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 an elementary or secondary classroom environment.

EDU222 3.0 credits
Introduction to the Exceptional Learner
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. Course Note: May include twenty (20) hours of field experience in an elementary or secondary classroom environment.

EDU223AA 3 Credits
Emotional Disabilities in the Classroom
Investigation into the characteristics of and teaching strategies for students with emotional disabilities. Emphasis on Arizona State Board of Education Professional Teaching Standards and Arizona Teacher Proficiency Assessment Objectives for Students with Emotional Disabilities. Includes 10 hours field experience. Prerequisites: Baccalaureate Degree and EDU222. Course Note: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU223AB 3 Credits
Learning Disabilities in the Classroom
Investigation into the characteristics of and teaching strategies for students with learning disabilities. Emphasis on Arizona State Board of Education Professional Teaching Standards and Arizona Teacher Proficiency Assessment Objectives for Students with Learning Disabilities. Includes 10 hours field experience. Prerequisites: Baccalaureate Degree and EDU222. Course Note: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU223AC 3 Credits
Mild and Moderate Mental Retardation in the Classroom
Investigation into the characteristics of and teaching strategies for students with mild and moderate mental retardation. Emphasis on Arizona State Board of Education Professional Teaching Standards and Arizona Teacher Proficiency Assessment Objectives for Students with Mental Retardation. Includes 10 hours field experience. Prerequisites: Baccalaureate Degree and EDU222. Course Note: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.
COURSE DESCRIPTIONS

Education

EDU223AD  3 Credits
Physical and Other Health Impairments in the Classroom
Investigation into the characteristics of and teaching strategies for students with physical and other health impairments. Emphasis on Arizona State Board of Education Professional Teaching Standards and Arizona Teacher Proficiency Assessment Objectives for Students with Physical and Other Health Impairments. Includes 10 hours field experience. Prerequisites: Baccalaureate Degree and EDU222. Course Note: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU223AF  3 Credits
Assessment in Special Education
Investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Includes field-based experience (10 hours) in assessing students with mild/moderate mental retardation, learning disabilities, or emotional disabilities in the classroom both individually and as a member of an assessment team. Prerequisites: Baccalaureate Degree and (EDU223A, or EDU223B, or EDU223C, or EDU223D) and EDU226.

EDU224  3 Credits
Teaching in the Middle School
Overview of teaching in the middle school grades five through nine. Topics include characteristics of young adolescents, responsibilities of teaching teams, middle school curriculum, design and interdisciplinary versus integrated units of study. Classroom management techniques and effective teaching strategies also covered. Prerequisites: None.

EDU225  3 Credits
Foundations of Approaches to Serving English Language Learners (ELL)
Rationale for and current educational and legal issues in bilingual education. Comparison and evaluation of various types of bilingual education programs. Includes 10 hours field experience. Prerequisites: None. Course Note: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU226  3 Credits
Methods in Special Education
Field-based experiences relating to the understanding of and teaching strategies for exceptional learners with mild/moderate mental retardation, learning disabilities, emotional disabilities, physical disabilities and/or other health related impairments. Provides opportunities for students to apply learning in the classroom. Prerequisites: Baccalaureate Degree and (EDU223A, EDU223B, EDU223C, and EDU223D). Course Note: Requires 30 hours of field experience in an elementary or secondary classroom environment.

EDU227  3 credits
Social Studies Techniques and Methods
Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on Arizona State Board of Education Professional Teaching Standards includes 15 hours field experience. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, EDU270, and EDU272. Course Note: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.

EDU228  3 credits
Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods
Methods of developing lesson plans in language arts, science, math, social studies, and culture for the English Language Learners (ELL). Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU229  3 credits
Science Techniques and Methods
Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Arizona State Board of Education Professional Teaching Standards includes 15 hours field experience. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, EDU270, and EDU272. Course Note: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.

EDU230  3 Credits
Cultural Diversity in Education
Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. 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.

EDU231  3 credits
Mathematics Techniques and Methods
Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, Arizona State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes 15 hours field experience. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU270, EDU272, and MAT122). Course Note: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
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<tbody>
<tr>
<td>EDU234</td>
<td>2.0</td>
<td>Role and Function of the Instructional Associate</td>
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<td>Overview and understanding of the role and responsibilities of the Instructional Associate K-8 classroom. Covers appropriate strategies related to student interaction and communication, tutoring techniques, and leadership role in the classroom. Recognition of children with special needs and delivery of teacher identified support also included. Prerequisites: None.</td>
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<tr>
<td>EDU240</td>
<td>3</td>
<td>Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)</td>
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<td>Methods of developing lesson plans in language arts, science, math, social studies, and culture for English Language Learners (ELL). Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials, includes 15 to 20 hours field experience. Prerequisites: Baccalaureate Degree and (EDU225 or permission of instructor). Course Note: Requires fifteen (15) to twenty (20) hours of field experience in an elementary or secondary classroom.</td>
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<tr>
<td>EDU243</td>
<td>3</td>
<td>Reading and Writing in a Structured English Immersion (SEI) and English as a Second Language (ESL) Setting</td>
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<td>Introduction to Structured English Immersion (SEI) and English as a Second Language (ESL) terminology, second language acquisition theories and reading terminology. Teaching techniques, strategies, and learning activities as well as reading comprehension skills and writing skills covered. Prerequisites: EDU225.</td>
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<tr>
<td>EDU246</td>
<td>3</td>
<td>Teaching and Assessment of English Language Learners (ELL)</td>
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<td></td>
<td>Teaching and assessment of English Language Learners (ELL). Covers differentiated instruction, special education needs vs. language needs, learning environments in multilingual and multicultural classrooms, identification, exiting, and ongoing assessment of student learning. Legal issues and historical perspectives also covered. Linking assessment to instruction and the review of methods and techniques employed for language and academic assessment included. Standards emphasized. Prerequisites: EDU225.</td>
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<tr>
<td>EDU247</td>
<td>3</td>
<td>Practicum for Structured English Immersion (SEI)/English as a Second Language (ESL) Teachers</td>
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<td>Provides an opportunity to receive guided practical, on-site experience working with English Language Learners (ELL). Requires observations of ELL students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to Structured English Immersion (SEI)/English as a Second Language (ESL) learners. Prerequisites: (EDU225 and EDU230 and ENG213), and (EDU240 or EDU241).</td>
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<tr>
<td>EDU248</td>
<td>3.0</td>
<td>Adolescent Behavior</td>
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<td>Focuses on understanding adolescents’ development including psychosocial, emotional, cognitive and physical. Covers impact of early experiences, relationships, and learning abilities. Establishment of a learning environment supportive of the adolescent emphasized. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate.</td>
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<tr>
<td>EDU249</td>
<td>3.0</td>
<td>Methods and Curriculum Development for Mathematics</td>
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<td>Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, Arizona State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate.</td>
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<tr>
<td>EDU250</td>
<td>3</td>
<td>Overview of the Community Colleges</td>
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<td>The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.</td>
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<td>EDU260</td>
<td>2</td>
<td>Technology in Education Overview</td>
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<td>Exploration of the use of technology in education. Including history of technology in education, teacher and student technology standards, landmark studies related to using technology in education and utilization of technology in the classroom. Local, state, and national standards for education covered, as well as identification of professional development opportunities. Prerequisites: None.</td>
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<tr>
<td>EDU261AA</td>
<td>1</td>
<td>Technology as a Resource for Language Arts Educators: Grades K-3</td>
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<td></td>
<td>Overview of integration of technology in the teaching of language arts in grades kindergarten through third. Local, state, and national standards for language arts covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.</td>
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<tr>
<td>EDU261AB</td>
<td>1</td>
<td>Technology as a Resource for Language Arts Educators: Grades 4-6</td>
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<td></td>
<td>Overview of integration of technology in the teaching of language arts in grades four through six. Local, state, and national standards for language arts covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.</td>
</tr>
</tbody>
</table>
EDU262AA 1 Credit
Technology as a Resource for
Reading Educators: Grades K-3
Overview of integration of technology in the teaching of
reading in grades kindergarten through third. Local, state,
and national standards for reading covered. Identification
of technological resources and their use emphasized. Prereq-
suisites: Must be a certified K-12 teacher or have
permission of department chair and/or program director.

EDU262AB 1 Credit
Technology as a Resource for
Reading Educators: Grades 4-6
Overview of integration of technology in the teaching of
reading in grades four through six. Local, state, and
national standards for reading covered. Identification of
technological resources and their use emphasized. Prereq-
suisites: Must be a certified K-12 teacher or have
permission of department chair and/or program director.

EDU263AA 1 Credit
Technology as a Resource for
Social Studies Educators: Grades K-3
Overview of integration of technology in the teaching of
social studies in grades kindergarten through three. Local,
state, and national standards for social studies covered.
Identification of technological resources and their use
emphasized. Prerequisites: EDU260.

EDU263AB 1 Credit
Technology as a Resource for
Social Studies Educators: Grades 4-6
Overview of integration of technology in the teaching of
social studies in grades four through six. Local, state, and
national standards for social studies covered. Identification of
technological resources and their use emphasized. Prereq-
suisites: EDU260.

EDU263AC 1 Credit
Technology as a Resource for
Social Studies Educators: Middle/High School
Overview of integration of technology in teaching social
studies in the middle and high school levels. Local, state,
and national standards for social studies covered. Identification of
technological resources and their use emphasized. Prereq-
suisites: EDU260.

EDU264AA 1 Credit
Technology as a Resource for
Mathematics Educators: Grades K-3
Overview of integration of technology in the teaching of
mathematics in grades kindergarten through three. Local,
state, and national standards for mathematics covered.
Identification of technological resources and their use
emphasized. Prerequisites: EDU260.

EDU264AB 1 Credit
Technology as a Resource for
Mathematics Educators: Grades 4-6
Overview of integration of technology in the teaching of
mathematics in grades four through six. Local, state, and
national standards for mathematics covered. Creation, for-
matting and modification of spreadsheets included.
Identification of technological resources and their use
emphasized. Prerequisites: EDU260.

EDU264HA 1 Credit
Technology as a Resource for
Mathematics Educators: Basic/Pre-Algebra
Introduction to integrating technology into the mathe-
ratics classroom. Local, state, and national standards for
mathematics covered. Overview of various graphing calcula-
tor activities used to substantiate mathematical concepts.
Provides a basic understanding of the process used to devel-
oping applications using graphing calculator technology.
Emphasis on how various kinds of technology are
researched via the Internet and used in education. Focus on
basic mathematics and pre-algebra. Prerequisites: EDU260.

EDU264HB 1 Credit
Technology as a Resource for
Mathematics Educators: Algebra I & II
Introduction to integrating technology into the mathe-
ratics classroom. Local, state, and national standards for
mathematics covered. Overview of various graphing calcula-
tor activities used to substantiate mathematical concepts.
Provides an understanding of the process used to develop
applications using graphing calculator technology.
Emphasis on how various kinds of technology are
researched via the Internet and used in education. Focus on
Algebra I and II. Prerequisites: EDU260.

EDU264HC 1 Credit
Technology as a Resource for
Mathematics Educators: Trigonometry and Calculus
Introduction to integrating technology into the mathe-
ratics classroom. Local, state, and national standards for
mathematics covered. Overview of various graphing calcula-
tor activities used to substantiate mathematical concepts.
Provides an understanding of the process used to develop
applications using graphing calculator technology.
Emphasis on how various kinds of technology are
researched via the Internet and used in education. Focus on
trigonometry and calculus. Prerequisites: EDU260.

EDU265AA 1 Credit
Technology as a Resource for
Science Educators: Grades K-3
An examination of Internet and software resources rele-
vant to the kindergarten through third grade science
instruction. Local, state, and national standards for science
covered. Emphasis on analyzing available resources and
practical classroom applications. Prerequisites: EDU260.
EDU265AB  
Technology as a Resource for Science Educators: Grades 4-6  
A n examination of Internet and software resources relevant to the fourth through sixth grade science instruction. L ocal, state, and national standards for science covered. Emphasis on analyzing available resources and practical classroom applications. Prerequisites: EDU260.

EDU265AC  
Technology as a Resource for Science Educators: Grades 7-12  
A n examination of Internet and software resources relevant to the seventh through twelfth grade science instruction. L ocal, state, and national standards for science covered. Emphasis on analyzing available resources and practical classroom applications. Prerequisites: EDU260.

EDU266HA  
Technology as a Resource for English Educators: High School  
O verview of integration of technology in the teaching of English in high school. L ocal, state, and national standards for social studies covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU269  
Classroom Planning With Technology  
Examination of the necessary skills elementary school students need to meet national technology standards. Lesson plan development emphasized. Prerequisites: EDU260.

EDU270  
Learning and the Brain  
Teaching and learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to learning. Prerequisites: N one.

EDU270AA  
Elementary Reading and Decoding  
Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades. Includes 10 hours field experience. Prerequisites: N one. Course Note: Requires ten (10) hours of field experience in an elementary classroom environment.

EDU270AB  
Secondary Reading and Decoding  
Focus on the theories, methods and models of teaching literacy and decoding in the content areas of secondary grades. Prerequisites: M ust be a certified K-12 teacher or have permission of department chair or program director.

EDU271  
Phonics Based Reading and Decoding  
O verview of research, curricular content, and instructional practices associated with Research Based Systematic Phonics Instruction (RBSP) and other methods for teaching reading. Emphasis on methods mandated by Arizona legislation. Covers the history of written language, alphabetic reading and writing systems, and implementation of effective methods for reading instruction. Includes 10 hours field experience. Prerequisites: N one. Course Note: Requires ten (10) hours of field experience in an elementary or secondary classroom environment.

EDU272  
Educational Psychology  
Focus on the study and application of psychological principles, theories, and methodologies related to teaching and learning. Emphasis on developmental learning and motivational theories. C urrent trends and Arizona State Board of Education Professional Teaching Standards also covered. Includes 10 hours field experience. Prerequisites: PSY 101 or approval of instructor.

EDU273  
Phonics Based K-12 Reading Diagnosis and Remediation  
M ethods of assessing, diagnosing, and remediating reading deficiencies in K-12 readers. A dministration and analysis of formal and informal diagnostic assessments. Emphasis on Arizona state law and national literacy standard mandated research based systematic phonics instruction, remediation methods and techniques. Includes 15 hours field experience. Prerequisites: Baccalaureate D egree and EDU 271. C ourse Note: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.

EDU274  
Understanding Adolescent Behavior in the Classroom  
Focuses on understanding adolescents' development including psychosocial, emotional, cognitive and physical. Covers impact of early experiences, relationships, and learning abilities. Establishment of a learning environment supportive of the adolescent emphasized. Includes 20 hours field experience. Prerequisites: Baccalaureate D egree. C ourse Note: Requires twenty (20) hours of field experience in a secondary classroom environment.

EDU275  
Diagnosis and Remediation of Reading for K-12  
Fundamentals of diagnosis and remediation of reading problems for K-12. A dministration, analysis and interpretation of informal diagnostic procedures and use of assessment results in planning a program of remediation. T he D iagnostic T eaching of Reading emphasized. Prerequisites: M ust be a certified K-12 teacher or have permission of department chair or program director, and EDU270AA or EDU270AB.

EDU276  
Classroom Management  
C lassroom management techniques. C lassroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. Arizona State Board of Education Professional Teaching Standards emphasized. Includes 25 hours field experience. Prerequisites: N one. Course Note: Requires twenty-five (25) hours of field experience in an elementary or secondary classroom environment.
Course Descriptions

Education

EDU277AA 8.0 credits
Elementary Student Teaching
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU217, EDU227, EDU229, EDU231, EDU285AB and EDU287AB) and Departmental Approval.

EDU277AB 8 credits
Secondary Student Teaching
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Formal admissions to a state approved undergraduate teacher preparation program, and (EDU207, EDU215, EDU217, EDU285AB and EDU287AB) and Departmental Approval.

EDU277AC 8 credits
Special Education Student Teaching
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU209AF, EDU219, EDU231, EDU285AB and EDU287AB) and Departmental Approval.

EDU279 3 Credits
Reading Practicum K-12
Focus on the practical application of current philosophical theories, methods, and models of assessment and instruction for remediation of reading. Prerequisites: Must be a certified K-12 teacher or have permission of department chair or program director, and EDU270AA or EDU270AB.

EDU285 2 Credits
Education Seminar
Special topics in education with an emphasis on current issues not covered in education courses. May be repeated for a total of six (6) credit hours. Prerequisites: Departmental Approval. Course Note: The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU285AA 1 credit
Education Program Seminar
Overview of the teacher education program model, Arizona State Teaching Standards and the Arizona Educator Proficiency Assessments. Educational program policies and procedures emphasized. Includes basic skills assessment and fingerprinting regulations. Prerequisites: None. Course Note: May be repeated for a total of four (4) credit hours.

EDU285AB 1 credit
Current Perspectives in Education
Focus on the importance of state standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, assessment rubrics and digital portfolios. Educational program policies and procedures also covered. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Course Note: May be repeated for a total of four (4) credit hours.

EDU285AC 1 credit
Education Perspectives
Focus on the importance of state standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, assessment rubrics and digital portfolios. Prerequisites: Formal admission to a state approved post baccalaureate teacher preparation program. Course Note: May be repeated for a total of four (4) credit hours.

EDU286 3 Credits
Middle Grade Practicum
Practical experience for teacher on-site at a middle grade school. Includes observing and working in a classroom, with teachers and with special needs students. Prerequisites: EDU224 and EDU274. Course Note: The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU287AA 1 credit
Master Teacher Seminar I
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: None. Course Note: May be repeated for a total of six (6) credit hours.
COURSE DESCRIPTIONS

Education

EDU287AB 1 credit
Master Teacher Seminar II
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Course Note: May be repeated for a total of six (6) credit hours.

EDU287AC 1 credit
Master Teacher Seminar III
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: Formal admission to a state approved post baccalaureate teacher preparation program. Course Note: May be repeated for a total of six (6) credit hours.

EDU288AA 8 Credits
Student Teaching Lab - Elementary
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and Departmental Approval.

EDU288AB 8 Credits
Student Teaching Lab - Secondary
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and Departmental Approval.

EDU288AC 8 Credits
Student Teaching Lab - Special Education
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and Departmental Approval.

EDU289 3 Credits
Secondary Methods and Curriculum Development
Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. Arizona State Board of Education Professional Teaching Standards emphasized.

EDU289A 2 Credits
Secondary Social Studies Methods and Curriculum Development
Overview and practical application of social studies teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU289. Course Note: Requires twenty (20) hours of field experience in a secondary social studies classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards in social studies. The content of the course prepares the student to apply for state teaching certificate. A Bachelors degree is also required for this certification.

EDU289B 2 Credits
Secondary Mathematics Methods and Curriculum Development
Overview and practical application of mathematics teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU289. Course Note: Requires twenty (20) hours of field experience in a secondary mathematics classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards in mathematics. The content of the course prepares the student to apply for state teaching certificate. A Bachelors degree is also required for this certification.


Education

EDU289AC
Secondary Science Methods and Curriculum Development
Overview and practical application of science teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU289. Course Note: Requires twenty (20) hours of field experience in a secondary school classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards in science. The content of the course prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU289AD
Secondary English Methods and Curriculum Development
Overview and practical application of English teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU289. Course Note: Requires twenty (20) hours of field experience in a secondary English classroom environment. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards in English. The content of the course prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU289AE
Secondary Methods and Curriculum Development in Special Topics
Overview and practical application of teaching methodology and curriculum development for secondary teachers in special topics such as Music, Theater, Art, Economics, Foreign Languages, Computers, P.E., etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours field experience. Prerequisites: EDU289. Course Note: Requires twenty (20) hours of field experience in a secondary classroom environment in the identified special topic of interest. The proposed course has been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The course covers the state standards. The content of the course prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU290
Science Methods and Curriculum Development
Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Arizona State Board of Education Professional Teaching Standards. Includes 20 hours field experience. Prerequisites: Baccalaureate Degree, EDU270, and EDU272. Course Note: Requires twenty (20) hours of field experience in an elementary or secondary classroom environment. The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU291
Children's Literature
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

EDU292
The Art Of Storytelling
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

EDU293
Mathematics Methods and Curriculum Development
Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, Arizona State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes 20 hours field experience. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, Baccalaureate Degree, and (EDU270, EDU272, MAT122, and MAT156).
EDU295 3 Credits
Social Studies Methods and Curriculum Development
Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on Arizona State Board of Education Professional Teaching Standards. Includes 20 hours field experience. Prerequisites: Baccalaureate Degree, EDU270, and EDU272. Course Note: Requires twenty (20) hours of field experience in an elementary or secondary classroom environment. The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.

EDU298AA 1 Credit
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

ENG071 3 Credits
Fundamentals of Writing
Emphasis on the fundamentals of sentence, paragraph, and multi-paragraph structure. Prerequisites: Appropriate English placement score, or ENG056, or ENG061, or permission of department chair.

ENG101 3 Credits
First-Year Composition
Standard English writing skills. Emphasis on expository composition. Prerequisites: Appropriate English placement test score or a grade of “C” or better in ENG071.

ENG111 3 Credits
Technical Writing
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.

ENG210 3 Credits
Creative Writing
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 3 Credits
Introduction to the Study of Language
Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-linguistics. Prerequisites: ENG102, or ENG111 with a grade of “C”, or better, or permission of instructor.
ENG235  3 Credits
Magazine Article Writing
Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, writing query letters, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.

ENH291  3 Credits
Children's Literature
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

ENH110  3 Credits
Introduction to Literature
Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

ENH221  3 Credits
Survey of English Literature Before 1800
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.

ENH222  3 Credits
Survey of English Literature After 1800
Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: None.

ENH241  3 Credits
American Literature Before 1860
Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242  3 Credits
American Literature After 1860
Includes literature written after 1860 in the United States. Prerequisites: None.

ENH251  3 Credits
Mythology
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

ENH259  3 Credits
American Indian Literature
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

ENH275  3 Credits
Modern Fiction
Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

FSC102  11 Credits
Fire Department Operations
Introductory fire science course primarily designed for the new fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Prerequisites or Corequisites: EMT 104 and permission of instructor.

FSC105  3 Credits
Hazardous Materials/First Responder
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Prerequisites: None.

FSC108  3 Credits
Fundamentals of Fire Prevention
Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

FSC113  3 Credits
Introduction to Fire Suppression
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.

FSC117  3 Credits
Fire Apparatus
Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.
**Course Descriptions**

**Fire Science • Food and Nutrition**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
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<tbody>
<tr>
<td>FSC118</td>
<td>3</td>
<td>Fire Hydraulics</td>
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<tr>
<td>FSC134</td>
<td>3</td>
<td>Fitness and Conditioning/Firefighters</td>
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<tr>
<td>FSC204</td>
<td>3</td>
<td>Firefighting Tactics and Strategy</td>
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<td>FSC208</td>
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<td>Firefighter Safety and Building Construction</td>
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<td>FSC209</td>
<td>3</td>
<td>Fire Investigation</td>
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<td>FSC238</td>
<td>2</td>
<td>Vehicular Extrication and Patient Stabilization</td>
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<tr>
<td>FSC290AA</td>
<td>1</td>
<td>Arson Investigation</td>
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**Food and Nutrition**

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<tr>
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<tr>
<td>FON100</td>
<td>3</td>
<td>Introductory Nutrition</td>
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<tr>
<td>FON102</td>
<td>2</td>
<td>Menu Planning</td>
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<tr>
<td>FON122</td>
<td>3</td>
<td>Principles of Food and Beverage Service</td>
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<tr>
<td>FON241</td>
<td>3</td>
<td>Principles of Human Nutrition</td>
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**Description**

FSC118 Fire Hydraulics
Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. A application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

FSC134 Fitness and Conditioning/Firefighters
Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire crew agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines, and basic exercise principles. Life-long fitness and conditioning. Prerequisites: None.

FSC204 Firefighting Tactics and Strategy
Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC208 Firefighter Safety and Building Construction
Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC209 Fire Investigation
Methods of determining point of fire origin, path of fire travel, and fire cause. Includes recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; and court testimony, reports, and records. Prerequisites: None.

FSC238 Vehicular Extrication and Patient Stabilization
Participative course designed for Emergency Medical Technicians (EMTs) and other prehospital care providers. Enhances the knowledge base of the EMT and incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management skills to include size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMTs) for patient assessment and management, and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT certification, current enrollment in an EMT-Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of instructor.

FSC290AA Arson Investigation
Investigative techniques used in analyzing suspected arson scenes, motives, and collection of physical evidence. Prerequisites: None.

FON100 Introductory Nutrition
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for pre-dietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100A and/or FON100AC. Prerequisites: None.

FON102 Menu Planning
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 cafeteria and industrial facilities. Prerequisites: None.

FON122 Principles of Food and Beverage Service
Qualities and skills necessary for successful food and beverage service. Includes room planning and setup, duties of service staff, types of service, customer relations, dining room etiquette, and cash management. Prerequisites: None.

FON241 Principles of Human Nutrition
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 CHM 130 and CHM 130L, or BIO 100, or BIO 156, or BIO 181, or approval of instructor.
**French**

**FRE101 4 Credits**
Elementary French I
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.

**FRE102 4 Credits**
Elementary French II
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: FRE 101 or equivalent.

**FRE201 4 Credits**
Intermediate French I
Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE 102 with a grade of “C” or better, two years of high school French with an average of “C” or better, or departmental approval.

**FRE202 4 Credits**
Intermediate French II
Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE 201 with a grade of “C” or better or three years of high school French with an average of “C” or better.

**FRE265 3 Credits**
Advanced French I
In-depth exploration of a selected theme related to French culture. Involves reading selections from French literature, writing reports, and discussions in French. Emphasis on enhancing reading, writing and speaking skills. Prerequisites: FRE 202 or departmental approval.

**FRE266 3 Credits**
Advanced French II
Continuation of FRE 265. Reading selections from French literature, written reports, and discussions in French designed to further develop reading, writing and speaking skills. Prerequisites: FRE 202 or departmental approval.

**General Business**

**GBS110 3 Credits**
Human Relations in Business and Industry
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. Prerequisites: None.

**GBS112 2 Credits**
Credit Collections
Interpreting account records. Managing and recording customer contact communications. Includes fact finding, problem solving, and dealing with customer defensiveness. Federal laws regarding specific collections and skip tracing. Prerequisites: None.

**GBS151 3 Credits**
Introduction to Business
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

**GBS175 3 Credits**
Professional Development
Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career. Prerequisites: None.

**GBS205 3 Credits**
Legal, Ethical, and Regulatory Issues in Business
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

**GBS220 3 Credits**
Quantitative Methods in Business
Business applications of quantitative optimization methods in operations management decisions. Prerequisites: Grade of “C” or better in MAT 150, or MAT 151, or MAT 152 or equivalent, or satisfactory score on district placement exam.

**GBS221 3 Credits**
Business Statistics
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Prerequisites: Grade of “C” or better in GBS 220 or MAT 172.

**GBS233 3 Credits**
Business Communication
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG 101 or ENG 107 with grade of “C” or better, or permission of department/division.

**GBS258 3 Credits**
Principles of Property and Liability Insurance
Basic principles of insurance. Introduction to insurance contracts. Overview of company functions and operations including ratemaking, underwriting, claims, adjusting, and marketing. Prerequisites: None.

**GBS263 3 Credits**
Personal Insurance
Analysis of personal loss exposures and personal insurance coverages including homeowner’s, other dwelling coverages, personal liability, auto, life, health, and government programs. Prerequisites: GBS 258 or permission of the instructor.
COURSE DESCRIPTIONS

General Business • Geography • Geology • German • Health Related

GBS264
Commercial Insurance
3 Credits
A analysis of commercial coverages including property, business income, inland marine, ocean marine, crime, boiler, general liability, auto, and worker's compensation. A analysis of loss exposures and explanation of coverage parts. Prerequisites: GBS258 or permission of instructor.

GER102
Elementary German II
4 Credits
Continued study of grammar and vocabulary of the German language along with the study of German culture. Emphasis on German language skills. Prerequisites: GER101 or equivalent.

GER201
Intermediate German I
4 Credits
Review of essential grammar of the German language and study of the German culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: GER102, two years of high school German, or departmental approval.

GER202
Intermediate German II
4 Credits
Continued development of German language skills and continued study of the German culture. Prerequisites: GER201, or equivalent, or departmental approval.

GPH111
Introduction to Physical Geography
4 Credits
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH112
Introduction to Physical Geography
3 Credits
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH113
Introduction to Physical Geography Lab
1 Credit
Laboratory experience in support of GPH 112. Prerequisites or Corequisites: GPH 112.

HCC101
Health Care Today
.5 Credit
Overview of current health care professions, including career and labor market information. Health care delivery system, third party payers, and facility ownership. Health organization structure, patient rights and quality of care. Prerequisites: None.

HCC103
Workplace Behavior in Health Care
.5 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.

Eastern Hemisphere
Description and analysis of areal variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.

GCU121
World Geography I:
3 Credits
Includes the following prefixes: (GCU) Cultural Geography and (GPH) Physical Geography.

HCC105
Personal Wellness and Safety
.5 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.

HCC107
Communication and Team Work in Health Care Organizations
1 Credit
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.
COURSE DESCRIPTIONS

Health Related

HCC109
CPR for the Health Care Provider
.5 Credit
Current standards for one and two rescuer Cardiopulmonary Resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Successful completion qualifies student for an American Heart Association CPR card for health care provider. Prerequisites: None.

HCC130
Fundamentals in Health Care Delivery
3 Credits
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. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate 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.

HCC130AA
Health Care Today
.5 Credit
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
.5 Credit
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
.5 Credit
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
.5 Credit
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 Issues in Health Care
.5 Credit
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.

HCC130AF
Decision Making in the Health Care Setting
.5 Credit
Principles and application of a decision making model. Description and application of ethics and process improvement, and the relationship of both to the decision making model. Prerequisites: None.

HCC140
Medical Terminology for Health Care Workers
2 Credits
Introduction to medical terms used in health care. Body systems approach to common terms related to structures, function, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Selected medical abbreviations and symbols. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109. May be taken concurrently with Level II program pathway courses.

HCC142
Medical Terminology for Specialty Areas
1 Credit
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, term spelling and pronunciation. Prerequisites: HCC140.

HCC145
Medical Terminology for Health Care Workers
3 Credits
Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC145AA
Medical Terminology for Health Care Workers I
1 Credit
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.

HCC146
Common Medical Terminology for Health Care Workers
2 Credits
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.
HCC151  .5 Credit
Legal and Ethical Issues in Health Care
Basic legal terminology utilized in the health care setting. The basic legal concepts related to health care employment. Identification of ethical guidelines to include client privacy and rights, as well as the process of ethical decision making. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

HCC153  .5 Credit
Decision Making in the Health Care Setting
Principles of the decision-making process using the nine-step format and application of the process. Description and application of process improvement and its relationship to the decision-making model. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

HCR240  4 Credits
Human Pathophysiology
Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AA  2 Credits
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.

HCR240AB  2 Credits
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.

HES100  3 Credits
Healthful Living
Health and wellness and their application to an optimal lifestyle. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HIT170  3 Credits
Medical Terminology for Allied Health
Basic tools for building a medical vocabulary and acquainting the student with medical terms as they pertain to anatomy, physiology, and diseases. Prerequisites: None.

HIS101  3 Credits
History of Western Civilization Middle Ages to 1789
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102  3 Credits
History of Western Civilization 1789 to Present
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103  3 Credits
United States History to 1870
The political, economic, and social development of United States from Colonial through Reconstruction period. Prerequisites: None.

HIS104  3 Credits
United States History 1870 to Present
The political, economic, and social development of United States from Reconstruction period up to present time. Prerequisites: None.

HIS105  3 Credits
Arizona History
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.

HIS243  3 Credits
World Religions
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

HIS273  3 Credits
US Experience in Vietnam 1945 - 1975
Survey of the US experience in Vietnam, 1945-1975, in view of political, economic, and social forces of the Cold War. Prerequisites: None.

HIS277  3 Credits
The Modern Middle East
Survey of the political and economic development of the Middle East since 1500. Emphasis on the decline of the Mamluk empire, the resurgence of contemporary Pan-Arabian, the Palestinian-Israeli question and the impact of oil production on the region and the rest of the world. Prerequisites: None.
History • Human Services

HIS282AA 1 Credit
Volunteerism for History:
A Service Learning Experience
Service learning field experience within private/public agencies such as museums and libraries, and citizen volunteer groups. Development of historical research and inquiry skills through on-site volunteer experience. May be repeated for a total of six (6) HIS282 credit hours; may not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

HSA105 .5 Credit
Recognizing Domestic Violence
Overview of recognizing domestic violence and resources for the victim. Covers types of violence, behaviors and characteristics of an abuser, effects on children as well as the Domestic Violence Statute and Orders of Protection. Prerequisites: None.

HSA113 2 Credits
Family Assistance Computer System Overview
Overview of the computer system used in the Family Assistance Administration Office. Use of the Arizona Technical Eligibility Computer System and Arizona Integrated Manual and Benefit Information Guide emphasized. Role and responsibilities of an eligibility interviewer covered. Prerequisites: None.

HSA114 3 Credits
Assistance Applications
Overview of Federal and State policies and procedures for determining food stamp eligibility and medical assistance referrals. Includes introduction to eligibility and medical assistance referral process, interviewing techniques, initial applications and forms processing. Prerequisites: None.

HSA116 3 Credits
Assistance Determination
Overview of Federal and State policies and procedures for determining eligibility for assistance payments. Includes assistance payments eligibility determination, general assistance applications, expedited services, presumptive eligibility, recertification applications and eligibility reviews. Prerequisites: None.

HSA118 3 Credits
Medical Assistance Determination
Overview of Federal and State policies and procedures for determining medical eligibility. Includes medical assistance eligibility determination, application procedures, non-financial and financial eligibility factors, emergency services for ineligible aliens, duration of coverage, and decision notices and changes. Prerequisites: None.

HSA122 2 Credits
Unemployment Insurance Claims Taking
Procedures for making claimant eligibility determinations and employer chargeability. Also includes interviewing techniques, required documentation and processes for generating determinations. Prerequisites: Departmental approval.

HSA124 2 Credits
Unemployment Insurance Adjudication I
Further examination of chargeability issues. Types of evidence, rules governing credibility of evidence and further development of factfinding skills. Special emphasis on separation issues, rules and determinations. Prerequisites: HSA122.

HSA126 2 Credits
Unemployment Insurance Adjudication II
Examination of advanced eligibility issues. Special types of adjudications including administrative penalties, retirement/pension and educational wages. Prerequisites: HSA124.

HSA130 1 Credit
Human Resource Management System
Introduction to the Human Resource Management System (HRMS). Covers basic components of the system as well as navigation and forms completion procedures. Prerequisites: None.

HSA150 2 Credits
Government Office Management
Development of skills to manage employees in the government assistance setting. Overview of management philosophies and techniques for effective time management, problem solving and communications. Prerequisites: None.

HSA152 2 Credits
Government Office Evaluations
Procedures for conducting evaluations of government assistance employees. Includes evaluation processes, the employee appraisal system, and rating guidelines. Required reports and documentation for managers. Prerequisites: HSA150.

HSA160 3 Credits
Employment Assistance Administration I
Administration of the Job Opportunities and Basic Skills (JOBS) Training program. Includes assessment and development of the Employment Plan Agreement (EPA) and case management procedures. JOBS components and support services also covered. Prerequisites: None.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>HSA162</td>
<td>3</td>
<td>Employment Assistance Administration II</td>
<td>Further instruction in the administration of the Job Opportunities and Basic Skills (JOBS) Training program. Includes sanctionable and withholding issues as well as monitoring and evaluation of employment. Dispute resolution, fair hearings and grievances procedures covered. Prerequisites: HSA 160.</td>
</tr>
<tr>
<td>HSA170</td>
<td>2</td>
<td>Employment and Training Administration I</td>
<td>Administration of the Employment and Training program using the Job Service Automated System (JSAS). Includes assessment and development of the Employment Plan Agreement (EPA) and case work techniques. Component activities and support services also covered. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA172</td>
<td>2</td>
<td>Employment and Training Administration II</td>
<td>Further instruction in the administration of the Employment and Training program using the Job Service Automated System (JSAS). Includes sanctionable issues as well as monitoring and evaluation of employment. Dispute resolution, fair hearings and grievances procedures also covered. Prerequisites: HSA 170.</td>
</tr>
<tr>
<td>HSA200</td>
<td>2</td>
<td>Introduction to Arizona Health Care Cost Containment System (AHCCCS)</td>
<td>Introduction to the Arizona Health Care Cost Containment System (AHCCCS) programs. Includes population, eligibility and application issues. Also covers effective communication, customer service, and interview skills. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA202</td>
<td>2</td>
<td>Arizona Long Term Care System (ALTCS): Eligibility</td>
<td>Introduction to the Arizona Long Term Care System (ALTCS). Covers application eligibility and confidentiality issues. Also includes automated system, caseload management and change processing as well as using the Part II application as a tool in eligibility. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA204</td>
<td>3</td>
<td>Arizona Long Term Care System (ALTCS): Advanced Eligibility</td>
<td>Covers advanced eligibility topics such as income, Share of Cost for social security recipients, transfer policies, trust policy, and Community Spouse eligibility. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA206</td>
<td>2</td>
<td>Arizona Long Term Care System (ALTCS): Advanced Eligibility Topics</td>
<td>Covers an overview of Arizona Long Term Care System (ALTCS) case management, acute care requirements, non-covered medical expenses, and prior quarter determinations. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA208</td>
<td>2</td>
<td>Arizona Long Term Care System (ALTCS): Non-Financial Eligibility</td>
<td>Non-financial requirements of Arizona Long Term Care System (ALTCS) eligibility and investigative interviewing techniques. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA210</td>
<td>3</td>
<td>Arizona Long Term Care System (ALTCS): Resources and Income</td>
<td>Procedures, rules, and restrictions concerning various types of resources and income in the application process. Covers transfer of property, Share of Cost and Hearing Process, as well as Medicare Cost Sharing Programs and re-determinations. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA222</td>
<td>3</td>
<td>Advanced Eligibility Determination I</td>
<td>Advanced eligibility issues with regards to gross income, budgeting and beginning/terminated income. Includes policy for making changes, calculations for determinations, and effects of increase and decrease of benefits. Prerequisites: None.</td>
</tr>
<tr>
<td>HSA224</td>
<td>2</td>
<td>Advanced Eligibility Determination II</td>
<td>Advanced eligibility issues with regards to Federal and State policies and procedures for making changes to Food Stamp (FS), Medical Assistance (MA), and Aid to Families with Dependent Children (AFDC) cases. Includes changes in household, assistance, expenses and resources as well as non-compliance procedures. Prerequisites: HSA 222.</td>
</tr>
<tr>
<td>HSA226</td>
<td>2</td>
<td>Advanced Eligibility Determination III</td>
<td>Two Parent Employment Program (TPEP) case management and the Federal Emergency Services Program. Also includes policy for dealing with cases of minor parents and the self-employed. Prerequisites: HSA 224.</td>
</tr>
</tbody>
</table>

### Humanities

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<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>HUM101</td>
<td>3</td>
<td>General Humanities</td>
<td>A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century. Prerequisites: None.</td>
</tr>
<tr>
<td>HUM107</td>
<td>3</td>
<td>Humanities Through the Arts</td>
<td>Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. Prerequisites: None.</td>
</tr>
<tr>
<td>HUM108</td>
<td>3</td>
<td>Contemporary Humanities</td>
<td>An exploration of human expression in contemporary arts and sciences. Prerequisites: None.</td>
</tr>
</tbody>
</table>
HUM190AA-AI 1 Credit
Honors Forum
Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-lecture 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.

HUM205 3 Credits
Introduction to Cinema
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM210 3 Credits
Contemporary Cinema
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

HUM250 3 Credits
Ideas and Values in the Humanities
A historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG 101.

HUM251 3 Credits
Ideas and Values in the Humanities
A 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: ENG 101.

HUM292 3 Credits
The Art Of Storytelling
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

IND112 2 Credits
Lithographic Inks and Offset Press Operations
Basic overview of lithographic inks and offset press operations. Sheet-fed and web-fed offset presses emphasized. Prerequisites: None.

JPN101 5 Credits
Elementary Japanese I
Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

JPN102 5 Credits
Elementary Japanese II
Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN 101 or departmental approval.

JPN201 5 Credits
Intermediate Japanese I
Expansion of sentence structures through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN 102 or equivalent.

JPN202 5 Credits
Intermediate Japanese II
Extensive review of Japanese grammar; development of vocabulary and idiomatic expressions through reading and writing. Continued practice of oral communication skills and study of Japanese culture. Prerequisites: JPN 201 or equivalent.

LAT101 4 Credits
Elementary Latin I
Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English. Prerequisites: None.

LAT102 4 Credits
Elementary Latin II
Comparative study of English and Latin grammar. Emphasis on analytical thinking, memorization, and familiarization with new terminology. Translation from English and from original works in Latin. Prerequisites: LAT 101 or permission of instructor.

LAT201 4 Credits
Intermediate Latin I
Introduction to translation technics using selections from various authors; emphasis on use of primary texts. Prerequisites: LAT 102.
<table>
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<tbody>
<tr>
<td>LAT202</td>
<td>4</td>
<td>Intermediate Latin II</td>
<td>Refinement of translation technics using selections from Virgil's Aeneid; emphasis on use of language and meter. Prerequisites: LAT 201.</td>
</tr>
<tr>
<td>LET100</td>
<td>1</td>
<td>Introduction to Law Enforcement Technology</td>
<td>Overview of law enforcement and administration of criminal justice system. Course outlines the criminal justice process from arrest to final disposition. Also includes the relationship between the branches of government and various components of the criminal justice system. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET102</td>
<td>4</td>
<td>Criminal Investigation</td>
<td>Overview of specialized techniques for the investigation of various types of crimes. Includes technology in police data processing operations as well as the nature and structure of various types of specialized crimes and crime groups. Also introduces techniques for interviewing and interrogation. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET106</td>
<td>2</td>
<td>Patrol Procedures</td>
<td>Overview of the types and purposes of police patrol; including vehicle patrol and routine patrol procedures, mediation, and management of crisis situations. Emphasis on citizen protection, crime prevention, and identification and apprehension of suspects. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET109</td>
<td>2</td>
<td>Criminal Law</td>
<td>Overview of the basic concepts and terminology of statutory law. Examination of some of the most frequently used sections. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET111</td>
<td>2</td>
<td>Tactical Driving</td>
<td>Overview of basic defensive driving techniques, dynamics of moving vehicle, the driving task, and driving a vehicle under hazardous conditions. Includes theory of high speed vehicle control while in pursuit, methods to successfully stop fleeing vehicles, psychological and physiological factors, liability issues, and methods for reducing the risks of pursuit. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET119</td>
<td>1</td>
<td>Community Relations</td>
<td>Includes media relations, child protective services, equal employment opportunity, the importance of ethics and professionalism for good community relations, and educating the community in the area of crime prevention. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET125</td>
<td>2</td>
<td>Legal Aspects of Law Enforcement</td>
<td>Overview of the basic guidelines of the United States and state constitutions, focusing on those parts which deal with the rights of the individuals. Also covers laws of arrest, common civil and criminal liabilities experienced by law enforcement officers and agencies, the civil process, rules of evidence, and courtroom proceedings. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET127</td>
<td>2</td>
<td>Field Problems</td>
<td>Practical application of the knowledge and skills of police procedures needed to respond to various types of law enforcement problems. Emphasis on responding to simulated problem situations dealing with officer safety, interpersonal skills, problem solving, and paperwork. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET130</td>
<td>2</td>
<td>Detention Officer Training</td>
<td>Introduction to detention facility philosophy and goals. Examination of services and programs provided to inmates. Also includes officer responsibilities with regards to discipline, conduct and dealing with inmates in the legal system. Prerequisites: Departmental approval.</td>
</tr>
<tr>
<td>LET132</td>
<td>3</td>
<td>Introduction to Correctional Law</td>
<td>Overview of the legal and constitutional rights of inmates. Pre-trial, sentencing, and probation processes covered. Court cases and the litigation process with regards to enforcement personnel and custodial agencies discussed. Prerequisites: LET 130.</td>
</tr>
<tr>
<td>LET134</td>
<td>2</td>
<td>Detention Management I</td>
<td>Management skills for dealing with inmates with special needs. Issues related to female inmates, drug addictions, and mental disorders covered. Techniques for dealing with suicidal inmates and gang members included. Prerequisites: LET 132.</td>
</tr>
<tr>
<td>LET135</td>
<td>2</td>
<td>Detention Management II</td>
<td>Further examination of management techniques and tools within the detention facilities. Crisis intervention and problem solving techniques covered. Also includes medical screening, fingerprinting, intake/release procedures and the classification system. Prerequisites: LET 134.</td>
</tr>
</tbody>
</table>
## Course Descriptions

### Law Enforcement Technology

**LET138**
*Detention Officer Emergency Procedures*
1 Credit

**LET139**
*Detention Facility Training*
2 Credits
Daily procedures for managing the detention facility. Includes processing inmate needs and requests, completing departmental reports and managing “special needs” inmates. Operational procedures for all functional areas of the facility covered. Prerequisites: LET138.

**LET140**
*R.I.S.C. Team Training*
1 Credit
Procedures of Resistive Inmate Subdue and Control (R.I.S.C.) Team including activation, operation, documentation, and incident critique. Covers team function, members and their responsibilities, as well as equipment, camcorder usage, restraint chair and various restraint modes. Restraint scenarios emphasized. Prerequisites: Must be a law enforcement officer and have departmental approval.

**LET141**
*Detention Defensive Tactics*
4 Credits
Defensive tactics training for Detention Officers. Covers defensive body mechanics, various defensive techniques, handcuffing and search techniques as well as pressure points and the carotid control technique. Ground defense and survival skills, survival psychology and physical fitness also included. Prerequisites: Departmental approval.

**LET143**
*Physical Conditioning and Wellness*
3 Credits
Emphasis on developing physical fitness for the participants through mental and physical conditioning, structured exercise, and classroom education. Basic elements of strength training, aerobic conditioning, flexibility, and nutrition. Prerequisites: Departmental approval.

**LET145**
*Arrest/Defense Tactics*
5 Credits
Proper use of lethal and non-lethal defensive tactics, techniques of stopping and approaching suspects in vehicles and on foot, and the custody and transportation of prisoners. Emphasis on basic safety and protection for both the officer and violator during initial contact, arrest and transportation. Prerequisites: Departmental approval.

**LET151**
*Firearms II*
2 Credits
Practical application of firearms usage. Covers loading and unloading ammunition, firearms safety, daytime and nighttime firing techniques and shooting positions. Emphasis on qualification courses. Prerequisites or Corequisites: LET150.

**LET152**
*Tactical Weapons*
2 Credits
Basic impact weapons and handgun fighting. Emphasis on handgun, expandable/straight baton and side handle baton operations, including impact weapon targets and use of force. Includes importance of physical fitness, stress factors, and techniques for engaging suspects. Prerequisites: Departmental approval.

**LET155**
*General Instructor Certification*
3 Credits
Designed to aid persons responsible for training in the workplace. Emphasis on motivating the adult learner, systematic training, planning and evaluating performance. Prerequisites: None.

**LET156**
*First Aid*
2 Credits
First aid in a law enforcement environment, including impaired breathing, cardiac conditions, resuscitation, control of bleeding, movement of injured persons, shock, injury, and legal and civil issues associated with rendering emergency care. Prerequisites: Departmental approval.

**LET160**
*Correctional System Ethics and Professionalism*
1 Credit
Overview of policies and guidelines with respect to professionalism and ethics in the correctional system. Includes workforce diversity, staff-inmate relations, and harassment issues. Also covers the definition of ethics and the basis for ethical decision making. Prerequisites: Departmental approval.

**LET161**
*Correctional Sergeant's Leadership Procedures*
3 Credits
Leadership procedures for correctional sergeants. Leadership and supervision styles, duties, physical fitness and personal value systems as well as communication process and available resources covered. Prerequisites: None.

**LET162**
*Introduction to Inmate Management*
3 Credits
Effective inmate management techniques. Includes components of effective management and use of officer discretion. Criminal justice system, Arizona Government and correctional system structure also covered. Procedures for dealing with inmate discipline and classification, grievances, and use of force determinations. Prerequisites: Departmental approval.
Law Enforcement Technology

LET164 1 Credit
Correctional Information Systems
Overview of policies and guidelines for professional and effective distribution of information within the correctional system, including regulations governing two-way radio operation and use of a field notebook. Prerequisites: Departmental approval.

LET166 2 Credits
Correction Officers Safety and Weapons Training
Basic shooting principles of the weapons used by correctional officers. Includes nomenclature, handling, loading and firing of the service revolver, rifle, shotgun and 37mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures. Prerequisites: Departmental approval.

LET168 2 Credits
Inmate Security Procedures
Procedures for dealing with issues of contraband, searches and inmate transportation. Use of various levels of restraints and progressive behavior control. Inmate count, personal property inventory and forced cell move procedures also covered. Prerequisites: Departmental approval.

LET170 2 Credits
Security, Custody and Control Procedures
Procedures for maintaining security and control within a correctional institution. Includes custody levels, roles of staff and essential components with regards to span-of-control. Also covers procedures for dealing with crime scene management, fires and emergency situations. Prerequisites: Departmental approval.

LET172 2 Credits
Conflict and Crisis Management
Conflict and crisis management techniques for correctional institutions. Effecting positive, non-forceful resolutions to potentially violent situations. Emphasis on officer and inmate safety. Prerequisites: Departmental approval.

LET176 2 Credits
Medical and Mental Health
Responsibilities of the correctional system staff with regards to medical and mental health of inmates. Includes basic first aid, basic life support, and supervision and care for mentally ill and impaired inmates. Also includes drug and substance abuse and communicable disease control. Prerequisites: Departmental approval.

LET178 3 Credits
Physical Fitness and Self Defense Training
Physical and self defense training for correctional officers. Emphasis on aerobic power, muscular strength, endurance, and flexibility. Includes necessary and legal self defense along with techniques for protection of self and others in physical confrontations. Also includes training guidelines, safety issues and the benefits of good physical fitness. Prerequisites: Departmental approval.

LET179 2 Credits
Traffic Enforcement Procedures
Overview of operational procedures for traffic enforcement officers. Covers pursuits, roadblocks, and report writing as well as sudden custody death syndrome. Incident command system also covered. Prerequisites: Departmental approval.

LET183 2 Credits
Traffic Offenses
Transportation law provisions. Covers Arizona Revised Statute (ARS) Title 28, drug transportation, and contraband as well as civil and criminal traffic laws. Traffic offenses, violation name, and classification included. Prerequisites: Departmental approval.

LET188 3 Credits
Vehicle Inspection
Commercial vehicle inspection procedures. Covers driver and vehicle commercial transportation regulated by Arizona Revised Statutes (ARS) 28 and 29. Includes transportation of hazardous materials, various vehicle components and systems, towaway operations, and inspection reports. Prerequisites: Departmental approval.

LET190 1 Credit
Human Communications and Relations
Overview of human communications and human relations, with special emphasis on techniques used to overcome problems of communication. Covers various communication methods used in dealing with the community and techniques for handling crisis situations. Prerequisites: Departmental approval.

LET201 3 Credits
Physical Fitness Instructor Certification
Covers skills necessary to instruct and conduct physical fitness tests using the Cooper Institute for Aerobics Research standards and the Peace Officer Physical Aptitude Test (PO PAT) standards. Also covers basics of human anatomy, strength training and aerobic conditioning as well as nutrition and prevention of injuries. Prerequisites: Departmental approval.

LET202 2 Credits
Traffic Procedures
Overview of traffic procedures. Includes citations and warnings, traffic control, accident investigation, and dealing with impaired drivers. Prerequisites: Departmental approval.

LET203 2 Credits
Report Writing
Overview of types and parts of reports. Includes elements of composition; characteristics of reports; substance; conclusions; statistics; accurate and complete descriptions of persons and property; and the importance of notes, their preservation, and final use. Prerequisites: Departmental approval.
COURSES DESCRIPTIONS

Law Enforcement Technology

LET211
Criminalistics
2 Credits
Study of fingerprinting, crime scene processing, preliminary investigations and crime scene management. Prerequisites: Departmental approval.

LET223
Search and Seizure
1 Credit
Overview of statutes, constitutional requirements, and case law covering search and seizure. Includes procedures for obtaining and serving a search warrant as well as procedures for searching persons, premises and vehicles. Prerequisites: Departmental approval.

LET225
Investigator Training
4 Credits
Police Detective Training. Emphasis on investigations, search and seizure, legal aspects of interview and interrogation, report writing, case management, and field problem scenarios. Prerequisites: 3 years experience as a police officer and nine semester hours related college courses.

LET226
Arrest and Defense Tactics Instructor Training
6 Credits
Techniques for instructing students in arrest and defense tactics. Includes approaching suspects, use of equipment, and officer responsibilities as well as handcuffing and transporting prisoners. Use of force and liability issues, pressure points and impact weapons also covered. Close Quarter Crisis Management and psychological factors emphasized. Prerequisites: Departmental approval.

LET229
High Risk Situations/Instructor Training
1 Credit
Techniques for instructing students in high risk/known risk situations. Includes pre-stop procedures, primary and back-up officer responsibilities, suspect removal, and vehicle positioning. Prerequisites: None.

LET230
Cultural Awareness for Law Enforcement
3 Credits
Cultural diversity awareness for Law Enforcement Officers. Topics include multiculturalism, prejudice, stereotypes, gender issues, power, and changing the status quo. Prerequisites: Departmental approval.

LET235
Advanced Investigator Training
3 Credits
Advanced police detective training. Emphasis on evidence evaluation, interview techniques, and search warrant construction and service. Covers informational resources available to investigators, probable cause determination information, and considerations for investigating specific criminal acts. Prerequisites: None.

LET250
DUI Detection
2 Credits
Overview of alcohol-related DUI enforcement and general deterrence, DUI detection and description techniques, legal statutes, Standardized Field Sobriety Test (SFST’s) procedures, DUI arrest process, report writing, courtroom testimony techniques and drug detection techniques. Prerequisites: Departmental approval.

LET252
Impaired Driver Testing
.5 Credit
Proper use of a breath test device. Emphasis on the detection of impaired drivers. Characteristics of various types of alcohol also covered. Prerequisites: Departmental approval.

LET260
Traffic Accident Investigation
3 Credits
Overview of accident investigation techniques. Types of friction marks, debris, physical evidence on the roadway and from the vehicle. Human factors and reaction times also covered. Measurement and calculations emphasized. Prerequisites: MAT102 or permission of instructor.

LET279AA
Field Training: Phase I
4 Credits
Introduction to the Field Training Program. Overview of standards for officers in training. Also includes vehicle inspection, traffic stops, writing citations and field interview cards. Use of the radio and Mobil Data Terminal (MDT) covered. Integration of radio and MDT use while driving patrol emphasized. Prerequisites: Departmental approval.

LET279AB
Field Training: Phase II
5 Credits
Continuation of field training. Procedures of a Callback Center, bookings at the county and city jails, and orientation to the Communications Center emphasized. Standards for officers in training also evaluated as well as emphasis on effective report writing. Prerequisites: Departmental approval.

LET279AC
Field Training: Phase III
5 Credits
Continuation of field training. Procedures in arrest of suspects driving under the influence (DUI) and for investigating accidents emphasized. Includes firearms qualifying. Standards for officers in training also evaluated. Prerequisites: Departmental approval.

LET279AD
Field Training: Phase IV
4 Credits
Culmination of field training. Self initiated field activity, ‘On-view’ cases emphasized. Integration of recognizing activity that is suspicious in nature or illegal and appropriate action. Standards for officers in training also evaluated. Prerequisites: Departmental approval.
COURSE DESCRIPTIONS

Law Enforcement Technology • Library Skills • Management

LET285 2 Credits
Law Enforcement Technology Seminar
Seminar in law enforcement technology with an emphasis on current issues not covered in other law enforcement courses. Course may be repeated for credit.

LET290 4 Credits
Supervisor Examination Preparation
Analysis of material covered on the Phoenix Police Department Sergeants Examination. Topic sources include Phoenix Police Department Operation Orders, Phoenix Police Department General Orders, Memorandum of Understanding, Arizona Revised Statutes Title 13 and 28, Phoenix Personnel Rules, and selected Police Management Regulations. Techniques for oral boards and presentations also included. Prerequisites: Departmental approval.

LET291 3 Credits
Supervision Oral Board Preparation
Mock oral board for the Phoenix Police Department Sergeants Examination. Emphasis on the five factors of scoring dimensions. Practice predicting possible oral board questions as well as presentation techniques. Prerequisites: Departmental approval.

LET292 2 Credits
Supervision of Police Personnel
Supervision responsibility in the law enforcement setting. Includes leadership styles and employee discipline and evaluation as well as deployment, training and instruction techniques. Prerequisites: Departmental approval.

Library Skills

LBS101 2 Credits
Library Resource Concepts and Skills
Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

LBS201 1 Credit
Electronic Resources Concepts and Skills
Use of computers to access electronic databases and to process search results. Includes search concepts and strategies, evaluating search results, and bibliographic citing of electronic sources. Prerequisites: None.

Management

MGT172 1 Credit
Organizations, Paradigms, and Change
Examines the nature of organizations, paradigms, and change as organizations manage for excellence. Focuses on current practices and future trends in total quality management. Includes ethics and the future of organizations in a global economy. Prerequisites: None.

MGT175 3 Credits
Business Organization and Management
Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. Prerequisites: None.

MGT229 3 Credits
Management and Leadership I
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

MGT230 3 Credits
Management and Leadership II
Includes practical applications of activities, issues, and problems related to current managerial and supervisory skills and talents. Prerequisites: MGT229 or departmental approval.

MGT251 3 Credits
Human Relations in Business
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested, but not required.

MGT253 3 Credits
Owning and Operating a Small Business
Starting, organizing, and operating a small business, including location, finance management processes, advertising and promotion, credit, inventory control and ethics. Prerequisites: None.

MGT259 1 Credit
Management Seminar
Classroom portion of the management internship experience, including student development of specific job-related objectives to be accomplished at the work site. Exploration of general business and specific work-related topics in a seminar setting. May be repeated for a total of two (2) credits. Prerequisites: Departmental approval. Corequisites: MGT260AA.

MGT260AA 3 Credits
Management Internship
Laboratory portion of management seminar course. Fifteen hours weekly. Supervised and evaluated by internship coordinator. May be repeated for a total of six (6) credits. Prerequisites: Departmental approval. Corequisites: MGT259.
MGT276 3 Credits
Personnel/Human Resources Management
Human resource planning, staffing, training, compensating, and appraising of employees in labor-management relationships. Prerequisites: None. MGT 101, or MGT 175, or MGT 229 suggested but not required.

MKT271 3 Credits
Principles of Marketing
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

MAT082 3 Credits
Basic Arithmetic
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.

MAT092 3 Credits
Introductory Algebra
Basic axioms of algebra, linear equations in one and two variables, operations on polynomials, rational expressions, graphing of linear equations and the solving of linear equations. Course Note: May receive credit for only one of the following: MAT 090, MAT 091, MAT 092, or MAT 093. Prerequisites: Grade of “C” or better in MAT 082, or MAT 102, or equivalent, or satisfactory score on district placement exam.

MAT092AC 1 Credit
Introductory Algebra/Graphing Systems
Graphing linear equations in two variables and solving systems of equations in two variables. Also problem solving using systems of equations, operations with rational expressions, and problem solving with rational expressions. May receive credit for only one of the following: MAT 090 or MAT 092. Prerequisites: Grade of “C” or better in MAT 092AB or equivalent.

MAT102 3 Credits
Mathematical Concepts/Applications
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 MAT 082, or equivalent, or satisfactory score on district placement exam.

MAT120 5 Credits
Intermediate Algebra
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 MAT 090, MAT 091, MAT 092, MAT 093, or equivalent, or a satisfactory score on the district placement exam. Course Note: May receive credit for only one of the following: MAT 120, MAT 121, MAT 122.

MAT121 4 Credits
Intermediate Algebra
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 MAT 090, MAT 091, MAT 092, MAT 093, or equivalent, or a satisfactory score on the district placement exam. Course Note: May receive credit for only one of the following: MAT 120, MAT 121, MAT 122.

MAT122 3 Credits
Intermediate Algebra
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential, and logarithmic functions; linear, quadratic, rational, and absolute value inequalities; systems of linear equations. Prerequisites: Grade of “B” or better in MAT 090, MAT 091, MAT 092, or equivalent, or a satisfactory score on the district placement exam. Course Note: May receive credit for only one of the following: MAT 120, MAT 121, or MAT 122.
MAT122AA 1 Credit
Intermediate Algebra I
Linear and quadratic equations and inequalities; systems of linear equations. Prerequisites: Grade of "B" or better in MAT 090, MAT 091, MAT 092, or equivalent, or a satisfactory score on the district placement exam. Course Note: May receive credit for only one of the following: MAT 120, MAT 121, or MAT 122. MAT 122AA, MAT 122AB, and MAT 122AC together are equivalent to MAT 122.

MAT122AB 1 Credit
Intermediate Algebra II
Absolute value equations and inequalities; radical expressions and functions. Prerequisites: Grade of "C" or better in MAT 122AA or equivalent. Course Note: May receive credit for only one of the following: MAT 120, MAT 121, or MAT 122. MAT 122AA, MAT 122AB, and MAT 122AC together are equivalent to MAT 122.

MAT122AC 1 Credit
Intermediate Algebra III
Rational expressions, equations, and inequalities; exponential and logarithmic functions. Prerequisites: Grade of "C" or better in MAT 122AA or equivalent. Course Note: May receive credit for only one of the following: MAT 120, MAT 121, or MAT 122. MAT 122AA, MAT 122AB, and MAT 122AC together are equivalent to MAT 122.

MAT142 3 Credits
College Mathematics
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications rather than on manipulative skills. Appropriate for the student whose major does not require college algebra or pre-calculus. Prerequisites: Grade of "C" or better in MAT 120 or MAT 121 or MAT 122 or equivalent, or satisfactory score on district placement exam.

MAT151 4 Credits
College Algebra
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. Prerequisites: Grade of "C" or better in MAT 120, or MAT 121, or MAT 122 or equivalent, or satisfactory score on district placement exam.

MAT151AA 1 Credit
College Algebra/Introduction to Functions I
Relations and functions. Prerequisites: Grade of "C" or better in MAT 120, MAT 121, MAT 122, or equivalent, or satisfactory score on district placement exam. Course Note: MAT 151AA, MAT 151AB, MAT 151AC and MAT 151AD together are equivalent to MAT 151. May receive credit for only one of the following: MAT 150, MAT 151, MAT 152, or MAT 187.

MAT151AB 1 Credit
College Algebra II
Polynomial functions. Prerequisites: Grade of "C" or better in MAT 151AA. Course Note: MAT 151AA, MAT 151AB, MAT 151AC and MAT 151AD together are equivalent to MAT 151. May receive credit for only one of the following: MAT 150, MAT 151, MAT 152, or MAT 187.

MAT151AC 1 Credit
College Algebra III
Exponential and logarithmic functions. Prerequisites: Grade of "C" or better in MAT 151AA. Course Note: MAT 151AA, MAT 151AB, MAT 151AC and MAT 151AD together are equivalent to MAT 151. May receive credit for only one of the following: MAT 150, MAT 151, MAT 152, or MAT 187.

MAT151AD 1 Credit
College Algebra IV
Systems of equations and inequalities; matrices; sequences and series. Prerequisites: Grade of "C" or better in MAT 151AA. Course Note: MAT 151AA, MAT 151AB, MAT 151AC and MAT 151AD together are equivalent to MAT 151. May receive credit for only one of the following: MAT 150, MAT 151, MAT 152, or MAT 187.

MAT156 3 credits
Mathematics for Elementary Teachers I
Focuses on number and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT 142 or MAT 150 or MAT 151 or MAT 152 or equivalent, or satisfactory score on district placement exam.

MAT157 3 credits
Mathematics for Elementary Teachers II
Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT 156 or equivalent.

MAT167 3 Credits
Elements of Statistics
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: Grade of "C" or better in MAT 150, or MAT 151, or MAT 152, or equivalent, or satisfactory score on district placement exam.

MAT172 3 Credits
Finite Mathematics
An introduction to the mathematics required for the study of social and behavioral sciences. Includes sets, combinatorics, probability, matrix algebra, linear programming and mathematics of finance. Prerequisites: Grade of "C" or better in MAT 150, or MAT 151, or MAT 152, or equivalent, or satisfactory score on district placement exam.
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<tr>
<th>Course Code</th>
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<td>MAT182</td>
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<td>Plane Trigonometry</td>
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<td>Precalculus</td>
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<td>MAT212</td>
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<td>MAT220</td>
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<td>MUP150</td>
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<td>MHL153</td>
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<td>Rock Music and Culture</td>
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Nursing

NUR156  2 Credits
Nurse Assisting
Role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional 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 the acute and long-term care settings. Basic emergency care skills and procedures. Prerequisites or Corequisites: [HCC 130 or (HCC 130A A, HCC 130A B, HCC 130A C, HCC 130A D, HCC 130A E, and HCC 130A F)], HCC 145A A, or equivalent. Corequisites: NUR 157. Course Note: NUR 156 and NUR 157 must be successfully completed concurrently to meet program requirements.

NUR157  2 Credits
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: Completed Health and Safety Documentation Checklist (Proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, current TB testing, and current Health Care Provider CPR Card) and completed Health Declaration form. Corequisites: NUR 156. Course Note: NUR 156 and NUR 157 must be successfully completed concurrently to meet program requirements.

NUR161  3 Credits
Nursing Process/Critical Thinking I
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 nursing 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 nursing program. Corequisites: NUR 169 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  1 Credit
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 lifestyle strategies and primary prevention. Prerequisites: Admission into the nursing program.

NUR167  1 Credit
Pharmacology & Medication Administration I
Provides basic pharmacology knowledge and skills to administer medications. Emphasis placed on developing the role of the nurse using critical thinking skills for safe practice in the administration of medications. Prerequisites: Admission into the nursing program.

NUR169  3 Credits
Nursing Science I
Development of clinical competency in the performance of selected nursing skills and procedures. Provides for participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Provides for clinical practice experiences with individuals and families in a variety of acute and community settings. Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention, and health restoration of individuals. Prerequisites: Admission into the nursing program. Corequisites: NUR 161 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  3 Credits
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. 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. Continuation of the 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: NUR 161, NUR 163, NUR 169, and (HCR 240 or HCR 240A A). Corequisites: NUR 189 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  1 Credit
Developing the 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 M C C D nursing programs, 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: NUR161, NUR163, NUR167, NUR169, and admission into the nursing program.

NUR187  1.5 Credit
Pharmacology & Medication Administration II
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: (HCR240 or HCR240AA), NUR161, NUR163, NUR167, and NUR169.

NUR189  4 Credits
Nursing Science II
Continued application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individual and families. Provides continued opportunity for the 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. Provides 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.

NUR261  3 Credits
Nursing Process/Critical Thinking III
Focus on nursing concepts and theories to meet complex human needs across the life span based on the wellness/illness continuum in a variety of acute care and community settings. Emphasis on utilizing critical thinking skills to plan holistic care through the nursing process for groups of clients with selected acute and chronic alterations in health and psychiatric/mental health disorders. Prerequisites: (NUR181, NUR185, NUR187, or NUR189 and (HCR240 or HCR240AA), or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR269 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.

NUR263  1 Credit
Health Assessment & Health Promotion II
Use of advanced, specialized, and holistic assessments to restore optimal wellness for clients across the life span. Emphasis on active involvement and use of resources, risk reduction, prevention, and education strategies and programs for specific communities. Prerequisites: NUR163, or Integrated Competency Assessment Network (ICAN) placement.

NUR267  1 Credit
Pharmacology & Medication Administration III
Provides the knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and pain management. Includes an overview of medications used in emergency and critical care situations across the lifespan. Emphasis on pharmacokinetics, safe preparation and administration, monitoring, and documentation of client responses. Prerequisites: (NUR187 or NCE214OP), or Integrated Competency Assessment Network (ICAN) placement.

NUR269  5 Credits
Nursing Science III
Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the scope of the professional nurse. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of professional nursing concepts and theories related to health education/promotion for clients, families, and small groups. Prerequisites: NUR181. NUR185, NUR187, NUR189, (HCR240 or HCR240A B, or NCE214OP), or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR261 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.

NUR281  3 Credits
Nursing Process & Critical Thinking IV
Emphasis on nursing concepts and theories to meet complex needs of the critically ill and high-risk clients with multiple system alterations in health. Includes high risk perinatal, pediatric, and adult clients in acute care and community settings. Focus on application of critical thinking skills to modify a holistic plan of care. Highlights the role of the professional nurse in health education/promotion, illness prevention, and restorative care. Prerequisites: (NUR261, NUR263, NUR267, and...
NUR259), or NCE214OP, or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR289 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.

### NUR285

Developing the Nurse’s Role II  
Emphasis on synthesis of previously learned concepts to generate a plan for lifelong, professional role development. Concepts include role transition, professional organizations, legal issues, and licensure Prerequisites: (NUR261, NUR263, NUR267, and NUR269), or NCE214OP, or Integrated Competency Assessment Network (ICAN) placement.

### NUR289

Nursing Science IV  
Culminating clinical practice course to provide learning experiences applying theoretical and clinical concepts of complex needs for pediatric, childbearing, and high risk adults with multi-system alterations in health. Leadership, management, and caregiver roles of the professional nurse with clients and their families in selected areas of nursing practice emphasized. Assignment of students to nurse preceptors with faculty guidance to focus on leadership/management and application of nursing process theories, concepts, issues and trends in caring for clients in a variety of acute and community health care settings. Prerequisites: (NUR261, NUR263, NUR267, and NUR269), or NCE214OP, or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR281 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.

### Office Career Success

#### OCS102

Office Career Preparation  
I identify and investigate career goals and opportunities in the workplace. Generate an individual education plan and a career portfolio to include preparing a resume, cover letter and practicing interview techniques. Review current business attire and associated images in the workplace. Prerequisite: None.

#### OCS122

Office Orientation and Essential Skills  
Develops a comprehensive understanding of essential workplace skills and reinforces learning with structured hands-on practices. Includes fundamental knowledge of office etiquette, note taking, protocol of electronic mail systems, and preparation of oral and written presentations. Identifies individual career opportunities to include preparing a resume and practicing interview techniques. Prerequisites: None.

### Philosophy

#### PHI101

Introduction to Philosophy  
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

#### PHI105

Introduction to Ethics  
Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

#### PHI243

World Religions  
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

### Physical Education

#### PED101IH

Physical Activities: Fitness for Life  
Designed to teach students how to use appropriate techniques for assessing, writing and participating in personalized programs of Cardiovascular Fitness, Weight Control, and Muscular Strength and Flexibility. Prerequisites: None.
## Physics

**PHY101**  
**Introduction to Physics**  
4 Credits  
A survey of physics emphasizing applications of physics to modern life. Designed for students who need a course in physics in order to understand the physical basis of modern technology. Prerequisites: Grade of “C” or better in MAT 091 or MAT 092, or satisfactory score on math placement exam.

**PHY111**  
**General Physics I**  
4 Credits  
Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent. Course Note: Recommended for preprofessional and suggested for certain other majors. Course Note: Recommended for preprofessional and suggested for certain other majors.

**PHY112**  
**General Physics II**  
4 Credits  
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY 105 or PHY 111.

## Political Science

**POS110**  
**American National Government**  
3 Credits  
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  
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  
Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

**POS221**  
**Arizona Constitution**  
1 Credit  
Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS 220. May not enroll in POS 220 and POS 221 concurrently. Prerequisites: None.

**POS222**  
**U.S. Constitution**  
2 Credits  
Examination of the United States Constitution. Equivalent to the first part of POS 220. May not enroll in POS 220 and POS 222 concurrently. Prerequisites: None.

## Professional Growth

**PGR120AB**  
**Elements of Agency Management: Interpersonal Relationship Skills**  
1 Credit  
Interpersonal relationship techniques used in working with social service agency clients. Prerequisites: None.

**PGR120AC**  
**Elements of Agency Management: Cultural Awareness**  
1 Credit  
Cultural factors that effect attitudes, beliefs, values, and behaviors when communicating and interacting with social service agency clients. Prerequisites: None.

**PGR121**  
**Employee Development: Time and Money Management**  
1 Credit  
Techniques for managing time and money. Establishing short and long-term goals for personal financial management and time management. Prerequisites: None.

**PGR122**  
**Employee Development: Effective Communication**  
1 Credit  
Techniques for effective business communications. Includes outlining, summarizing and report writing. Also covers active listening techniques and common barriers to the listening process. Prerequisites: None.

## Psychology

**PSY101**  
**Introduction to Psychology**  
3 Credits  
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.

**PSY230**  
**Introduction to Statistics**  
3 Credits  
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY 101 with a grade of “C” or better and MAT 092 or equivalent, or permission of instructor.

**PSY240**  
**Developmental Psychology**  
3 Credits  
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: PSY 101 with a grade of “C” or better or permission of the instructor.
PSY250 3 Credits
Social Psychology
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 3 Credits
Personality Development
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 3 Credits
Abnormal Psychology
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of “C” or better, or permission of instructor.

PSY290AC 4 Credits
Research Methods
Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of “C” or better, or permission of instructor.

PAD110 3 Credits
Criminal Charging Administration
Procedures for processing charges. Emphasis on the selection and completion of paperwork necessary to process charges against individuals or specific individual typologies. Covers form interpretation, auxiliary form selection and completion, and an overview of the criminal justice process. Includes reference material usage and abbreviation and acronym interpretation information. Prerequisites: None.

PAD112 2 Credits
Court Record Administration
Court trial information notation and preservation procedures. Emphasis on computer based record keeping system usage. Covers case assignment creation, case routing procedures, on-line and off-line document generation, and dual notation procedures. Also includes document generation reference guide usage information. Prerequisites: None.

PAD116 3 Credits
Supervisory Training for DOC Employees
Overview of first line supervisory skills. Includes communication and team building skills. Emphasis on basic supervisory and leadership skills. Prerequisites: None.

PAD122 3 Credits
Public Sector/Human Resources Management
Overview of human resources management in the public sector. Covers planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: PAD101, or PAD103, or MGT175 or permission of instructor.

PAD123 3 Credits
Management in the Public Sector II
Cover the basics of and rationale for effective employee management practices. Emphasis is on setting parameters for managing employees in the public sector. Prerequisites: PAD104. Not open to students with credit in PAD121.

PAD125 3 Credits
Leadership in the Public Sector
Overview of leadership skills in public administration. Includes leadership characteristics, behavioral styles, communication skills, performance measurement systems as well as diversity and ethical issues. Dealing with troubled employees and discipline also covered. Prerequisites: None.

PAD170 3 Credits
Public Sector Organizational Behavior
Basic principles of public-sector management from an organizational behavior perspective. Levels of organizational behavior: the individual, the group and the organization system emphasized. Prerequisites: None.
PAD201 3 Credits
Techniques of Municipal Administration
City administration management. Covers techniques, practices and responsibilities of city staff including forces of change, administrative techniques and leadership. Prerequisites: PAD 101 or PAD 103 or permission of instructor.

Reading
Includes the following prefixes: (CRE) Critical and Evaluative Reading and (RDG) Reading.

CRE101 3 Credits
Critical and Evaluative Reading
Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: ENG 101 and (reading placement test score of 41 or higher (ASSET), or grade of “C” or better in RDG 091, or permission of instructor.)

CRE111 3 Credits
Critical Reading for Business and Industry
Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading ASSET test score, or grade of “C” or better in RDG 091, or permission of instructor.

RDG091 3 Credits
College Reading Skills I
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 RDG 081, or permission of instructor.

REAL ESTATE
REA180 3 Credits
Real Estate Principles II
Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner’s rules, investment, property management, and government restrictions. Prerequisites: REA 179 or permission of instructor.

Religious Studies
REL243 3 Credits
World Religions
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

Sign Language
SLG090AA 1 Credit
Speedy Sign Language I

SLG101 4 Credits
American Sign Language I

SLG102 4 Credits
American Sign Language II
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: SLG 101, with a grade of “C” or better, or permission of department/division. SLG 110 suggested as a corequisite but not required.
### Sociology

**SOC101** 3 Credits  
Introduction to Sociology  
Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

**SOC110** 3 Credits  
Drugs and Society  
Explores drugs as a social problem. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues. Prerequisites: None.

**SOC117** 3 Credits  
Health Care Spanish  
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

**SOC157** 3 Credits  
Sociology of Marriage & Family  
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** 3 Credits  
Women and Men in a Changing Society  
A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of sex roles and a reduction of sex-role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

**SOC251** 3 Credits  
Social Problems  
A sociological exploration of selected social problems. Emphasis on current concerns. Prerequisites: SOC 101.

### Spanish

**SPA101** 4 Credits  
Elementary Spanish I  
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

**SPA101AA** 4 credits  
Elementary Spanish I  
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: SPA 101 or departmental approval.

**SPA102** 4 Credits  
Elementary Spanish II  
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: SPA 101 or departmental approval.

**SPA102AA** 4 credits  
Elementary Spanish II  
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: SPA 101 or departmental approval.

**SPA109** 4 Credits  
Law Enforcement Spanish I  
Conversational and written Spanish for law enforcement personnel. Includes basic sentence structure, pronunciation, vocabulary practice, speaking, listening, reading and basic writing ability in common job-related situations. Prerequisites: None.

**SPA111** 4 Credits  
Fundamentals of Spanish  
Accelerated study of elementary Spanish for students with previous Spanish coursework. Includes basic Spanish grammar, pronunciation, vocabulary and the study of the Spanish-speaking cultures. Emphasis on speaking, listening, reading, and writing skills. Prerequisites: SPA 101, or SPA 115, or two years of high school Spanish.

**SPA115** 3 Credits  
Beginning Spanish Conversation I  
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** 3 Credits  
Beginning Spanish Conversation II  
Continued development of speaking and listening skills for effective communication in Spanish. Prerequisites: SPA 115 or departmental approval.

**SPA117** 3 Credits  
Health Care Spanish  
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

**SPA201** 4 Credits  
Intermediate Spanish I  
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA 102, two years of high school Spanish, or departmental approval.
SPA201AA 4 credits
Intermediate Spanish I
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA 102, two years of high school Spanish, or departmental approval.

SPA202 4 Credits
Intermediate Spanish II
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA 201 or departmental approval.

SPA202AA 4 credits
Intermediate Spanish II
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking culture. Prerequisites: SPA 201 or departmental approval

SPA209 3 Credits
Intermediate Spanish for Law Enforcement
Conversational and written Spanish. Intermediate sentence structure and vocabulary practice that is law enforcement specific. Intermediate level speaking, listening, reading and writing ability in common job-related situations. Course conducted in Spanish. Prerequisites: A grade of "B" or better in SPA 005AA and SPA 109 or permission of instructor.

SPA225 3 Credits
Intermediate Spanish Conversation I
A continuation of SPA 116. Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA 116, or SPA 102 or departmental approval.

SPA265 3 Credits
Advanced Spanish I
Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: SPA 202 or departmental approval.

SPA266 3 Credits
Advanced Spanish II
Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA 265. Prerequisites: SPA 265 or departmental approval.

SPA282AC 3 Credits
Volunteerism for Spanish: A Service Learning Experience
Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of four (4) SPA 282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

SPA298AA 1 Credit
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

SPA298AC 3 Credits
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

THE111 3 Credits
Introduction to Theatre
A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

THE205 3 Credits
Introduction to Cinema
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE210 3 Credits
Contemporary Cinema
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.
Theatre Performance/Production

THP112 3 Credits
Acting I
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

Telecommunications Technology

TLT143 2 Credits
Drop Service Initiation
Customer cable digital video signal reception establishment procedures. Emphasis on the connection of customer equipment to a Community Antenna Television (CATV) system. Covers system feature information, signal fault identification, and system and end-use equipment troubleshooting procedures. Also includes customer education information and diagnostic tool usage. Prerequisites: None.

TLT144 2 Credits
Drop Planning and Maintenance
Procedures for the planning and installation of Community Antenna Television (CATV) service to a customer address. Emphasis on drop connection location, configuration, and hardware component selection. Covers in home cable routing considerations and grounding, splitting, and directional tap/coupler component information. Also includes basic CATV system operation information. Prerequisites: None.

TLT145 2 credits
Corrective Plant Maintenance
Community Antenna Television (CATV) plant maintenance procedures. Emphasis on the identification and correction of CATV plant equipment malfunctions. Covers map usage, electrical systems, headend passive devices, common plant malfunctions, and radio frequency isolation information. Prerequisites: None.

TLT147 3 Credits
Residential Cable Modem Installation
Residential cable modem installation and maintenance practices. Emphasis on coaxial cable modem installation and troubleshooting procedures for various operating systems. Covers installation tool usage and feature description information. Prerequisites: None.

TLT149 3 credits
Digital Phone Network Installation
Telephone network installation and maintenance procedures. Emphasis on multi dwelling unit, multiple broadband applications, and commercial telephone networks. Covers component connection, basic electrical, and troubleshooting information. Prerequisites: None.

Total Quality Management

TQM101 3 Credits
Quality Customer Service
Examines the nature of quality customer service and the attitudes, knowledge, and skill needed to work effectively in a quality customer service environment. Foundation skills for quality customer services are taught, applied, and practiced. Prerequisites: None.

TQM105 2 Credits
Writing For Quality Results
Theory and practice of writing business correspondence in a quality-oriented organization. Includes the orientation of the writer to the internal/external customer’s needs and writing in positive, negative and persuasive settings. Prerequisites: An appropriate English placement test score in ENG101, or “C” or better in ENG071. OAS108 and TQM101 or TQM 101AA and TQM 101AB are recommended.

TQM200 2 Credits
Leadership for Front-Line Employees
Methods of traditional management concepts and their application to a quality oriented environment for the frontline employee. Covers planning, goal-setting, problem-solving, motivation, time management, adaptability, flexibility and dependability in a quality setting. Prerequisites: None. TQM 101 or TQM 101AA and TQM 101AB are recommended.

TQM201 2 Credits
Total Quality Concepts
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.

TQM205 2 Credits
Managing Diversity
Explores managing diversity in quality-oriented organizations. Addresses the issues of diversity impacting the workplace and emphasizes methods of mediating and enhancing interactions. Prerequisites: None. TQM 201 is recommended.

TQM214 2 Credits
Principles of Process Improvement
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. TQM 201 is recommended.
TQM220 2 Credits
Leadership and Empowerment Strategies
Methods for facilitating teams and empowering employees, which effectively enable all employees to act upon a shared vision. Prerequisites: None. TQM 201 is recommended.

TQM230 2 Credits
Teamwork Dynamics
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. TQM 201 is recommended.

TQM235 2 Credits
Motivation, Evaluation, and Recognition Systems
Presents methods for benchmarking, assessing team performance, linking recognition to team performance, and valuing victories and mistakes with all personnel. Prerequisites: None. TQM 201 is recommended.

TQM240 2 Credits
Project Management in Quality Organizations
Presents methods for quality organizations in how to plan and schedule a project in use of Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT) techniques and software to monitor and control projects. Prerequisites: TQM 201 is recommended.

TQM290AA 1 Credit
TQM Internship
Quality Process Leadership experience in an organizational setting. Eighty (80) hours of work and seminar activities. Prerequisites: TQM 201, TQM 214, TQM 220, TQM 230, TQM 235, TQM 240, or departmental approval.

TQM292 1 Credit
Innovation Strategies
Identification of the attitudes, knowledge and skills needed to challenge the process and initiate change in an organization. Includes the analytical skill required for creativity as well as methods for innovative thinking. Prerequisites: TQM 290AA or departmental approval.

TVL115 2 Credits
Car and Hotel Reservations
Procedures for making car and hotel reservations. Includes special programs and preferred properties as well as manual car and hotel segments. Prerequisites: None.

TVL117 3 Credits
Travel Industry Reservations
Ticketing and documentation procedures. Covers multiple Passenger Name Records, air modifications, reservations, and meeting management procedures. Also includes Spanish and non-employee reservations, procedures for special services, air shuttles and Amtrak. Prerequisites: Departmental approval.

TVL119 3 Credits
Travel Industry Reservations Lab
Customer service experience in the travel industry. Includes airline, car and hotel reservations as well as Amtrak. Also covers fare calculation, rule usage and documentation in addition to ticketing and special services. Prerequisites and/or Corequisites: TVL 117.

TVL132 3 Credits
International Travel Reservations
Procedures for making international airline, hotel, and vehicle rental reservations. Covers travel industry software usage, available support resource utilization, and ticketing procedures. Also includes international geography, traveler documentation requirements, international fare construction, and quality assurance information. Prerequisites: None.

TVL140 1 Credit
Reservation Sales and Customer Service
Effective customer service skills and techniques as well as successful selling techniques. Includes communication skills, goal setting, and customer-hidden agenda. Prerequisites: None.

TVL141 2 Credits
Virtual Telecommunications Access Method
Overview of the Virtual Telecommunications Access Method (VTAM). Also covers elements of the New Application (NA) system as well as agency creation and maintenance procedures. Includes procedures for handling resources, information text and file searches. Prerequisites: None.
Travel Agent Technology • Utilities Customer Service

**TVL142**  
Reservations Training: First Stage  
2 Credits  
Practical application of reservations training. Covers use of the Virtual Telecommunications Access Method (VTAM) system for reservations bookings and modifications. Also includes customer service and successful selling techniques. Prerequisites: None.

**TVL143**  
Reservations Training: Second Stage  
2 Credits  
Practical applications of the step-by-step reservation process in addition to modification procedures. Covers agency creation and maintenance, Status O and broad request procedures as well as option confirmation, express payments and cancellation procedures. Prerequisites: TVL142.

**TVL144**  
Charter/Bulk Reservations Training  
2 Credits  
Reservations training and procedures for land-based charter/bulk and add-on air processes, easy reservation system, and step-by-step reservations. Also covers Status O and broad request screens and procedures. Prerequisites: None.

**TVL145**  
Reservation Modifications  
2 Credits  
Procedures for making account and reservation modifications. Includes option confirmation procedures as well as access and use of various displays. Also covers express payment screens and procedures. Prerequisites: None.

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**Utilities Customer Service**

**UCS101**  
Introduction to Billing  
3 Credits  
An introduction to basic billing procedures in the public utility industry. Includes computer familiarization, coordinates system, billing cycle, payment plans, and components of the bill. Prerequisites: None.

**UCS104**  
Public Utility Customer Service  
1 Credit  
Overview of customer service concepts. End-result benefits, customer satisfaction system, and problem solving emphasized. Behavior styles also covered. Prerequisites: None.

**UCS105**  
Introduction to Public Utility  
2 Credits  
Introduction to the public utility customer service operations. Emphasis on public utility workstation components and usage procedures. Covers customer service, documentation, and confidentiality policies. Also includes ergonomic, service area geography, hazardous material, and emergency procedure information. Prerequisites: None.

**UCS108**  
Account Services for Public Utilities  
1 Credit  
Overview of procedures for accessing and maintaining customer accounts. Includes the billing cycle, rates and payment options as well as various types of service orders. Prerequisites: Departmental approval.

**UCS110**  
Meter and Trouble Orders  
2 Credits  
Fundamentals of meters and their functions. Instruction on providing meterchecks, handling trouble calls and determining and processing corrective action. Wind machines and security lights will be discussed. Prerequisites: None.

**UCS120**  
Payments, Credits and Rates  
3 Credits  
Examination of procedures to perform payment, deposit and credit operations. Includes various connect orders and rate calculations. Prerequisites: None.

**UCS122**  
Public Utility Orders  
3 Credits  
Procedures for processing public utility customer requests. Emphasis on determining billing options, service plans, and payment procedures. Covers new account establishment and field activity order processing. Also includes meter exchange, rate change, trouble and outage order, and deregulation information. Prerequisites: UCS105.

**UCS124**  
Public Utility Orders Lab  
3 Credits  
Practical application in processing public utility customer orders. Emphasis on using workstation and software applications. Covers shut-off, trouble, and outage orders as well as the creation of new accounts. Also covers order modification, payment options, service plan and deposit requirements, and meter reading provisions. Prerequisites or Corequisites: UCS122.

**UCS126**  
Public Utility Service Practices  
2 Credits  
Application of public utility customer service practices. Covers account and service plan enrollment, modifications, and cancellations. Includes account handling exceptions and service area geography. Computer usage emphasized. Prerequisites or Corequisites: UCS124.

**UCS130**  
Service Orders I  
3 Credits  
Fundamentals of processing service orders. Emphasis on customer service, making determinations of services required and placing appropriate orders. Prerequisites: None.
**UCS132 3 Credits**  
**Advanced Public Utility Processing**  
Procedures for processing public utility customer requests. Emphasis on collection procedures, customer service, and energy usage analysis. Covers payment plans, rebilling, and miscellaneous charge procedures. Also includes deregulation and energy saving tip provision information. Prerequisites: UCS124.

**UCS134 3 Credits**  
**Advanced Public Utility Processing Lab**  
Practical application in processing public utility customer requests. Includes collection and documentation procedures as well as consumption rate and deregulation. Meter reads and billing adjustments also covered. Prerequisites or Corequisites: UCS132.

**UCS135 2 Credits**  
**Service Orders II**  
Further examination of the processing of service orders. Emphasis on customer account data, account status, third party billings and placing appropriate orders. Prerequisites: UCS130.

**UCS140 2 Credits**  
**Service Order Procedures**  
Practical application of service order processing. Includes meter and trouble orders, requests for service, billings and rates. Prerequisites: UCS135.

**UCS150 2 Credits**  
**Metering Technician Safety**  
Electrical and hand tool usage safety for metering technicians. Emphasis on safety requirements associated with working with electricity and electrical equipment. Covers grounding, faults, electrical subsystems, and hand tool maintenance. Includes basic and electrical operation of specific hand tools, Lockout/Tagout, and safety mandate compliance information. Prerequisites: None.

**UCS152 2 Credits**  
**Mathematics for Metering Technicians**  
Overview of the algebraic mathematical principles required for successful performance as an Electrical Metering Technician. Emphasis on algebraic calculation, number translation, ratio, proportion, and percentage concepts. Covers basic mathematical operations, number reduction, algebraic operating system order, and scientific calculator usage. Prerequisites: None.

**UCS154 1 Credit**  
**Power System Fundamentals**  
Principles of power generation, transmission, and distribution for metering technicians. Emphasis on the physics associated with electric power and on the properties of alternating current. Covers generator paralleling, transformers, and power capacity issues. Prerequisites: None.

**UCS156 2 Credits**  
**Watt-hour Metering and Single Phase Systems**  
Principles of watt-hour metering and single phase system installation and maintenance. Emphasis on the principle components of various metering schemes and procedures for their connection to the service. Covers National Electrical Code requirements, meter socket construction, meter mounts, and service checks. Prerequisites: None.

**UCS158 4 Credits**  
**Meter Testing and Polyphase Metering Systems**  
Polyphase metering systems and meter testing operations for metering technicians. Emphasis on single and polyphase meter testing, polyphase meters and polyphase metering systems. Covers test switch, IT-rated meters, and Blondel’s Theorem. Prerequisites: None.

### wellness education

**WED156 1 Credit**  
**Humor and Play**  
Physiological, psychological, emotional, and intellectual effects of humor and play; suggestions for planning periods of play and incorporating it into one's life. Prerequisites: None.
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Rio Salado Major Locations

**Rio Salado College Administrative Offices***
2323 West 14th Street, Tempe, AZ 85281
(480) 517-8000

**Rio Phoenix – 7th Avenue**
619/621 North 7th Avenue, Phoenix, AZ 85007
(480) 517-8030

**Sun Sounds**
3124 East Roosevelt, Phoenix, AZ 85008
(602) 231-0500

**KJZZ/KBAQ Radio Stations**
1435 South Dobson Road, Mesa, AZ 85202
(480) 834-5627

**Rio School of Dental Hygiene**
1150 East Washington, Phoenix, AZ 85034
(480) 517-8020

**Rio West Valley — 56th Support Center**
7383 North Litchfield Road, Glendale, AZ 85309
(two blocks north of Glendale Avenue on Litchfield Road)
(480) 517-8780

**Rio Sun Cities Lifelong Learning Center**
12535 Smokey Drive, Surprise, AZ 85374
(just south of Bell Road)
(480) 517-8770

**Rio Paradise Valley**
4550 East Cactus Road, Phoenix, AZ 85032
(above the food court)
(480) 517-8760

**Rio East Valley**
1455 South Stapley Drive, Suite 15, Mesa, AZ 85204
(just north of the Superstition Highway)
(480) 517-8050

* Cash payments are only accepted at Rio Salado’s Administrative Offices.

** Class registration is not available at KJZZ/KBAQ Sun Sounds, School of Dental Hygiene, or Rio Phoenix -7th Avenue.

For more information on Rio Salado College, call (480) 517-8540 or visit our home page at http://www.rio.maricopa.edu

Valley-Wide Class Locations

**Apollo High School**
8045 North 47th Avenue, Glendale

**Carson Junior High School**
525 North Westwood, Mesa

**Central High School**
4525 North Central Avenue, Phoenix

**Dobson High School**
1501 West Guadalupe, Mesa

**McClintock High School**
1830 East Del Rio, Tempe

**Mesa High School**
1680 East Southern, Mesa

**Paradise Valley High School**
3950 East Bell Road, Phoenix

**Phoenix College**
1202 West Thomas Road, Phoenix

**Rio East Valley**
1455 South Stapley Drive, Suite 15, Mesa, AZ 85204
(just north of the Superstition Highway)
(480) 517-8780

**Rio Paradise Valley**
4550 East Cactus Road, Phoenix
(above the food court)

**Rio Phoenix – 7th Avenue**
619/621 North 7th Avenue, Phoenix, AZ 85007

**Rio Sun Cities Lifelong Learning Center**
12535 Smokey Drive, Surprise, AZ 85374
(just south of Bell Road)

**Rio Tempe**
2323 West 14th Street, Tempe

**Rio West Valley (Luke Air Force Base)**
56th Support Center
7383 North Litchfield Road, Glendale
(two blocks north of Glendale Avenue on Litchfield Road)

**Seventh Day Adventist Church**
5900 East Camelback Road, Scottsdale

**Sunnyslope High School**
35 West Dunlap Avenue, Phoenix

**Tempe High School**
1730 South Mill Avenue, Tempe

**Westwood High School**
945 West 8th Street, Mesa
Vision Statement
Through living our values, Rio Salado College creates a climate of high expectations for the success of our students, customers and employees.

Mission Statement
As an institution of higher education, Rio Salado College creates convenient, high-quality learning opportunities for diverse populations. We specialize in customized, unique programs and partnerships, accelerated formats and distance delivery. In all that we do, we pursue continuous improvement and innovation, and we challenge the limits of tradition.

Purposes
Serving our local, national and international communities, we provide:
1. General education and courses for university transfer.
2. Applied programs that are aligned with workforce needs in business, industry and government.
3. Adult basic education.
4. Comprehensive student services.
5. Cultural enrichment and community service.
6. Continuing education and lifetime learning opportunities.

Pride Factors
We take great pride in providing programs and services that are characterized by:
• Quality
• Convenience
• Timeliness
• Accuracy

Core Values
We are unalterably committed to demonstrating the following core organizational values:
• Learning
• Customer Focus
• Assessment/Continuous Improvement
• Teamwork
• Professionalism
• Diversity
• Innovation

Learning First: The Assessment Philosophy of Rio Salado College
Rio Salado College focuses on assessment-directed improvement for increasing student learning and improving the teaching and learning process. We believe that

1) learning is the primary purpose of assessment;

2) assessment should lead to improvement and not be an end unto itself; and

3) faculty and students who understand the value of assessment and participate in assessment activities benefit most from this work.

Therefore, the college expects every individual to participate fully in this effort.