

# Welcome to Rio Salado College

## Incarcerated Re-Entry Correspondence Education

The purpose of the Rio Salado College Correspondence Education program is to help students earn a certificate and/or degree prior to release, there are two methods to achieve this: Self-Pay and IRE Scholarship.

Completing a program of study from a regionally accredited two year institution can help student employability upon release. Incarcerated students who take the time to earn a certificate are practicing pro-social attitudes and behaviors to help them re-enter into the general population.

If you have completed your GED or HSE, please consider a Rio Salado College Correspondence Program. If you have completed a college career and technical certificate such as (Electrical, Plumbing, Construction, HVAC, Computers, Carpentry, etc.), your next best academic pathway is an AGEC-A certificate leading directly to a degree.

### Rio Salado College Correspondence Pathway Options:

- Arizona General Education Curriculum - Arts (AGEC-A) Certificate leads to an Associate Degree as core (11 to 16 classes)
- Quality Customer Service Certificate leads to an Associate Degree as electives and core (7 to 9 classes)
- Small Business Start Up Certificate leads to an Associate Degree as electives (6 classes)
- Sustainable Foods Certificate leads to an Associate Degree as an elective (4 classes)
- Addictions and Substance use Disorders Certificates lead to an ASD Associate Degree (7 to 9 classes)
- Workforce Development Certificate leads to a WFR Associate Degree (6 classes)
- Associate in Arts is designed to transfer to university
- Associate of General Studies

Students may take more than one class per semester in order to earn their certificate or degree sooner.

Self-Pay: It can take about 3 weeks to process a self-pay application pending all paper work is in order.

Scholarships: It can take 3 to 6 months to process scholarship applications pending all paper work is in order.

## The Arizona General Education Curriculum Liberal Arts (AGEC-A) generally transfers as a block

Course Name	Course Credits
<b>Composition (FYC) 6 credits</b>	
ENG101* – First-Year Composition	3
ENG102 – First-Year Composition	3
<b>Core Area Literacy and Critical Inquiry (L) 3 credits</b>	
GBS233* or CRE101*	3
<b>Core Area Mathematical Studies (MS/CS) 6 credits</b>	
MAT142	3
PSY230*	3
<b>Core Area Humanities and Fine Arts (HU) 6 credits</b>	
ENH251**, or PHI101 or REL100** or REL101	6
<b>Core Area Social and Behavioral Sciences (SB) 6 credits</b>	
PSY101*	3
ASB102** or COM263** or ECN211 or ECN212 or GCU121** or HES100 or POS110 or PSY240 or PSY260 or PSY266 or SOC101 or SOC212** or COM110 or COM100	3
<b>Core Area Natural Sciences (SG or SQ) and Natural Science (SQ) 8 credits</b>	
AGS164 (SQ and SQ) and GPH113 (SQ)	8
<b>Core Area Cultural Diversity (C) 0-3 credits</b>	
COM263** or SOC212**	3
<b>Core Area Global Awareness (G) or Historical Awareness (H) 0-3 credits</b>	
ASB102** or COM263** or ENH251** or ENH291** or GCU121** or REL100**	3
<b>Total Credits</b>	<b>35 -41</b>
<b>Classes</b>	<b>11 -16</b>

\*ASB102, SOC101, SOC212, PSY101, or HES100 are recommended as first college course while waiting for English, Math or Reading placement exam

\*GBS233: ENG101 must be taken prior to GBS233

\*ENG101: A placement test must be taken prior to taking ENG101

\*CRE101: A placement test and “C” or better in ENG101. If a placement score exempts a student from CRE101, a Literacy or Critical Inquiry class must still be taken, such as GBS233 or CRE101.

\*PSY230: PSY101 and MAT092 (or higher) must be taken prior to PSY230

- \*C or better needed in PSY101
- \*C in MAT092 or equivalent Math score for MAT112

\*\*Courses in bold may be used to satisfy the Awareness Areas may “double-dip” with Core Areas

English, Math and Reading require a placement test.

- Possible Math path based on score: MAT082 then MAT092 then MAT142
  - \*B or better needed in MAT092 to take MAT142
  - \*C in MAT092 then MAT122 then MAT142
- Possible English path based on score: ENG091 then ENG101 then ENG102
- Possible Reading path based on score: RDG100 then CRE101

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

## Sustainable Foods (FON) Certificate of Completion (CCL)

Course Name	Textbook	Proctored or Not Proctored	Course Credits
FON163 – Sustainable Kitchen Practices	No	Proctored	3
FON161 – Sustainable Food Production Systems	No	Not Proctored	3
CUL101 – Culinary Fundamental and Culinary Basics	No	Not Proctored	3
CUL102- Culinary Fundamental: Breakfast and Garden Manager	No	Not Proctored	3
<b>Total Credits</b>			<b>12</b>

*This certificate can be completed in 2 or more years with dedication and motivation.*

The Certificate of Completion (CCL) in Sustainable Foods program is designed to meet the needs of individuals who wish to work in kitchen, cooking and or food. Courses provide a background in kitchen conservation, sustainable food production, and basic cooking techniques. The goal of the Sustainable Foods program certificate is to create a foundation for prospective kitchen workers to contribute to sustainable kitchen practices within the community.

<p><b>FON163: Credits: Sustainable Kitchen Practices</b> Overview of sustainable kitchen practices. Covers energy efficient appliances and equipment, as well as electricity and water conservation practices. Includes environmentally friendly kitchen products and methods for disposal of waste. Researching food sources, purchasing locally, and building relationships are also covered. Emphasis in preparing organic, seasonal and local foods, and developing sustainable menus. Challenges for a sustainable future discussed. Prerequisites: None.</p>	<p><b>FON161: Credits: Sustainable Food Production Systems</b> Overview of the global food system. Covers historical events impacting current food production model, and the effects food systems have on the environment, health, and communities. Also covers conventional agriculture and food safety concerns. Emphasis on the movement towards sustainable food systems. Prerequisites: None.</p>
<p><b>CUL 101: Culinary Fundamentals: Culinary Basics</b> Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation. Prerequisites: None.</p>	<p><b>CUL 103: Culinary Fundamentals: Breakfast and Garden Manger</b> Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapés and hors d`oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches. Prerequisites: None</p>

Applies towards General Electives of an Associate Degree.

## Small Business Start-Up (SBS) Certificate of Completion (CCL)

Course Name	Textbook	Proctored or Not Proctored	Course Credits
MGT253 - Owning and Operating a Small Business	Yes	Proctored	3
MKT271 – Principles of Marketing	Yes	Not Proctored	3
SBS213 – Hiring and Managing Employees	Yes	Not Proctored	1
SBS214- Small Business Customer Relations	Yes	Not Proctored	1
SBS220 - Internet Marketing for Small Business	Yes	Not Proctored	2
SBS230 - Financial and Tax Management for Small Business	Yes	Not Proctored	2
<b>Total Credits</b>			<b>12</b>

*This certificate can be completed in 2 or more years with dedication and motivation.*

The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

<p><b>MGT253: Owning and Operating a Small Business</b> – Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None</p>	<p><b>MKT271: Principles of Marketing</b> 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.</p>
<p><b>SBS213: Hiring and Managing Employees</b> - Methods and techniques for managing employees in a small business. Includes supervisor’s role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.</p>	<p><b>SBS214: Small Business Customer Relations</b> - Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.</p>
<p><b>SBS220: Internet Marketing for Small Business</b>- Focuses on e-Commerce-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.</p>	<p><b>SBS230: Financial and Tax Management for Small Business</b>- An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. Prerequisites: None.</p>

Applies towards General Electives of an Associate Degree.

## Workforce Development (WFR) Certificate of Completion (CCL)

Course Name	Textbook	Proctored or Not Proctored	Course Credits
WFR110 – Personal Skill Development	Yes	Not Proctored	3
WFR112 – Family Reunification	Yes	Not Proctored	3
WFR114 – Social Skill Development	No	Not Proctored	1
WFR116 – Substance Abuse Education	No	Not Proctored	1
WFR118 – Job Readiness	Yes	Not Proctored	3
WFR120 – Job Retention	Yes	Not Proctored	2
<b>Total Credits</b>			<b>13</b>

*This certificate can be completed in 2 or more years with dedication and motivation.*

This 13 credit program provides incarcerated students with the skills needed to effectively transition from incarceration to the community. Courses focus on job readiness, job preparation, and job retention skills as well as family reunification, personal and social skill development, and substance abuse education. The program includes a Certificate of Completion in Workforce Development and Community Re-Entry.

<p><b>WRF110: Personal Skill Development</b> Personal Skill Development necessary for transition from incarceration to community. Includes development of a personal value system and decision-making strategies as well as conflict management. Also covers time and money management, goal setting, and the basics for everyday life. Prerequisites: Permission of Department or Division.</p>	<p><b>WRF112: Skills Reunification</b> Reunification procedures for the incarcerated person’s effective transition. Includes building and maintaining self-esteem and effective communication for healthy families or support systems. Also covers family and networking culture, discipline, and expectations for release. Prerequisites: Permission of Department or Division.</p>
<p><b>WRF114: Social Skill Development</b> Social skill development for the incarcerated person preparing to re-enter society. Includes identifying and establishing boundaries as well as modeling these behaviors. Also covers identification of core emotions and development of positive character traits. Prerequisites: Permission of Department or Division.</p>	<p><b>WRF116: Substance Abuse Education</b> Substance abuse education for incarcerated persons. Includes warning signs and the chain of events to addiction. Also covers decision making skills as well as strategies and resources available for prevention. Prerequisites: Permission of Department or Division.</p>
<p><b>WRF118: Job Readiness</b> Preparing the incarcerated person for release into the working worlds. Includes education, skills, assessment, and work experience. Also covers job search skills such as resume writing, applications, and interviewing. Prerequisites: Permission of Department or Division.</p>	<p><b>WRF120: Job Retention</b> Job retention procedures and techniques for incarcerated persons in transition. Includes workplace protocol, job performance, and employer-employee interaction. Also covers stress management and communication skills as well as interpersonal relationships in the workplace. Prerequisites: Permission of Department or Division.</p>

**This certificate fulfills some requirements for the Associate of Applied Science in Workforce Development and Applies towards General Electives of an Associate Degree.**

## Quality Customer Service (QCS) Certificate of Completion (CCL)

Course Name	Textbook	Proctored or Not Proctored	Course Credits
*COM110 - Interpersonal Communication	Yes	Not Proctored	3
GBS175 – Professional Development	Yes	Proctored	3
TQM101- Quality Customer Service	Yes	Not Proctored	3
*GBS233 – Business Communication	Yes	Not Proctored	3
COM263 –Elements of Intercultural Communication or *SOC212 – Gender and Society	Yes Yes	Not Proctored Not Proctored	3
TQM230 – Teamwork Dynamics	Yes	Not Proctored	2
<b>Total Credits</b>			<b>20</b>

*This certificate can be completed in 2 or more years with dedication and motivation.*

The Certificate of Completion (CCL) in Quality Customer Service is designed to provide students with training to meet the requirements for employment in non-sales areas. The courses will be offered in Customer Service, Teamwork, Communication skills (both written and oral) and Professional Development.

<b>COM110: Interpersonal Communication</b> - Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.	<b>GBS175: Professional Development</b> - Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career. Prerequisites: None.
<b>TQM101: Quality Customer Service</b> - 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.	<b>GBS233: Business Communication</b> -Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 with grade of C or better, or permission or Department/Division.
<b>TQM230: Teamwork Dynamics</b> - 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.	<b>***COM263: Elements of Intercultural Communication</b> - Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None. <b>OR SOC212: Gender and Society</b> -A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Prerequisites: None.
<b>Prerequisite for GBS233 --- ENG101: First-Year Composition*</b> - Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091.	

\* **Fulfills Associate Degree requirement**

Applies towards General Electives of an Associate Degree.



## Addictions and Substance Use Disorders Level I (ASD)

### Certificate of Completion (CCL)

Course Name	Textbooks	Proctored or Not Proctored	Course Credits
ASD100 - Foundations of Addictions and Substance Use Disorders	Yes	Not Proctored	3
ASD102 - Communication Skills In Treating Addiction	Yes	Not Proctored	3
ASD110 - Pharmacology Of Substances Abuse And Dependency	Yes	Not Proctored	3
ASD120 - Professional Ethics In Addictions and Substance Use Disorders	No	Not Proctored	1
ASD145 - Aids And Addictions	No	Not Proctored	1
ASD150 - Principles Of Self-Help Groups	Yes	Not Proctored	2
ASD161 - Beginning Clinical Documentation Skills	Yes	Not Proctored	3
ASD165 -Theories And Techniques In The Treatment Of Addiction	Yes	Not Proctored	2
BHS205 – Therapeutic Intervention Models	No	Not Proctored	3
<b>Total Credits</b>			<b>21</b>

*This certificate can be completed in 3 or more years with dedication and motivation.*

The Certificate of Completion (CCL) in Addictions and Substance Use Disorders Level I program is designed to prepare individuals with the skills necessary to become an addictions and substance use disorders professional, as well as provide continuing education to current professionals. Courses in the Certificate of Completion in Addictions and Substance Use Disorders Level I focus on theories and techniques, ethics, communication skills, interviewing and documentation, and recovery and relapse.

<b>ASD100: Foundations Of Addictions and Substance Use Disorders</b> - 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.	<b>ASD102: Communication Skills In Treating Addiction-</b> 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.
<b>ASD110: Pharmacology Of Substances Abuse And Dependency</b> -Exploration of the pharmacology of substance of abuse and dependency. Examines the effects of psychopharmacological chemicals on human physiology. Emphasis on identification and management of substances of abuse and dependency. Prerequisites: None.	<b>ASD120: Professional Ethics In Addictions and Substance Use Disorders-</b> 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.
<b>ASD145: Aids And Addictions</b> - 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.	<b>ASD150: Principles Of Self-Help Groups</b> - Overview of the fundamental principles, concepts and historical antecedents of the various self-help groups. Emphasis on the self-help groups of Alcoholics Anonymous, Al-anon, Alateen, Narcotics Anonymous, Co-dependents Anonymous, and Adult Children of Alcoholics. Prerequisites: None.
<b>ASD161: Beginning Clinical Documentation Skills</b> - Overview of interviewing/paraprofessional counseling and documentation skills. Record keeping/documentation skills. Alcohol and drug abuse paraprofessional counselor core functions emphasized. Prerequisites: None.	<b>ASD165: Theories And Techniques In The Treatment Of Addiction</b> - Overview of counseling theories including the application to chemical dependency groups. Recordkeeping skills and beginning paraprofessional counseling skills emphasized. Prerequisites: None.
<b>BHS205: Therapeutic Intervention Models</b> - Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS105 or ASD102.	

**This certificate fulfills some requirements for the Associate of Applied Science in Addictions and Substance Use Disorders**

## Addictions and Substance Use Disorders (ASD) Level II

### Certificate of Completion (CCL)

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Course Name	Textbooks	Proctored or Not Proctored	Course Credits
*Courses from Addictions and Substance Use Disorders Level I			21
ASD220 – Family Dynamics and Addiction	Yes	Not Proctored	3
ASD226 – Counseling Multicultural and Diverse Populations	Yes	Not Proctored	3
ASD236 – Relapse, Recovery and Addiction	Yes	Not Proctored	2
ASD245 – Co-Occuring Disorders	No	Not Proctored	2
ASD250 – Group Interventions	Yes	Not Proctored	3
ASD275 – Advanced Theory and Techniques in Addiction Disorders	Yes	Not Proctored	3
Restricted Electives –SOC2XX, or ASD285XX, or PSY266	Yes	Not Proctored	2
Credits for Level II Certificate			18
<b>Total Credits</b>			<b>39</b>

*This Level II certificate can be completed in 3 or more years with dedication and motivation.*

The Certificate of Completion (CCL) in Addictions and Substance Use Disorders Level II program is designed to prepare individuals with the skills necessary to become an addictions and substance use disorders professional, as well as provide continuing education to current professionals. Courses in the Certificate of Completion in Addictions and Substance Use Disorders Level II focus on advanced theories and techniques, family dynamics and relationships, and multicultural and diverse populations.

<b>ASD220: Family Dynamics and Addiction</b> - 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: None.	<b>ASD226: Counseling Multicultural and Diverse Populations</b> - Exploration of influences of culture and diversity on substance abuse and dependency. Emphasis on recovery and therapeutic relationships. Prerequisites: None.
<b>ASD236: Relapse, Recovery and Addiction</b> - 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: None.	<b>ASD245: Co-Occurring Disorders</b> - 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: None.
<b>ASD250: Group Interventions</b> - 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, education and family groups. Prerequisites: None.	<b>ASD275: Advanced Theory and Techniques in Addiction Disorders</b> - Capstone course for level two certificate in chemical dependency program. Focus on chemical dependency counseling theories and techniques used by chemical dependency counselors as they relate to the client and family members. Prerequisites: ASD220, ASD226, ASD245 and ASD250 with a grade of C or better, or permission of Instructor.
Restricted Electives: <b>ASD285AA-Treatment For Stimulant Use Disorders Seminar, ASD285BB-Adolescent Substance Abuse Treatment Seminar, ASD285CC-Addiction Review Seminar, ASD285DD-Motivation For Change In Substance Abuse Treatment Seminar, ASD285EE-Domestic Violence and Substance Abuse Seminar, ASD285FF-Street Drugs Seminar, ASD285GG-Addictive and Medical Plants Seminar, ASD285HH-Intervention And Treatment For Addictions and Substance Use Disorders Seminar, SOC212-Gender and Society</b>	

**\* Level I Addictions and Substance Use Disorders must be completed prior to starting Level II**

This certificate fulfills some requirements for the Associate of Applied Science in Addictions and Substance Use Disorders